

Job Description

Basic Information (Description)

Employee Name	
Address	
Program/Project	Local Initiative for Community Empowerment and Development (LICED)
Designation	Project Coordinator
Reporting to	ED
Supervisor	ED
Supervision to	Livelihood Facilitator
Working Area	Chaukune RM, Surkhet
Duty Station	Project Office, Chaukune RM, Birendranagar, Surkhet
Period (Term)	1 st May 2026 to December 2026 (Appointment extension based on performance and fund availability)

Required Qualification and experience :

Bachelor's degree in any subject with 1 years related experience.

KEY RESPONSIBILITIES AND TASKS:

Program, Planning, and Implementation

- Take a lead in developing monthly, quarterly, annual and periodic plans of the project with budget in coordination with ED and partner
- Provide support to the project team in planning, implementation, monitoring and reporting of the field activities in line with the partner.
- Keep all the project staff and board members updated on project requirements, implement guidelines, tools and procedures for their understanding and use
- Work with local government, and other stakeholders who worked in same thematic areas.
- Conduct different interventions with the coordination and collaboration with local governments and other stakeholders.
- Take a role in capacity building of beneficiaries, local communities and related structures.

Monitoring, Evaluation, Documentation and Reporting

- Make sure that project data is being collected from field regularly, analyze them and share with partner
- Have frequent field visit to monitor the intervention, support/mentoring/coaching to staff, quality delivery, produce & share monitoring reports
- Ensure data quality of the periodic report; verify those data and information from sources periodically.
- Organize/participate quarterly review meeting of the project, identify the gaps and issues and take the action accordingly for further improvement
- Organize the monitoring visits of government officials at project for their information and update about the programs
- Document the learnings and major findings of the project interventions and share with partner and government on regular basis.
- Prepare periodic progress report, case study, data and other required as per partners agreement.

Linkage, coordination, advocacy and program integration

- Coordinate with RM level stakeholders including government entities as well as concern local government and like-minded organizations to avoid the duplication of the project activities and develop the synergy in programs
- Ensure the participation of the project team in different forums for coordination among stakeholders.
- Share the project update with concern authorities of local government concerned periodically and invite them for monitoring of the project activities in the field
- Work closely with the section of palika, partners, likeminded organization, internal organization and other stakeholders.
- Raised the community issues in concern authorities of division/district and palika level and support/lobby/campaign to solve the issues

Financial management, Administrative and Human Resource Management (5%)

- Make sure that budget request is made on time and disbursement is made with high compliance as per the partner funding agreement made between Partner and organization.
- Review project budget, track the expenditure of budget regularly
- Monitor project expenditures and take necessary action to ensure the burn-rate is within acceptable limits
- Ensure that functional administrative systems are established and maintained in the project and the organization
- Follow strictly the organizational policies and requirements on procurement policy, HR policy, financial management policy and other related policies, guidelines and code of conduct as well as acknowledge/respect the partner policies and procedures.
- Ensure that all staffs have job descriptions, perform their role 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 with frequently field travel to project implementing communities, coordination/collaboration with local governments and other stakeholders in addressing issues related to project nature and beneficiaries contributing to fulfil the objectives of project

Employee	Supervisor	Organization
Name :	Name :	Name :
Designation :	Designation :	Designation :
Date :	Date :	Date :
Signature :	Signature :	Signature :