

**Social Awareness Center (SAC)Nepal
Birendranagar, Surkhet**

Job Description

Basic Information (Description)

Name of Employee	
Address	
Program/Project	Breaking Barriers for Girls' SRHR (<i>Kishori Sashaktikaran Pariyojana</i>)
Designation	Senior Project Coordinator
Reporting to	Executive Director and Line Manager of Plan International Nepal
Supervisor	Executive Director
Supervision to	Technical Coordinator, Finance Coordinator, M&E Coordinator, GESI Officer, Social Mobilizers
Working Area	Tripurasundari and Thuli Bheri Municipality Dolpa
Duty Station	Project Office Dolpa
Period(Term)	

KEY RESPONSIBILITIES AND TASKS:

Program, Planning and Implementation

- Take a lead in developing monthly, quarterly and annual plan of the project in coordination with Plan International Nepal.
- Mapping of existing private and public service providers, adolescent/youth groups and networks, and other stakeholders to understand the situation and develop project activities based on the information
- Provide Managerial support to project team in planning, implementation, monitoring and reporting of the field activities in line with the SRHR project goal and objectives
- Support the project team, municipality team, local government and community level interventions for mainstreaming of the GESI and SBC and social norms issues in project activities in coordination with technical coordinator, GESI officer, M&E Coordinator as well.
- Keep all the project staff and board members updated on project requirement; implementation guideline, tools and procedure for their understanding and use
- Work with local government and other stakeholders and identify the common issues and agendas about FP/RH where project can support and provide technical and programmatic assistances to address the issues as appropriate
- Conduct workshops, advocacy meeting, policy dialogues, and interactions with the local government and other stakeholders at local level for localization of SRHR polices and program

M&E, Documentation Research

- Make sure that project data is being collected from field regularly, analyze them against quality benchmarks and share with central office as well as partner as required.
- Have frequent field visit to monitor project against quality bench mark, produce & share monitoring reports
- Support to M&E team while conducting baseline/endline survey, research, developing M&E action plan and implementation of the plan

- Ensure data quality of the periodic report; verify those data and information from sources periodically in sample basis and orient the field staff at the site for further improvement
- Ensure need-based review meeting of the project at district and local level, identify the gaps and issues and take the action accordingly for the further improvement
- Organize the monitoring visits of Government Officials at project for their information and update about the programs
- Ensure documentation the learnings and major findings of the project interventions and share with Plan International and government on regular basis
- Organize periodic review meeting of the project team in coordination with Plan International SRHR project team

Linkage, coordination and advocacy and program integration

- Coordinate with district level and local level stakeholders including government entities and like-minded organizations to avoid the duplication of the SRHR project activities and develop the synergy in programs
- Coordinate with municipalities (health, education, women and children section) for SRHR programming at local level
- Oversight district based consortium team and streamline the project activities as per the goals/ objectives of the project
- Ensure the participation of the project team in different health related committees at district and municipalities for coordination among stakeholders.
- Share the project update with Health Office of district and Local government periodically and invite them for monitoring of the project activities in the field
- Coordination with Technical Coordinator, M&E Coordinator, GESI officer and Social Mobilizer for information, issues and support require related of GESI, SBC and social norms.

Contribute in mainstreaming GESI, social norms and Good Governance across the program areas

- Organize capacity building and training to all staff and ensure coaching and mentoring on regular basis on GESI, Social norms and good norms
- Establish the accountability mechanism at project office in coordination with Executive Director / board of the organization and operationalize it accordingly
- Provide orientation/ training on different policies and procedures of organization and make sure that all staff members well aware on policies and procedures as well as their commitment sign.

R5: Financial management, Administrative and Human Resource Management

- Make sure that budget request is made on time and disbursement is made with high compliance as per the partner funding agreement made between Plan International Nepal and organization
- Review project budget, track the expenditure of budget regularly
- Monitor project expenditures and take necessary action to ensure the burnt rate is within acceptable limits

- Ensure that functional administrative systems are established and maintained in the project and the partners
- Follow strictly the organizational policies and requirements on procurement manual, finance manual, personnel manual, etc.
- Ensure that all staffs have job descriptions and performance appraisal formats and orient them as required.
- Ensure that the personnel policies (contract renewal/extension, disciplinary actions etc.) are effectively followed.

Upholding Organizations Core values and ensuring its principles

- Link and demonstrate organizations core values, programming principles, strategic objects, gender equity, equality & social inclusion in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior and safeguarding of program participants.
- Engage in safeguarding and code of conduct awareness raising activities.

Working conditions:

Based in Project Office, Dunai, Dolpa with estimated 60% travel to project implementing communities and Health facilities

Employee

Name:

Position: Sr. Project Coordinator

Project: Breaking Barriers of Girls SRHS

(Kishorin Sashaktikaran Pariyojana)

Signature:

Date:

Organization

Name:

Position: Executive Director

Signature:

Date: