

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	Construction Officer
THEME/PROGRAMME:	Education
LOCATION:	Jajarkot District- Chhedagad Municipality
GRADE:	Level
TYPE OF CONTACT	15 March 2024 to 31 st Dec ,2024
ROLE PURPOSE: This position holder will be responsible for carrying out overall prescribed construction related works of SAHAYATRA III project at field level in terms of site assessment, field survey, design, estimation and construction of all the schemes with quality. Coordination/Collaboration with Palika for resource sharing, frequent field visit of project sites, supervise the construction/renovation activities, analysis of work progress, orient SMC, construction committee, skilled and unskilled labours as per drawing, estimate and specifications are essential factors for this position.	
SCOPE OF ROLE: Report to: Project manager- Sahayatra III (In coordination with Education project coordinator.) Staff reporting to this post: Field officer- Education. Budget Responsibilities: N/A Role Dimensions: This position is key position to lead construction/renovation activities through mobilization of community stakeholders to ensure the result of project.	
KEY responsibilities. ● Conduct Site Assessment for construction and renovation of School based infrastructures (Building, Drinking Water Supply System and Toilets) in project area. ● Prepare design & drawings of new infrastructures as per the requirement. ● Prepare quantity and cost estimates of the construction and renovation works (mainly school building, Drinking Water Supply System and Toilets of school). ● Provide proper orientation to the SMC/Construction Committee about the minimum standard, major clauses of agreement, roles and responsibilities of signing party, estimate, working modality, mode of payment, site as well as personal safety & other construction related tasks. ● Clearly understand the provided design, drawing & estimate of construction/renovation work of school-based infrastructures. ● Carry out layout of the building construction work. ● Supervise the construction/renovation and operation of project sites to carry out the work as per design and estimate fulfilling the minimum standards.	

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- Provide regular update, work progress and report of the ongoing construction and renovation activities to the line manager and Construction Coordinator of SC.
- Prepare running and final bills and recommend for payment after necessary measurements & analyzing the work progress.
- Provide regular technical support to the masons and SMC/Construction Committee of construction sites.
- Support the SMC / construction committee in the procurement of construction materials, record keeping of the skilled and unskilled labors, maintain stock register at construction site and proper documentation of bills and receipts.
- Conduct public audit in the schools after completion of the construction work.
- Prepare work completion report of each scheme after completion of the work.
- Regularly mobilize the SMC, construction committee and community to accomplish the proposed work effectively as per construction schedule.
- Maintain good relationship with local government, development partners and other stakeholders at Palika level.
- Regular coordination/collaboration with Palika for resource sharing in construction activities.
- Orient SMC/Construction Committee & labors & ensure the site safety as well as personal safety at construction site.
- Maintain good relationship with local government, development partners and other stakeholders at Palika level.
- Must follow the safeguarding policy of PTYSM and Save the Children.
- Ready to accomplish any other responsibilities assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

- Diploma in Civil Engineering with 3 year of relevant work experience.
- OR, Bachelor in Civil Engineering with 1 year of relevant work experience.
- Excellent teamwork, communication and interpersonal skills
- Proficiency on MS word, Excel, PowerPoint and having good knowledge in using Auto CAD application will be added value.

ESSENTIAL SKILLS

- Knowledge and skill on Project Management and training facilitation.
- Report and proposal and case studies writing skill.
- Presentation, facilitation, and negotiation.
- 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.

DESIRABLE SKILLS

- Stress management skills.
- Time management and communication skills.
- Excellent coordination, communication, and interpersonal skills (team building and teamwork) with key 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

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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