

Job Description

Functional Title:	Senior Program officer
Base Location:	Kathmandu with Extensive Field Visit
Reporting to:	Program Advisor
Contract Duration:	12 month Fixed Term Contract.
Starting Date:	1st August 2022

Salary: Negotiable based on the relevant experience and desired qualification.

Position: Senior Program Officer

The Senior Programme Officer (SPO) will be responsible for overall oversight and management of Islamic Relief Nepal's planned projects including the humanitarian response. The SPO will report to Programme Advisor and work alongside other Project lead/ thematic specialists and in close coordination with Finance and Admin Department.

Key responsibility:

Project Management, Implementation, monitoring and reporting

- Manage successful implementation of assigned project(s) in line with project documentation based on actual needs and response analysis and ensures that the project progresses in accordance with its contractual obligations and complies with donor regulations and IRW policies.
- Ensure timely start-up and implementation of the program by coordinating and cooperating with all other technical teams and partners
- Manage and tracking of budget and ensure there is no overspending, low burn rate, facilitate budget disbursement and revision processes
- Implement activities within budget lines with relevant documentation in line with the policies and procedures of IRW
- Ensure that all relevant project documents, Project agreement clauses and organizational policies are understood and being followed by partner staff.
- Conduct periodic monitoring visits to assess whether activities are being done to the required standard.
- Organize regular meetings for the project team members to assess work progress, discuss challenges and constraints, and provide guidance and support;
- Prepare the required reports (Monthly, semi-annual) to the line manager and feedback with accurate information for donor submission
- conduct frequent monitoring missions in the project area and act accordingly

- Work closely with the Monitoring, Evaluation, Accountability & Learning (MEAL) team to track progress towards Project and country program indicators, and utilization of data to inform decision making and course correction.
- Support baseline surveys, regular monitoring, review and evaluation, in cooperation with the MEAL team
- Undertake regular monitoring visits to project sites and report on project progress and constraints;
- Manage and monitor the project risks as initially identified in the Project Document, update the status of these risks by maintaining the Project Risks Log;
- Ensure that the minimum standards of programs are maintained in accordance with the CHS standards.

Program Development, capacity building and Networking

- Contribute to the preparation of Project concept Notes and proposals for new projects
- Conduct capacity building of the implementing partner staff members.
- Participate in review meetings, planning meetings, training & exposure programs, workshops, seminars, etc. as required
- Build strong working relationships with relevant personnel working within the project team, implementing partners, right holders and any other key stakeholders
- Active representation within the relevant cluster and other coordination mechanisms and working groups

Additional task

- Assist in the preparation of project funding agreements for implementing partners,
- Contribute to preparing and developing project budget during the development of new project proposals.
- In coordination with MEAL, officers ensure partner due diligence/ performance appraisal and ensure that the improvement action plan/recommendations are implemented.
- Carry out any other tasks as assigned by the line manager.

Qualification

- Preferably Master's degree in Social science, environmental science and relevant discipline

Experience and skills

- Minimum 5 years of experience in managing resilient/integrated development programs.
- Proven experience in managing the humanitarian response.
- Excellent computer skills (Word, excel, power point) etc.
- Proven experience in program/project cycle management (designing, budgeting, planning, monitoring, Evaluation and Reporting).
- Excellent oral and written communication skills.
- strong team player and people management, excellent communication and ability to build the capacity of teams

- Commitment to the values and mission of Islamic Relief Worldwide
- Ability to work with minimum supervision.
- The ability to use mobile data collection software and geographic information management software is an added advantage.