

# act:onaid Terms of Reference and Person Specification

<b>Job Title:</b>	<b>Trainee – Youth and Education</b>	<b>Effective Date:</b>	April 2025
<b>Department:</b>	Program Policy and Business Development (PPBD)	<b>Job Family:</b>	Education and Youth <b>(Youth &amp; Communication)</b>
<b>Reports to:</b>	Programme Development Manager-Education	<b>Grade:</b>	Trainee
<b>Location:</b>	Country Office, Kathmandu		
<b>Direct Reports:</b>	None		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The trainee will work under the supervision of PPBD department to implement IGNITE Fund (Youth Hub Initiative) that support the organization's overall goals and objectives while assisting Education and Youth Unit. S/he will <b>be primarily responsible and lead Youth Hub planning &amp; implementation, facilitate to develop youth led campaign of youth hubs, and support management &amp; day to day operations, developing digital media content for various types of digital platforms such as websites, social media accounts, communication materials, newsletters</b>, and so on. This material should include information about AAIN's campaign, upcoming events, AAIN's milestones, and so on.</p>		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities</b>	<b>Key Activities</b>		
<b>Develop HR Knowledge</b>	<ul style="list-style-type: none"> <li>Track and assist Youth led Programme of AAIN.</li> <li>Assist Education theme units in writing, editing, and producing events reports/ communication materials with various target audiences in mind.</li> </ul>		
<b>Learning and Development</b>	<p><b>Enhance:</b></p> <ul style="list-style-type: none"> <li>Project and partnership management</li> <li>Communication and interpersonal skills</li> <li>Teamwork and coordination skills</li> <li>Organising and documentation skills</li> <li>Prioritization and time management skills</li> </ul>		
<b>Practical Assignments</b>	<ul style="list-style-type: none"> <li>Oversee monthly operation of IGNITE Project activities and day to day coaching and mentoring of Youth Hubs.</li> <li>Draft youth led change stories for publication in print or online media outlets</li> <li>Managing social media postings for networks such as Facebook, Twitter, Instagram, LinkedIn and share communication focal person of Global Platform Secretariat, Denmark.</li> <li>Creating and maintaining an inventory of images, audio files, video clips, event reports or other materials used in Youth led campaigns.</li> </ul>		
<b>Others</b>	<ul style="list-style-type: none"> <li>Any other official tasks as assigned by Education and Youth Unit.</li> </ul>		
<b>Person Specification</b>			

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<b>Education &amp; Certifications</b>	Bachelor/master's degree running communication or in Management or relevant field
<b>Essential Experience</b>	None
<b>Essential Knowledge and skill</b>	<ul style="list-style-type: none"><li>• Concept of Youth Programme, Communication, Law, Development Studies</li><li>• Interpersonal, coordination, communication, organising</li></ul>
<b>Language proficiency</b>	Fluency in written and spoken Nepali and English including regional and local language.

It is part of the Trainee'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 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.*