

PROJECT COORDINATOR-CP/CRG JOB DESCRIPTION

ORGANIZATIONAL BACKGROUND: Panch Tara Yuwa Samrakshak Manch (PTYSM) is a non-profit and non-government organization. It was established in 2053 AD and registered in 2053-08-11 AD under the District Administration Office 2054-04-28 also affiliated with Social Welfare Council, Kathmandu. The organization is dedicated to the ideals of holistic and integrated development based on a harmonious balance of socio-culture, material and organization trusted on teamwork and development through social mobilization.	
ABOUT PROJECT	Panch Tara Yuwa Samrakshak Manch (PTYSM) has been implementing Project Sahayatra III in Chhedagad municipality Jajarkot district in partnership with Save the Children. The overall program objective is to Support of disadvantage girls and boys of Chhedagad Jarakot district.
JOB TITLE	Project Coordinator-CP/CRG
THEME/PROGRAMME:	Sahayatra III- CP/CRG
LOCATION:	Chhedagad Rural municipality, Jajarkot
GRADE:	Level
TYPE OF CONTACT	15 March 2024 to 31st Dec ,2024
ROLE PURPOSE: Project Coordinator-Child Rights Governance & Child Protection will work closely with the Project manager- Sahayatra III and Project Coordinators of other themes, Field officer- Child rights governance and child protection, CBOs and local governments and agencies working at Palika and ward level (government and non-government) to create enabling environment and to facilitate/support in the project implementation process to ensure the project activities are accomplished within the set quality/quantity and time. Under the direct supervision of Project manager - Sahayatra III of Project Coordinator-CP will be responsible to lead the project related to Child Rights governance and child protection activities of Sahayatra-III Project by mobilizing and coordination of Field officer and stakeholders in the Palika level (local government bodies, MCRC, WCO, WCSC, Civil society organizations, Child club network, Child champion, religious leader, police, health post, SMC, teacher)	
SCOPE OF ROLE: Report to: Project manager- Sahayatra III Staff reporting to this post: Field officer- CRG&CP Budget Responsibilities: N/A Role Dimensions: This position is key position to lead child protection activities through mobilization of Field officer to ensure the result of project under Child rights governance and Child protection theme.	
KEY responsibilities. Project planning and budgeting - Facilitate and support to conduct and ensure community consultation with key stakeholders and beneficiaries for assessment, planning and designing. - Ensure proper data collection, documentation and dissemination on Child rights governance and child protection issues conducted regularly. - Capacity building of project team for the effective project implementation. - Support for making district and Palika level project plan with references of agreed child CRG & Child protection project activities on monthly, quarterly basis. Coordination, Collaboration and Networking	

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- Coordinate and collaborate with district/Palika and Ward level government line agencies, stakeholders, beneficiaries, media, other project teams within organization and other service providers in different level.
- Ensure organizational visibility and sustainability in the Palika, ward, and community level.
- Participate in different networks and forums and coordinate at the community level like-minded organizations for resource maximisation.
- Maintain good coordination with Palika, MCRC, WCO, WCRC , line agencies as well as of SCI and maintain close coordination with Field officer and other theme coordinators.
- Harmonize, facilitate and ensure to integrate the project components at community and Palika levels.
- Bridge the project related information between Save the Children and organization.
- Coordinate and Facilitate MCRC to have Palika plan to protect and promote child rights.

Project implementation

- Lead the project providing support to field staff and ensure the timely conduction of project activities having quality output in Palika and local level.
- Support project team for making effective work plan of project implementation.
- Support to M/WCRC and child club for developing their annual to protect and promote child rights.
- Maintain proper database, filing and documentation system and their management in the district office.
- Local level advocacy to increase resource allocation to WCRC and child club.
- Lead to convene community level project activities as assigned under the program and organizational provisions in project area, local & communities.
- Conduct and facilitate community level project activities with high quality, training, meeting, workshop, seminars etc.
- Collect feedback and learning from stakeholders and other concern agencies for the program.
- Provides day-to-day supervision of staff and works collaboratively with other POs and PCs

Project review and monitoring

- Frequently visit the project areas for supervision and monitoring the field level activities
- Support to conduct surveys, internal and external evaluations.
- Support for preparation and submit event wise reports to Project Manager- Sahayatra III of Organization.
- Monitor the regular activities of CRG &CP by supporting Field officers.
- Ensure for the involvement of community to review program among the stakeholders and beneficiaries.
- Participate in the project review meeting with project team to review planned activities of that month along with challenges faced and lesson learned monthly.

Project reporting and documentation

- Prepared monthly project tracking and quarterly, semi-annually, and annual report and submit to Project manager-Sahayatra III and updating the information related to the project.
- Collect case studies/success story, action photos, learning, and challenges for the program documentation. Submit field monitoring reports to PM- Sahayatra III

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- Prepare and submit event reports, data base along with indicator surveys. Undertaken field visits for monitoring and supervision of program personnel.
- Share the field visit reports to the line manager with area to be improved and betterment.
- Work closely with MEAL & documentation coordinator to ensure the project progress is in track and quality set in the project documents are met.
- Initiate corrective actions based on the feedback from MEAL& Documentation coordinator and SCI representative.

QUALIFICATIONS AND EXPERIENCE

Master's degree in social science, law and others subjects and having 3 years' experience in project management and implementation or Bachelor's Degree in Social Science with 5 years of experience in child rights governance and child protection programs.

ESSENTIAL SKILLS

- Sound knowledge on child rights, child protection and national and international instruments and policies related to children.
- Knowledge and skill on Project Management
- Report and proposal and case studies writing skill.
- Presentation, facilitation, and negotiation.
- Very good skills and knowledge in documentation and reporting in English and Nepali.
- Excellent computer skills in Word, Excel, PowerPoint
- Excellent skill on different training/workshop and meeting.

DESIRABLE SKILLS

- Stress management skills.
- Time management and communication skills.
- Excellent coordination, communication and interpersonal skills (team building and teamwork) with key stakeholders at project and Palika level.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Safeguarding obligation:

We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that the position holder conduct is in line with the SCI's Safeguarding policies. Hence our selection process includes rigorous background checks, reflects our commitment to the protection of children, adult at risk and community from abuse, exploitation, and harassment.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

JD Prepared by:

Date: 18th March, 2024

JD agreed/received by:

Date: 18th March, 2024