JD TEMPLATE VERSION	July 2021
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PMF Template 1.2.1

Job Description

JOB TITLE	Project Manager – Health (Pro-ACT)	REPORTS TO	Cluster Team Leader	JOB LEVEL	6	LOCATION	UMN Rukum East Cluster Office

OBJECTIVE OF THE JOB *The job holder will …..in order to…..*	To ensure successful implementation of Advancing for Community Transformation Project (Pro-ACT) and contribute to the UMN's Cluster strategy through effective capacity-building, relationship-building, project management, and providing technical expertise.

AREAS OF RESPONSIBILITY	DECISION MAKING	QUALIFICATION & EXPERIENCE
Relationships and Processes ▪ Build strong relationships with key local project line agencies/stakeholders in the district and working palikas (including district Health office, district hospital and Health Units at Rural Municipalities) and coordinate and cooperate with them for successful project implementation. ▪ Coordinate and represent UMN in relevant local networks and forums. ▪ Ensure that the community (including poor and excluded people) is thoroughly involved in bottom-up project design and implementation. ▪ Build strong relationships with implementing partner(s) and maintain them through regular interaction, coaching, and feedback. ▪ Develop partner staff capacity wherever required, notably in Health system strengthening, Maternal and Child health, Mental health, Health, economic development, protection, gender and good governance planning, implementation and monitoring and any other relevant areas from the partner organisational development plan. ▪ Work together with other Cluster staff to ensure integrated outcomes, and with UMN Thapathali staff to share learning and shape technical strategies. **Project Management** ▪ Overall management of Pro-ACT project to achieve its goals and outcomes effectively within the given time frame. ▪ Hold accountability of budget and ensuring timely achievement and its proper utilisation. ▪ Monitor monthly expenditure against budget and present quarterly plan vs achievement and quarterly plan in Quarterly Budge Review Committee (QBRC) meeting in coordination with Admin and Finance Officer	▪ Budget holder for project ▪ Lead participatory bottom-up project design process ▪ Contribute to Cluster strategy decisions ▪ Contribute to Technical Forum (TF) learning and decisions	▪ Master's Degree in Public Health/Psychology with three years' experience in integrated project management with particular focus on Health System strengthening, Mental Health and Psychosocial Support and Maternal and Child Health ▪ Excellent knowledge and understanding of current Health and Mental Health issues, economic development and protection issues in Nepal ▪ Strong experience of project management including planning, budgeting, monitoring, reporting and developing proposals ▪ Experience in Integrated project management and participatory bottom-up project designing, implementation, monitoring and evaluation ▪ Familiar with up-to-date poverty eradication strategies, policies, and development practices in Nepal and outside ▪ Experience in managing projects through local partner organisation ▪ Experience in working in remote areas in cross cultural environment
	DIMENSIONS	**SKILLS, ATTITUDES, BEHAVIOURS**

• Ensure that approval for any variances/changes is obtained before implementation. • Work closely with Project Officer for the effectively teamwork to achieve overall goal of the project. • Provide technical support and guidance for the effective mobilisation of field-based project staff of partner • Proactively seek amendments to planned activities and results when necessary and ensure delivery of approved activities and planned results. • Be completely familiar with donor contract and familiarize partner(s) with contract and ensure that all donor compliances and requirement are fulfilled timely • Use accounting software to verify partner expenses, facilitate budget release, and ensure timely financial reports • Maintain proactive communication about any changes, problems, etc. with line manager and all relevant UMN staff • Produce all project reports (internal and donor), annual work plans, and budgets, get feedback from Thematic Lead Health on time • Coordinate with respective Thematic Leads, and Units at Thapathali Office for technical support and inputs as per need. • Coordinate and ensure timely monitoring and evaluations in coordination with Monitoring Evaluation, Accountability, Learning and Crosscutting (MEAL-CC) Unit in Thapathali • Produce high-quality project stories and photos in technical support of UMN Communications Team. • Ensure that all UMN policies are followed and Cross Cutting issues i.e., Climate Change, Conflict Sensitivity, Gender and Disability are incorporated in the project. **Technical** • Assessing and developing new concept note, proposals, and project design in coordination with cluster team and Grant Management Unit • Provide necessary technical input and support in relevant components/activities of other projects in cluster as per need • Develop a good understanding of health gaps and needs of the local communities in cluster to support effective system of health programming. Similarly, build partner staff understanding of these systems. • Contribute to development and implementation of UMN/Cluster strategy, plans for UMN's health theme and enhance integration of health work with other projects and partner activities.	• Member of Cluster Team • Member of UMN's Technical Forum • Representing UMN at relevant technical forums • Ensures mainstreaming of cross-cutting issues in their projects • Supports organisational development and capacity building of UMN partner organisations and project staff	• Seeking to model the UMN values and vision • Strong commitment to serving the poorest and excluded people—to finding innovative ways they can participate in and benefit from UMN's work • Belief in the ability of the poor to analyse their own problems and transform their lives • A good trainer, mentor, and coach and eager to build the capacity of others • Good persuading & influencing skills, able to enthuse others • Social skills necessary to build effective working relationships with a broad range of people • Learning attitude • Good computer skill and communication skills in Nepali and English language, both written and verbal, in order to present technical information in an appropriate manner • Proactivity and self-motivation • Flexible in terms of work time, workload/pressure, manage time to meet the deadline and travel in remote places in the working areas. • Able to thrive in a situation of change and uncertainty • Respect for gender and cultural diversity

▪ Identify advocacy issues relevant to health and support their incorporation into UMN, Cluster, and/or programme strategies. ▪ Support in developing training packages, training manuals and materials, ensuring UMN's health interventions are based in good practice and are innovative, and sharing learning in various health and UMN's technical forums		