

HELVETAS Swiss Intercooperation Nepal
Job Description

Job Title: Governance Coordinator

Program: Safer Migration Program (SaMi)

Location: Biratnagar (Responsible for Province one and Madesh Pradesh)

Reporting to: Deputy Team Leader

Job purpose:

- This position will work closely with the provincial and local government stakeholders to institutionalize the safer migration program for its sustainability. The post holder will draw learnings from province program team and contributes government stakeholders in policy and guidelines formulation and policy change to address migration and governance issues. The incumbent will also facilitate for the capacity enhancement of labour and employment section of provincial and local governments.

Duties and responsibilities

1. Compliance to Policies, Rules/Regulations and Guidelines

- Adhere to relevant policies, procedures, regulations and guidelines of HELVETAS Swiss Intercooperation (Personnel, Financial, Administrative policies; Security Response Guide; Gender Equality and Social Inclusion Guide; Sexual Harassment & Mobbing Policy; Code of Conduct Against Corruption etc.) and other specific policies applicable for SaMi;
- Ensure Conflict Sensitive Programme Management at all levels;
- Compliance with the GoN and SDC policies and approaches as relevant and required.

2. Institutional Strengthening and Capacity Building

- Ensure that the institutional learning/capacity building plan particularly in the field of governance and institutionalization of services is in place and implemented accordingly;
- Support Program Officers to build institutional capacity of Migrants' Rights Networks;
- Be responsible for need identification of concerned local governments (elected body and Government Officials) in the field of migration and governance;
- Design appropriate package/module (orientation/training, coaching) for capacity building activities of the Provincial and Local Government/Wards in migration and governance field;

- Develop and deliver (through outsourcing if needed) customised orientation module on migration issues for the relevant stakeholders at the local/province level governments;
- Develop customised orientation module for Province Government on the basis of their role and responsibility given by the constitution/LGOA in relation to foreign employment;
- Support/facilitate to establish/enhance the capacity of labour and employment section, sectoral committee/municipal executive of local governments in the safer foreign employment sector;
- Take lead role to support developing migration related profile, policy and guideline for local/province governments in collaboration with Province Managers/Program Officers and facilitate for mainstreaming migration issues in their strategic/periodic plans;
- Support to enhance the capacity of labour and employment department of concerned province ministry and facilitate to establish the collaboration between province governments and local governments for foreign employment related service delivery;
- Review the foreign employment related relevant act, policy and guideline of governments and develop the reform elements based on SaMi experience for the policy inputs;
- Analyse the relevant policy, act and guideline of local and province governments and explore the space for mainstreaming the migration services;
- Coach/support to Program Officers for enhancing the capacity in the governance sector;
- Interaction/orientation to national partners' staff on institutionalization of thematic services at local/province/federal levels for sustainability of the safer migration issues in the long run;
- Develop/update/facilitate programs to strengthen the capacity of the SaMi team at province level to enable them to work effectively with Local and Province Level Governments in line with the constitution/LGOA etc. to fulfil the objective of SaMi phase III extension document.

3. Coordination, Communication and Advocacy/lobby

- Build effective communication and collaboration with Province Managers and other team members including those who are based in MoLESS and FEB;
- Build excellent rapport and effective coordination/collaboration with concerned government and non-government stakeholders at local and province level;
- Organize regular sharing/learning meetings among concerned SaMi team members;
- Coordination with respective development partners, province/local planning commission, thematic committees etc. for mainstreaming the migration issues at different levels (strategic plan/policy).

4. Documentation, Monitoring and Evaluation

- Support to develop a training roster, training inventory especially in governance sector and make effective use of them;

- Work closely with, Monitoring and Evaluation (M & E) Officer and Program Officer responsible for information and Knowledge Management for data collection and capitalization of the learning;
- Be responsible for capacity building and follow up on SaMi data management of the concerned provinces with support of M & E Officer;
- Support to prepare outcome monitoring and other periodic reports to the Program Officer responsible for documentation and reporting;

Job Requirements

a. Minimum Education Attainment: Master's Degree in Social Science or in a relevant field.

b. Minimum Professional Experience: Minimum 5 years of work experience in development field and 3 years in the field of governance with similar responsibilities. Experience in the field of migration will be an added value.

c. Required Competencies:

- Excellent knowledge and understanding on governance system, existing constitution, policies and local government operation act
- Rich knowledge experience working with local/provincial governments and government system
- Proven experience of building excellent relation with Government Officials
- Experiences of working with civil society organizations including networks
- Good understanding of issues related to human rights, gender, social equity and poverty alleviation and governance
- Result oriented, ability to handle multiple tasks and maintain deadlines and a good team player
- Fluency in Nepali and English languages; both written and oral
- IT: Proficiency in using office application software; ability to produce, understand and analyse standard database reports; and efficiency in using communication applications.

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____