



SOS Children's Villages Nepal, a non-governmental social development organisation, supports children without parental care and families in difficult living conditions through services in care, education, health and emergency relief. We advocate for the rights of children and young people, in alliance with a diverse range of partners. We offer a secure and friendly work environment and are committed to safeguarding the rights of children through a zero-tolerance policy. We are further committed to providing a safe environment for coworkers, children, young people and adults with whom we work, where human rights are respected and upheld and healthy relationships are fostered by building organisational systems, capacity and awareness around our Child and Youth Safeguarding Policy and Code of Conduct. We are now looking for interested and qualified individuals for the following position:

Job position:

Sponsorship Assistant: 2

One position each at SOS Children's Village Pokhara and SOS Children's Village Sanothimi

The Sponsorship Assistant will be responsible for managing sponsorship correspondence, assisting with sponsorship communication materials and carrying out administrative work related to the department. S/he will also analyse correspondence reports and share an analysis of their adherence to correspondence standards and policies.

Qualification, experience and skills:

- Minimum Bachelor's Degree in any discipline, preferably in English or Mass Communication, with at least a second division or its equivalent, and a minimum of one year of relevant work experience.
- Proficiency in using Microsoft Office applications.
- Strong written and spoken proficiency in English and Nepali.
- Basic knowledge of digital content production, including videography, photography and basic video editing skills, is required.
- Knowledge and experience of working in administrative units will be an advantage.

For the above-mentioned positions, candidates **must be Nepali citizens below 35 years of age.**

Salary and other benefits: As per the organisation's policy

Interested candidates are requested to apply with the following documents:

- Cover Letter
- Curriculum Vitae
- Copies of Academic Certificates, including equivalence from relevant government agencies if studied outside Nepal
- Copy of Citizenship Certificate
- Passport-size photograph
- Employment Application Form, which is a mandatory document and can be downloaded from www.sosnepal.org.np/careers

Please send your application to the email address corresponding to your preferred duty station:

- **SOS Children's Village Pokhara:** cv.pokhara@sosnepal.org.np
- **SOS Children's Village Sanothimi:** cv.sanothimi@sosnepal.org.np

Application deadline: 4 p.m., 6 November 2026

Please clearly mention the position and preferred location in your cover letter and email subject line.

*SOS Children's Villages Nepal reserves the right to reject any or all the applications without providing any reason. **SOS Children's Villages Nepal follows an Inclusive Policy and therefore encourages women, people with disabilities, individuals from ethnic minorities and marginalised communities to apply.***