

VACANCY ANNOUNCEMENT

ActionAid is a global justice federation working to achieve social justice, gender equality and poverty eradication. ActionAid Nepal (AA Nepal) is a member of the federation, working for human rights, anti-poverty and gender equality. It is a non-governmental national social justice organisation established in 1982 and working locally in different provinces of Nepal. It is also a part of both national and global social justice movement and other civil society networks, alliances and coalitions.

AA Nepal is seeking competent, committed and result-oriented candidates for the following positions:

1. Resource Generation Manager

Key Responsibilities:

Resource Generation Manager is responsible to lead, manage, coordinate and monitor programme development, fundraising, sponsorship management and donor communication effectively. S/he will provide strategic guidance on Fundraising and Sponsorship in order to enable and ensure smooth functioning and resource generation for AA Nepal. S/he is also responsible to maintain donor relations and ensure supporter relations are well-maintained. S/he will explore, initiate, and build relations for international as well as in-country fundraising.

Key Competencies Required:

- Master's degree in social science or its equivalent from a recognized University
- At least 5-7 years of work experience in a related field in a similar organisation
- Excellent donor relations management skills as well as ability to bring in innovative fundraising concepts and develop proposals

2. Finance Officer

Key Responsibilities:

Finance Officer is responsible to provide effective and efficient financial management support to Finance Unit for smooth financial operations. S/he will ensure that the books of accounts are maintained as per the required standards and guidelines and responsible to prepare various reports for Finance Unit. S/he will also provide support in Partners' financial and grants management.

Key Competencies Required:

- Qualified Accountant (CA, ACCA, CPA), or at least a Bachelor's Degree in Accountancy, Finance or its equivalent from a recognized University. Master's Degree in relevant field is highly preferred
- At least 5 years of work experience in related field in a similar organisation
- Experience of working in financial management process of an international organisation in donor funded project

*Interested candidates are requested to get the detailed **Job Description** and **Application Form** from our website at <https://nepal.actionaid.org/jobs>. The application deadline is on **Thursday, 19 November 2020, 5:00 PM**.*

AA Nepal is an equal opportunity employer. All applicants will be considered for employment without attention to their ethnicity, religion, sex, sexual orientation, gender identity, HIV status, and disability status. Women and people from ethnic minorities are strongly encouraged to apply.