

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	<b>Volunteer- DRR and Humanitarian</b>	<b>Effective date</b>	2 January 2023
<b>Department:</b>	Program Policy	<b>Job Family:</b>	Volunteer
<b>Reports to:</b>	DRR and Humanitarian Specialist	<b>Grade:</b>	N/A Stipend- NPR 10,000 inclusive tax.
<b>Location:</b>	Country Office, Kathmandu		
<b>Direct Reports:</b>	None		
<b>Job Role</b>			
<b>Role Overview:</b>	Volunteer- DRR and Humanitarian is expected to develop an understanding of DRR and Humanitarian works of ActionAid and contribute to documenting the vital DRR initiatives of ActionAid International Nepal and its partners.		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities</b>	<b>Key Activities</b>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Develop understanding of DRR and Humanitarian actions in general, and relevant works of AAIN and its partners</li> <li>Develop understanding of DRR plans and policies in the country</li> </ul>		
<b>Learning and Development</b>	<ul style="list-style-type: none"> <li>Will develop understanding of risk assessment-visualization, process of prioritization for mitigation, adaptation in community</li> <li>Develop skills of documentation, data visualization and risk assessment</li> </ul>		
<b>Practical Assignments</b>	<ul style="list-style-type: none"> <li>Develop repository of DRR initiative of AAIN and partners</li> <li>Develop GIS maps of working area of AAIN showcasing disaster risk</li> </ul>		
<b>Person Specification</b>			
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>Bachelor/Master's degree running in environment science/management, development studies, DRR and humanitarian, social science</li> </ul>		
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>Basic skills of GIS preferred</li> </ul>		
<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>Basic understanding of DRR terminologies and GIS</li> </ul>		
<b>Language proficiency</b>	<ul style="list-style-type: none"> <li>Fluency in written and spoken Nepali and English</li> </ul>		

It is part of the Intern'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.*

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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.*