

Job Description and Person Specification



Job Title:	Climate Resilience and Research Manager	Effective date	1 Sept 2026
Department:	Programme Policy and Business Development	Job Family:	Programme
Reports to:	Head - Programme Policy & Business Development	Grade:	Seven (7)
Location:	Country Office, Kathmandu		
Direct Reports:			
Job Role			
Role Overview:	Conceptualize, plan and manage research and programme initiations to promote resilience against disaster, and Ecosystem-based Adaptation and ensure humanitarian response in case of any emergency to contribute to overall organisational mission to achieve social justice, gender equality and poverty eradication in line with ActionAid International Nepal (AAIN)'s Strategy 2029. As an extended management team (EMT) member, this position is also responsible for leading or contributing to following institutional priorities as per the requirements of AAIN: • Human right based approach (HRBA) • Feminist Leadership • Sexual Harassment, Exploitation and Abuse (SHEA) & Safeguarding (including Child Safeguarding) • Safety and Security		
Organizational representation	• This position represents AAIN in DRR, Climate Change and Humanitarian related works at the national and international level • This position acts as focal person for AAIN to ensure that DRR and Climate Actions and Humanitarian works related guidelines, policy and systems are effectively developed, implemented and understood by all staff and related partners.		
Strategy development	• This position reviews and develops the strategy implementation framework (SIF) and organisational position for DRR and Climate Change, and Humanitarian programme and ensures the quality implementation of the strategic objectives assigned under the Programme Policy & Business Development Department • Ensures strong monitoring and evaluation of resilience building related research, policies and programme, consistent learning, and generation of knowledge as well as feminist alternatives • This position assesses funding needs to deliver the strategic priorities under climate action, DRR and humanitarian action and contribute to developing the fundraising plans together with the Business Development unit. This position leads and directs the work of AAIN in accordance with sound management practices and ActionAid's development policies and accountability systems		
Organizational systems	• This position ensures mutual accountability between AAIN and related stakeholders with the establishment of all organizational processes, systems and policy related to Climate Change, DRR and Humanitarian Theme		
Key Accountabilities / Responsibilities	Key Activities		

Budgeting and planning	• Lead the Annual Planning and Budgeting (APB) process for the project and thematic works and ensure and control of expenditure under the defined responsibility domain • Contribute to the development, review and consolidation of annual plans and budgets, and the annual national resource allocation • Provide technical support to the partners in annual plan and budget and extend support to the concerned AAIN staff and partners team.
Monitoring	• Develop, monitor, review and update the research activities, Climate, DRR and Humanitarian related activities, work plan to ensure that the theme attains its objectives as cost-effectively and efficiently as possible • Coordinate with Organizational Impact and Innovation (OII) department in monitoring and evaluating programmes and projects related to Climate, DRR and Humanitarian • Document and disseminate thematic learning from the programme and share with programme team and OII department
Reporting	• Keep up to date information and data of the project and provide the expert analysis when required for the continuous improvement of AAIN • Prepare monthly/ quarterly/ bi-annually/ yearly reports of the work on Climate, DRR and Humanitarian and share it with the LM and concerned teams • Consolidate and/ or prepare periodic reports of the projects under the accountability domain and share to the donor
Staff Management (of applicable)	• Ensure that performance records of staff under supervision are submitted to HROD on time • Work with HROD to identify training needs and development opportunities for supervised staff • Lead and facilitate reporting staff to achieve its mandated targets in accordance with annual plans • Line Manage the project-based reporting staff and provide adequate mentoring
Financial Management	• Control of expenditure and the disbursement of resources of the budget of the project to ensure the compliance with financial policy and donor standards.
Capacity development	• Build capacity of relevant AAIN and Partner Organization (PNGO) staff on issues relating to climate and EbA, research plan and methodology, feminist perspective, climate justice, campaigning and mobilisations • Identify generic and specific training needs of AAIN staff and partners on climate, EbA and humanitarian action and develop training module • Conduct periodic field visits to provide necessary thematic inputs to AAIN and PNGO staff for the research and community interventions
Lead Climate, DRR and Humanitarian related programme of AAIN	• Take technical lead in issues relating to Climate Change, DRR, and Humanitarian inside the organization. • Prepare and review the position paper and Strategic Implementation Framework (SIP) of programme priority • Analyse and keep updated information on the various context related to Climate Change, DRR and Humanitarian action • Prepare/support to prepare advocacy plans at local, provincial, national global level working with AA Global team for influencing national and international policies. • Integrate ActionAid's resilience framework and humanitarian signature and ecosystem-based adaptation (EbA) approach in the programme • Initiate for the immediate action related to emergency response as informed by the SoP for humanitarian action

	Take initiation to use the learning and evidence generated from the research/ study/ community praxis and innovation in programming
Networking and Coordination	- Establish and sustain effective programme network linkages with partners, alliances and key actors working in the field of Climate Change, DRR, and Humanitarian - Play proactive roles in building, supporting and sustaining linkages of PNGOs and alliances with DRR, Climate Change and Humanitarian issue-based networks - Build relations with key stakeholders like government, inter-governmental organisations, NGOs, I/NGOs, UN agencies and peoples' agencies, climate and ecological movements for collaboration and solidarity support. - Lead to establish consortium of likeminded organisations working in the field of DRR and Humanitarian response and Climate Change for joint actions to achieve organisational mission
Contribute to Programme Policy & Business Development department to develop and implement strategies and policies	- Contribute to the Programme and Business Development works specially for write-ups for profiling success, documentation of key initiatives and proposal development process. - Support AAIN and PNGO staff in understanding policy works in HRBA praxis with feminist lens - Develop and popularise thematic position papers, policy brief, resource book, newsletters and disseminate them
Others	- Provide inputs to AAIN policies through climate, ecological and resilience lens - Undertake other tasks as assigned by the Line Manager
Typical People Management Responsibility	
Approximate number of people managed in total	No
Matrix Manager – (projects/dotted line)	No
Team Leader	No
Manager of Team Leaders/Managers	No
What is the global remit? Operates in:	
Own country	Yes
Geographic Region	No
Multiple Geographic Regions	No
Remit covers all ActionAid countries	No
Financial (limits/mandates)	As per AAIN policy and authority delegation
Direct departmental budget:	As per AAIN Plan & Budget
Organization-wide expenditure	As per AAIN Plan & Budget
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
All departments of AAIN, International Secretariat/AA Asia Regional Office & other Fund Affiliates Countries	Networks, alliances, CSOs, PNGOs, Donor Organizations, Other International /National Non – Governmental Organizations (I/NGOs), Government Line agencies

Person Specification	
Education & Certifications	• A Master's Degree in Environment Science/ Agriculture/ Environment Engineering/ Forestry/ Disaster Risk Management or any other relevant degrees from a recognized University • Training in project planning and management, Human Rights Based Approach, Participatory approaches and methodologies, governance, civic empowerment and accountability, monitoring and evaluation
Essential Experience	• Proven research experience in relevant field as a lead author • At least 3-5 year's work experience in related field in similar role and similar organization • Experience of working in multi-cultural environment
Essential Knowledge	• Thorough understanding of development and human rights issues and climate and ecological issues in the country • Sound and up to date knowledge of research and development concepts, methodologies • Sound knowledge in the sociopolitical, socioeconomical and ecological context of Nepal
Language proficiency	• Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali
Essential Skills	• Excellent people/interpersonal skills including listening, communication, coordination, collaboration and influencing • Proven self/people management skills • Demonstrated ability to work under reasonable pressure, deadlines, and multiple priorities • Expert in use of different digital tools for research, analysing data and translating them into easily understandable user-friendly information • Skilled at solving problems using innovative approach
Personality trait	• Organized • Persistent • Collaborative • Wants to lead

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

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