

Vacancy Announcement

Terms of Reference (TOR) for the recruitment of Admin Associate

General Information

Issued by	Recovering Nepal
Issue Date	9 April 2025
Project Title	Reducing human rights-related barriers to access HIV/TB services
Job Title	Admin Associate
Employment Type	Full-time
Duty Station	Recovering Nepal Head Office Kumaripati, Lalitpur – Nepal
Duration	26 months (16 May 2025 – 15 July 2027) <i>Annual employment contract with at least 3 months of probationary period. contract will be in yearly basis.</i>
Expected Start Date	1 May 2025 <i>(Subject to change based on RN's contractual agreement with UNDP)</i>
Reporting to	Finance Manager and Program Manager
Application Deadline	20 April 2025

About Recovering Nepal

Recovering Nepal (RN) is the national federation of people who use drugs and drug service organizations in Nepal. Our vision is to improve the quality of life of people who use drugs. Our work is guided by the principle of 'meaningful engagement of people who use drugs' and grounded on empowerment, networking, and advocacy for advancing human rights and evidence-informed policy reform for the welfare of drug-using communities and community-led organizations.

Project Summary

The project aims to reduce human rights-related barriers to accessing HIV/TB services and advance law/policy reform advocacy for improving the HIV response and fulfilling the human

rights of key populations in Nepal. The project is supported by the Global Fund (Grant Cycle 7).

Position Summary

The Admin Associate will be responsible for supporting office operations by handling clerical tasks, managing schedules, recording and organizing files, and providing general support to program and finance staff.

Key Responsibilities

- Support daily administrative operations to ensure smooth office functioning. • Collect program and financial evidentiary documents and keep proper records in files. • Assist RN staff in organizing meetings, training, and other events.
- Maintain the inventory of office supplies and coordinate with vendors, service providers, and RN team.
- Handle correspondence, communication, and scheduling.
- Assist the Finance/Admin team in timely tax payments, bank transactions, record keeping, and reporting.
- Ensure compliance with organizational policies and procedures.
- Offer additional time, expertise, and support RN's work as requested or as per need.

Criteria/Qualifications

- Must be a Nepali citizen.
- Higher Secondary (+2) in Management or Business Administration (Bachelor's Degree preferred)
- Minimum of 2 years of experience in administrative or operations roles within the NGO/INGO sector.
- Strong organizational skills and ability to work under pressure with attention to detail. • Excellent communication and interpersonal skills.
- Proficiency in MS Office packages (Word, Excel, and PowerPoint) including Nepali typing. • Commitment to the mission and values of Recovering Nepal.

How to Apply

Interested candidates should submit their most recent full CV along with a copy of their citizenship card to vacancies@recoveringnepal.org.np.

Please include "**Admin Associate Application – Your Name**" in the email subject line. Only shortlisted candidates will be contacted for further processes. Phone calls will not be

entertained. People who use drugs will be given preference, so, interested (qualified) individuals from drug-using communities are encouraged to apply.