

VACANCY ANNOUNCEMENT

ActionAid is a global justice federation working in over 45 countries to achieve social justice, gender equality and poverty eradication. **ActionAid International Nepal (AIN)** is a member of the federation, working for human rights, anti-poverty and gender equality.

Associate Programme Support Officer- S/He 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

*Interested candidates are requested to get the detailed **Job Description with person specification and Application Form** from our website at <https://nepal.actionaid.org/jobs>. The application deadline is on **11- Sep-2022***

AIN 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.

AIN promotes its principles, strategies, policies, and procedures on Feminist Leadership, safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security and all applicants must adhere to AIN's key policies and procedures.