

## JOB DESCRIPTION & POSITION DESCRIPTION QUESTIONNAIRE (JDPDQ)

VACANCY INFORMATION			
Job Title	Project Coordinator KITAB	Manager Name and Title	
Department/Office	National Office, Kathmandu	JD Last Reviewed	
EXL Member/PL/RL		Cost Center	
Employee Type	Fixed term, Full-time	<b>For P&amp;C Use Only:</b>	
Contract Type	Choose an item.	JEM Code	
Contract Duration	Less than 1 Year	Our People Job ID	
Hours Per Week		Work Unit ID	
Vacancy Type	Choose an item.	Overtime Exemption	Choose an item.
Vacancy Details	Development (Field or Office)	L-IM Scale Eligibility	Choose an item.
Preferred Office Location		P&C Notes for Role	

### JOB PURPOSE *(Limit 750 characters)*

To lead and manage a project that aims to upgrade the KITAB bazar platform through active collaboration with publishers, private sectors and other developmental sectors to ensure improved and more efficient supply chain of books all over Nepal.

KITAB Bazar is a technology-enabled market solution that will improve access of books along with standard through an efficient supply chain, a digital marketplace linking schools to publishers & a social network connecting teachers & a book purchase tracking system to support school progress.

The role will work in close collaboration with both internal and external stakeholders to achieve the defined outcomes as per the timeline.

### MAJOR RESPONSIBILITIES

% of Time	Activity	End Results
45%	Project management	<ul style="list-style-type: none"> <li>Ensure that the project commences on time, delivers the results as per the approved plans &amp; budgets, and is implemented as per the quality benchmarks, industry standards, donor guidelines and requirements, government regulations, and organizational policies and procedures.</li> <li>Support the overall financial, and operational planning as well as in development of an appropriate project exit strategy.</li> <li>Oversee the timely submission of all deliverables to management, donors and sponsors, including regular reports (monthly, quarterly and annually), financial reports, and other reports and key documentation as required.</li> <li>Assist to develop, apply and ensure appropriate tools and strategy to monitor the progress, quality and impact of the project targets</li> <li>The project progress reviews are carried out according to the schedule.</li> <li>Support in Pilot testing of the platform</li> </ul>
40%	Stakeholder management	<ul style="list-style-type: none"> <li>Provide project stakeholders with comprehensive documents and each stakeholder clarified on their role and responsibilities.</li> <li>Supporting the private sector/consortium of publishers for the project scale-up.</li> <li>Review monthly progress and plans of supporting partners</li> <li>Provide necessary support for planning, monitoring and implementations of project activities</li> </ul>

		<ul style="list-style-type: none"> <li>• Work in close coordination with internal as well as external stakeholder to develop modules and provide training workshops</li> <li>• Develop a project brief and disseminate to relevant stakeholders.</li> <li>• Support in handover process of the created platform</li> </ul>
10%	<u>Documentation and Reporting</u>	<ul style="list-style-type: none"> <li>• Collect, write, and share at least five case studies/good enough practices.</li> <li>• Prepare at least a one video illustrating project impact.</li> <li>• Monthly, quarterly, semi-annual, annual and other program and financial reports prepared and in placed and documented in time aligning with project design and donor requirement.</li> <li>• Prepare or present progress and completion reports.</li> <li>• Maintain project database management as per requirement (in Horizon, Hard copies, Soft copies)</li> <li>• Qualitative reporting and implementations models ensured.</li> <li>• Capture evidences (such as media coverage, visibility materials, and success/change stories) of good practices in regular basis.</li> <li>• Dissemination of lessons learnt and best practices from major program interventions.</li> </ul>
5%	<u>Other</u>	<ul style="list-style-type: none"> <li>• Anything else requested by the line manager to support the quality of programming for WVIN</li> </ul>

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE					
Required Professional Experience	Demonstrated experience preferably in project management in development field. At least 2 years working experience in national and/or international NGOs.				
Required Education, training, license, registration and certification	Bachelors degree in Education, Social Science or relevant discipline				
Preferred Knowledge and Qualifications	<p>Thorough understanding and experience about Nepal Government's strategies, policies, guidelines on early grade reading and ICT policies.</p> <p><u>Others:</u></p> <ul style="list-style-type: none"> <li>• Strategic, creative, and innovative thinking</li> <li>• Fluent in Nepali, with good written and spoken English</li> <li>• Committed to World Vision Ethos, Mission, Vision and Core values.</li> <li>• Decision making and problem solving skills</li> <li>• Experience in using logical frameworks and project monitoring</li> <li>• Knowledge of Microsoft Office</li> <li>• Willingness to work outside office hours especially when traveling</li> <li>• Perform other organizational and business processes that are required to contribute to WVIN's strategic objectives and to maintain a healthy organizational life</li> <li>• Demonstrate understanding of and commitment to World Vision's Core Values in the approach to work and relationships</li> <li>• Ensure implementation of Child Protection Policy and Child Safe Organization practices</li> </ul>				
Travel and/or Work Environment	30%	Physical Requirements		Language Requirements	Fluent in Nepali and English

KEY WORKING RELATIONSHIPS		
Contact <i>(within WV or outside WV)</i>	Reason for Contact	Frequency of Contact
Field Offices	Deployment of Kitabbazar tool	Regular
Nepal Innovation Lab	Development of Kitabbazar and engagement of private sector	Regular

DECISION MAKING
<b>As per the LOA of WVIN</b>

CORE COMPETENCIES - For all positions, select the top 3 prioritized competencies from below. <i>Click <a href="#">here</a> for a quick overview of our Core Competencies.</i>
<input type="checkbox"/> Be Safe and Resilient <input type="checkbox"/> Build Relationships <input type="checkbox"/> Learn and Develop <input checked="" type="checkbox"/> Partner and Collaborate <input checked="" type="checkbox"/> Deliver Results <input type="checkbox"/> Be Accountable <input checked="" type="checkbox"/> Improve and Innovate <input type="checkbox"/> Embrace Change
For Management positions only, select the top 2 prioritized competencies from below.
<input type="checkbox"/> Model Self-Management <input type="checkbox"/> Engage, Influence, Lead and Grow Others <input type="checkbox"/> Run an Effective and Agile Organization <input type="checkbox"/> Develop the Organization for the Future

APPROVALS			
Manager Name		Manager Approval Date	
P&C Name		P&C Approval Date	