

act:onaid Job Description and Person Specification

Job Title	Associate Programme Support Officer	Effective Date	Oct- 2022
Department	Programme Policy	Job Family	Programme
Reports to	Livelihood & Natural Resource Specialist	Grade	Four (4)
Location	ActionAid International Nepal, Country Office		
Direct Reports	None		
Job Role			
Role Overview	<p>This role is responsible to provide general programmatic as well as administrative support to Programme Operations as well as Thematic Units under Programme Policy Department. This role supports in implementing projects and thematic initiatives including but not limited to planning, implementation, monitoring, documentation, and partnership (partner, network partner and consultants) management of assigned projects and thematic initiatives.</p> <p>S/he is also responsible to lead or contribute to the following institutional priorities as per the requirements of ActionAid International Nepal (AAIN):</p> <ul style="list-style-type: none"> • Human right based approach (HRBA) • Feminist Leadership • Sexual Harassment, Exploitation and Abuse (SHEA) & Safeguarding (including Child Safeguarding) • Behavioural Change Approach (BCA) • Safety and Security 		
Organizational Representation	<ul style="list-style-type: none"> • Promotes the Organisation’s image in the community and forums by attending and sharing information at meetings and workshops as requested • Represents AAIN to attend partnership management meetings of project partners and thematic partners as required • Occasionally represent AAIN to attend various meetings with network and alliance, knowledge sharing and learning forums, thematic workshops, and share documents and feedback with respective team members 		
Organizational System and Compliance	<ul style="list-style-type: none"> • Responsible to adhere/ comply with approved organisational policies and procedures 		
Key Accountabilities/ Responsibilities	Key Activities		
Budgeting and Planning	<ul style="list-style-type: none"> • Contribute to prepare assigned partners’ plan of the project/s and budget • Engage with Finance to resolve financial issues related to expenditures in project(s) and thematic key initiatives • Contribute and support in preparation of project plans, budget, and rolling out of thematic operation calendar • Support in implementation of Programme Policy Departmental Plan 		
Monitoring	<ul style="list-style-type: none"> • Monitor projects’ and department’s initiatives progress towards plan and objective, timelines, and follow up with concerned team members for timely implementation 		

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	<ul style="list-style-type: none"> • Collaborate with Programme Manager and Thematic Specialists to actively monitor the evolving/emerging context to ensure quality and innovation in the implemented projects • Facilitate partners for participatory programme/project review process • Develop/use the tools for activity/ output monitoring and closely monitor the implementation status • Organize field observation of activities implementation and provide suggestion to partners based on the field monitoring referring to the original plan and budget
Reporting	<ul style="list-style-type: none"> • Contribute to prepare project reports as per agreement with the relevant funding agency, departmental initiatives (event) report, and meeting minutes • Support and contribute partners to generate quality reports, impact stories and community voice of assigned projects • Submit individual monthly/quarterly work plans and progress reports to Line Manager on a timely basis
Information Management	<ul style="list-style-type: none"> • Contribute and support in developing, ensuring timely communication, and maintaining proper record of partnership related agreements • Support in tracking and submission of project reports timely • Keep updated information, reports, and data of programme activities of short-term projects and thematic initiatives • Manage programmatic database for Program Policy Department (updated legal documents, profile, and reports of partners) • Document and systematically store IECs, photos and other knowledge products (e.g., research reports, policy briefs, posters) prepared by Programme Policy Department
Communication and Share Learning	<ul style="list-style-type: none"> • Contribute and support effective communication for AAIN's visibility, profile building, networking, and alliance building • Support to organize and facilitate review, reflection, outcome harvesting, and learning workshops • Document and share key lessons learnt from the initiatives/ short-term projects with other team members, functions, etc • Work closely with Communications team to capture community voices, testimonies, case stories, and so forth to prepare communiques of major events, prepare social media post content etc • Disseminate the learning documents and other knowledge products of ActionAid to partners
Capacity Development	<ul style="list-style-type: none"> • Coordinate with partners and ActionAid colleagues to organize capacity development events • Analysis of capacity need assessment conducted by ActionAid and support to conduct capacity need assessment of partner staff and organization • Support in rolling-out of policies, guiding documents and strategies developed by Programme team to partners • Provide feedback to the thematic specialists on capacity needs of the partners based on field observation, regular meeting, and feedback from partners

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Programme/ Project Operation and Management	<ul style="list-style-type: none"> Support partners to implement program/projects in consultation with thematic specialist and Programme Manager Coordinate with Thematic Specialists to facilitate thematic tasks and provide inputs to partners in programming Prepare implementation timeline of designated short-term projects and regularly follow up on the status with partners and concerned AAIN staff
Corporate Responsibilities	<ul style="list-style-type: none"> Actively engage in advocacy and alliance building by creating connection with different networks and alliances, and strengthen networking with local donors, programmatic partnership, and collaboration Participate and support in different organizational priority events (such as social audit, PRLM) as and when required
Others	<ul style="list-style-type: none"> Any other official tasks as requested by Line Manager
Typical People Management Responsibility	
<i>Approximate number of people managed in total</i>	No
<i>Matrix Manager – (projects/dotted line)</i>	No
<i>Team Leader</i>	No
<i>Manager of Team Leaders/Managers</i>	No
What is the global remit? Operates in:	
<i>Own country</i>	Yes
<i>Geographic Region</i>	No
<i>Multiple Geographic Regions</i>	No
<i>Remit covers all ActionAid countries</i>	No
<i>Financial (limits/mandates)</i>	Limits
<i>Direct departmental budget</i>	No
<i>Organization-wide expenditure</i>	No
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
All departments of AAIN, International Offices	Partner Organisations, Other I/NGOs, Government Line Agencies, Alliances and other similar networks
Person Specification	
Education & certifications	<ul style="list-style-type: none"> Bachelor's Degree or equivalent with two years of relevant experience Good partnership management skill and experience Experience of working in a multi-cultural environment Experience of working with networks and alliances
Essential knowledge	<ul style="list-style-type: none"> Good understanding of documentation and information management Basic understanding of programme management, project cycle management best practices in non-profit organizations Good understanding of programme review, monitoring and evaluation Basic understanding of the issues of women rights, education and youth, resilient livelihood, DRR and Humanitarian response Good command in English and Nepali typing Experience of working with I/NGOs
Language proficiency	<ul style="list-style-type: none"> Excellent communication skills (reading, writing, listening, and speaking) in both English and Nepali

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Essential skills	<ul style="list-style-type: none">• Creative and innovative• Problem solving• Presentation and communication• Report writing• Strategy and concepts formulation• Partnership relationship management• Proficiency in MS Office Package and programme management tools and techniques. Skill on some content design and presentation software would be an added advantage
Personality trait	<ul style="list-style-type: none">• Take initiatives• Collaborative• Diplomatic• Influencing

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 with 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.*