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| **Job Title:** | **Trainee - Child Sponsorship (CS)** | **Effective Date:** |  March 2025 |
| **Department:** | Organizational Impact and Innovation | **Job Family:** | Child Sponsorship |
| **Reports to:** | Supervised by Associate Sponsorship Officer; Oversight by Sponsorship Coordinator | **Grade:** | NA |
| **Location:** | Country Office, Kathmandu |
| **Direct Reports:** | None |
| **Job Role** |
| **Role Overview:** | CS – Trainee is responsible for the quality assurance of CS content, feedback compilation, manage the supporter correspondence, and draft case stories. S/he will support in bulk mail CS content and dispatch supporter communication. |
| **Accountabilities** |
| **Key Accountabilities****/ Responsibilities** | **Key Activities** |
| **Organizational systems** | * This position is responsible to adhere/ comply with approved organizational policies and procedures.
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| **CS Business Process and quality assurance** | * Quality check of child message (drawing and child information) and make correction wherever required.
* Compile feedback based on CS content received from PNGOs.
* Prepare the CS content (child message, child photo and correspondence) for bulk mail; set the CS content pack as per requirement of funding affiliates.
* Develop child’s information update in English language as per answers received from child in Nepali language from PNGOs (if necessary).
* Draft case stories(optional)
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| **Others** | * Any other tasks as assigned by Line Manager/Supervisor
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| **Key Relationships to reach solutions** |
| ***Internal (to ActionAid or team)*** | ***External*** |
| All departments of AAIN | Relevant parties for the department |
| **Person Specification** |
| **Education & Certifications** | * A Bachelor's degree in Development Studies/Social work or relevant field or its equivalent from a recognized University is preferable
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| **Essential Experience** | * Experience of working in multi-cultural environment
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| **Essential Knowledge** | * Sound knowledge of rural life (to contextualize the information received from field)
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| **Language proficiency** | * Fluency in written and spoken English and Nepali
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| **Essential Skills** | * Good Nepali to English translation skills
* Planning and organizing
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| **Personality trait** | * Organized
* Persistent
* Collaborative
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This Terms of Reference (ToR) covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from Trainee. Other tasks may be assigned as necessary according to organizational needs.

It is part of every member's responsibility to contribute to AAIN's mission and comply to AAIN’s values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility.*

It is part of every member's responsibility to contribute to AA Nepal’s principles, strategies, policies, and procedures on *Feminist Leadership, Safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security.*