PROJECT COORDINATOR-EDUCATION
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 municipality, Jajarkot district for safe and resilience community protection.
JOB TITLE	**Project Coordinator-Sexual and Reproductive Health and Rights-SRHR**
THEME/PROGRAMME:	Health
LOCATION:	Jajarkot District- Chhedagad Municipality
GRADE:	Level
TYPE OF CONTACT	15 March 2024 to 31st Dec ,2024

ROLE PURPOSE:

This position will be responsible for planning, implementing, monitoring, and reporting of SRHR activities under the SAHAYATRA-III project at the district and municipal levels. The role involves close coordination and collaboration with key government counterparts such as the Health Service Office (HSO), Health Unit of R/Municipalities and Health Facilities (HFs), as well as I/NGOs and other relevant external stakeholders and project team to ensure the effective implementation of SRHR activities, leveraging resources within the SRHR sector. The incumbent will contribute to strengthening the government health system in relation to SRHR programs. Additionally, the position holder will closely work with the field level project team and provide onsite support and coaching to them and ensure timely and quality program delivery

SCOPE OF ROLE:

Report to: Project manager

Staff reporting to this post: Field officer- SRHR

Budget Responsibilities: N/A

Role Dimensions: This position is key position to lead Health related activities through mobilization of field Officer-SRHR to ensure the result of project under Education theme.

KEY responsibilities.

Coordination, Collaboration and Networking

- Maintain good coordination with district and municipality level government line agencies (i.e., HSO, Municipal Health Unit, Health Facilities, Schools etc.), I/NGOs, other relevant external stakeholders, and project teams for effective implementation of SRHR activities.
- Represent project/organization in different health related internal and external forums, technical committees at district and municipal level and share project updates and learnings.
- Coordination between the team members in different components -to ensure that all components are in tandem.
- Proactively identify other actors working on to improve SRHR situation and develop collaboration with them (particularly with other agencies executing related projects) to create synergies and deliver better results.

PROJECT COORDINATOR-EDUCATION
JOB DESCRIPTION

Project planning, budgeting, and implementation

- Prepare detail implementation plan (DIP), phased budget, procurement plans, monthly activities, and budget tracking for SRHR related components.
- Manage day-to-day operations and management of SRHR activities in line with the approved project documents and ensure coordination between the project team in different components.
- Analyse monthly activities vs financial progress and ensure that the SRHR related planned activities are on track and in line with planned budget.
- Lead the SRHR component of the project providing support to field staff and ensure the timely conduction of project activities having quality output.
- Provide technical support to the R/Municipalities for developments of SRHR related policy, strategy and guidelines as needed.
- Ensure and facilitate community level SBC activities and health systems support with high quality.
- Conduct technical support visits to health facilities and provide onsite support and coaching for quality SRHR services and information management.
- Coordinate with health coordinators and health facilities In-charge for health facilities need assessment, training, and other SBC related activities.
- Provide technical guidance/coaching and timely support to Field Officers and mentors/facilitators.
- Engage in local level planning process to promote evidence-based planning and budgeting and advocate for leverage more resources in SRHR sector.

Project monitoring, documentation, and reporting

- Conduct technical monitoring and support visits in the project area and provide onsite support and coaching to the project teams (i.e., field officers and mentors/facilitators) for quality program delivery.
- Conduct health facility assessment, health related training need assessment, and support to conduct surveys, internal and external evaluations related to SRHR components.
- Document and prepare event reports, semimanual/annual project reports, case stories, learning and best practices of the SRHR components and share on regular basis.
- Participate in the meeting with project team to review planned activities of that month along with challenges faced and lesson learned.
- Ensure QBs for SRHR related activities are in place and all the SRHR related activities are being implemented as per the standard quality benchmarks (QBs).
- Work closely with MEAL officer to ensure the SRHR related activities progress is on track and quality set in the project documents are met and initiate corrective actions based on the feedback from Monitoring visit.

QUALIFICATIONS AND EXPERIENCE

- Master's degree in Public Health with 1 years of working experience OR Bachelor's degree in Public Health OR Nursing with 3 years of demonstrated work experience in health related projects.
- Previous experience in managing project related to Sexual and Reproductive Health and Rights (SRHR) is preferred.

ESSENTIAL SKILLS	DESIRABLE SKILLS
▪ Sound knowledge on Health and Health Rights Policies. ▪ Knowledge and skill on Project Management and training facilitation. ▪ Report and proposal and case studies writing skill. ▪ Presentation, facilitation, and negotiation.	▪ Stress management skills. ▪ Time management and communication skills. ▪ Excellent coordination, communication, and interpersonal skills (team building and teamwork) with key

▪ Very good skills and knowledge in documentation and reporting in English and Nepali. ▪ Excellent computer skills in Word, Excel, PowerPoint ▪ Excellent presentation and training facilitation skill and knowledge.	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 PTYSM and 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 PTYSM and SCI anti-harassment policy.	
JD Prepared by:	**Date: 18th March, 2024**
JD agreed/received by:	**Date: 18th March, 2024**