

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	<b>Trainee – Fundraising</b>	<b>Effective date</b>	1 Feb 2022 to 30 April 2022 (possibility of extension)
<b>Department:</b>	Fundraising Unit, Resource Generation	<b>Job Family:</b>	Fundraising (FR)
<b>Reports to:</b>	Supervised by Fundraising officer Oversight by Fundraising Manager	<b>Grade:</b>	NA
<b>Location:</b>	Country Office, Kathmandu		
<b>Direct Reports:</b>	None		
<b>Job Role</b>			
<b>Role Overview:</b>	The trainee is responsible to support the FR team with day-to-day FR related activities through close coordination with various departments. S/He is responsible to support FR team on internal/external communication, coordination, information tracking system and documentation management, information collection for project design documents etc.		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities</b>	<b>Key Activities</b>		
<b>FR activities</b>	<ul style="list-style-type: none"> <li>• Develop knowledge on FR and document management - its policies, systems, and business processes to support FR activities.</li> <li>• Develop job knowledge on grant/project management, communication skills.</li> <li>• Support FR team on collection of various information to develop concept note/proposal.</li> <li>• Develop knowledge and support FR team on various templates, tracking tables, information collecting tables/formats used by fundraising team effectively.</li> <li>• Minute all meeting agenda and note and share with key stakeholders.</li> <li>• Responsible to track the FR system and support on document management (success stories writing, document meeting/workshop discussion, online and offline file management, work on MOU/agreements with Donors as required)</li> <li>• Coordinate with various thematic leads as assigned to collect information for concept/proposal development</li> </ul>		
<b>Knowledge Management</b>	<ul style="list-style-type: none"> <li>• Update the opportunity tracker both online and offline.</li> <li>• Responsible for proper filing and documentation of all the project document/MOU/forms/donor packs and communication materials and update in the file timely.</li> </ul>		

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<b>Coordination, communication and administrative support</b>	<ul style="list-style-type: none"><li>• Assist in internal and external communication through email, Microsoft teams, skype, phone calls.</li><li>• Support in preparing meeting/timeline schedule for internal/external meeting as required.</li><li>• Coordination and follow up within the team for the timely collection of relevant information to meet deadlines.</li><li>• Provide administrative and logistical support for smooth FR operations.</li></ul>
<b>Others</b>	<ul style="list-style-type: none"><li>• Any other official tasks as assigned by line manager and department manager</li></ul>
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	Bachelor completed /Master's degree running in Management preferred
<b>Essential Experience</b>	Basic knowledge on FR process and works
<b>Essential Knowledge and skill</b>	<ul style="list-style-type: none"><li>• Concept of Development organizations</li><li>• Willing to handle multitasking</li><li>• Able to work on various document</li><li>• Attention to detail</li></ul>
<b>Language proficiency</b>	Fluency in written and spoken Nepali an English

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.*

Interested candidate are requested to forward their updated CV with a cover letter @ [jobs.nepal@actionaid.org](mailto:jobs.nepal@actionaid.org) by COB 18<sup>th</sup> Jan 2022