

## Vacancy Announcement



ActionAid International is a unique partnership of people working in over 50 countries in Asia, Africa, Australia, the Americas and Europe. It has been working in Nepal since 1982. ActionAid Nepal's (AAN) mission is to empower poor and excluded people to eradicate poverty and injustice by working on the priority themes of Women's Rights, Education, Food Security, HIV and AIDS and Peace Building through rights-based approach.

AAN seeks competent, committed and result-oriented Nepali women for the following senior positions.

### 1. Human Resource & Organisation Development (HR/OD) Manager - Grade 7

Key responsibilities: The HR/OD Manager will design and implement effective HR/OD strategy, policy and systems to enable AAN's mission. This involves successful recruitment, development, retention of staff, providing fair compensation and benefits and effective grievance handling in line with ActionAid's global standards. The candidate will promote overall organisational effectiveness through creation of an enabling work environment in which people can deliver their best results and the efforts of various units and departments are interlinked and synergised. This candidate will additionally support ActionAid's partner NGOs to strengthen their HR/OD functional capacities.

Qualifications and core competencies: The candidate will possess a Master's degree in any of these disciplines HRM/HRD/OB/MBA (with HRM specialisation) or any related social science subject; have a minimum of 5 years' relevant work experience at senior level; be familiar with the HR/OD practices of development organisations in Nepal and be updated on the labour regulations of the Government of Nepal. An experience of directly managing organisational change, and working in a multicultural work environment and dealing with governance boards will be advantageous. The person will be a good listener, demonstrate good judgement and maintain confidentiality and discretion.

### 2. Theme Leader, Women's Rights – Grade 6

Key responsibilities: The Senior Theme Leader, Women's Rights will design and facilitate implementation of effective strategies to address the structural denial of rights and discrimination against poor, excluded and vulnerable women in Nepal. The position requires effective analysis of discriminatory laws and practices, facilitation of women's rights issues within ActionAid's programmes and building capacity of staff and partners as required. As women's rights is one of ActionAid's core themes, the candidate should closely collaborate with other strategic themes and functions within ActionAid, nationally and when needed internationally.

Qualifications and core competencies: The desired candidate should have a Master's degree in Women's Studies and relevant social science subjects; a minimum of 3 years' relevant work experiences at a senior level within the development sector; be updated on the discriminatory laws and practices that affect women in Nepal and the international instruments that promote women's rights and have ability for policy analysis, networking and alliance building.

### 3. Theme Leader, Education & Child Rights – Grade 6

Key responsibilities: The position will require designing of effective strategies to promote access to quality education and achievement of child rights among marginalised and excluded poor children emphasising on girl children in a post-conflict situation. It involves strengthening community and citizen participation in monitoring education governance, influencing resource allocation of the national government and ensuring that the rights of children are upheld. The responsibilities will include supporting communities and partners to implement such education strategies, monitoring and evaluating their implementation and providing knowledge expertise and supporting capacity building of partners when required.

Qualification and core competencies: The candidate will have a Master's degree in Education or related social science subjects; a minimum of 3 years' senior level experience in a similar post preferably in the development sector; be knowledgeable about Nepal's education policy, issues of concern in the country's education sector and be familiar with critical discourses on learning and international instruments that promote child rights. The post also calls for skills in policy analysis, networking and alliance building.

**Note: Additionally the successful candidate in all of the three posts will demonstrate:**

- Sound understanding of poverty and human rights and Nepal's development context and sector.
- Excellent English and Nepali language and advanced computer skills.
- Willingness to travel extensively nationally (50%) and when required internationally.

Candidates are requested to use the application form and job description available at [www.actionaid.org/nepal](http://www.actionaid.org/nepal) and send the completed form electronically or handwritten form along with an application letter with the names of three referees by **September 26, 2008** addressed to:

**The HR/OD Manager,  
ActionAid Nepal, PO Box 6257  
Kathmandu, Fax: 4419718**  
OR through email: [Jobs.nepal@actionaid.org](mailto:Jobs.nepal@actionaid.org)

Please indicate the position title on the subject of your application.

**AAN is an equal opportunity organisation which also believes in promoting affirmative action to enable women, disabled and ethnic people.**

