



LUTHERAN WORLD RELIEF

Lutheran World Relief (LWR), a U.S.-based non-profit development organization, is seeking an intern (women) to support on finance and Admin work for 6 months. This is a paid internship opportunity, and the incumbent will be responsible for the following.

I. Administrative support

- Support Finance and Admin Officer (FAO) to prepare petty cash voucher and to maintain proper filling of petty cash vouchers.
- Support to keep all bills/vouchers stamped and properly arranged.
- Support FAO to provide administration and logistic support for the day-to-day operation of the office.
- Support FAO in reception handling including attending official incoming calls and outgoing calls, office visitors handling, registration of incoming and outgoing letters, support staff when requested etc.
- Support FAO in maintaining and updating filing system of the office.
- Support in managing logistics for local & international staff travel including air tickets reservation, transportation, visas and hotel bookings.
- Support in managing procurement processes for office asset purchases.
- Support in management of office assets /inventory
- Support in logistics management for organizing workshops, trainings, meetings.
- Manage filing.
- Other duties as assigned.

II. Accounting

- Work with Finance and Admin Manager to learn about financial system.
- Support on management of account files
- Other duties as assigned by FAO.

Qualification: Should have completed graduate degree and waiting for results or seeking for internship opportunity.

Qualified Nepali citizens can submit their application and resume by email to: JobsNepal@lwr.org before **27 March 2023, 5.00 pm**. No other applications will be accepted.