



JOB DESCRIPTION

Job Title:	Program Manager
Reports to:	PNGO Board Chair or Executive Director
Supervisory Responsibility	Officer LP and Officer GEP
Based in:	Unification Nepal (UN Nepal), Gorkha
Contract Length:	One-year contract initially with the possibility of renewal based on performance and availability of funds.
Salary & Benefits:	As per organization policy that is attractive and competitive in the Nepali market

A. ORGANIZATION PROFILE

Founded in 2000 on the belief that World Change Starts with Educated Children®, Room to Read is creating a world free from illiteracy and gender inequality. We are achieving this goal by providing support during the two most critical time periods in a child's education: primary school for literacy acquisition and secondary school for girls' education. Our Literacy Program trains and coaches teachers, creates quality books and curricular materials and establishes libraries filled with diverse children's books in local languages that can be enjoyed at school or home. Our Girls' Education Program helps girls build skills to succeed in secondary school and make key life decisions by providing life skills curriculum, opportunities for mentorship and peer support, and family and community engagement. We deliver additional remote solutions that leverage local logistical infrastructure, broadcast media networks and internet-based technologies to facilitate learning beyond the classroom. Room to Read collaborates with local communities, partner organizations and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale. To date, Room to Read has benefited more than 39 million children and has worked in more than 182,000 communities and 23 countries, providing additional support through remote solutions that facilitate learning beyond the classroom. Room to Read plans to benefit 40 million children by 2025. Learn more at www.roomtoread.org.

B. UN NEPAL ORGANIZATION PROFILE

Unification Nepal (UN-Nepal), Gorkha is registered in the District Administration Office (DAO) Gorkha and Social Welfare Council (SWC) in the year 2009, is a non-profit making, child-focused social organization formed by a team of youth NGO professionals for sustainable development across the country. It is an autonomous and apolitical organization governed by its constitution, financial and administrative policy, code of conduct, and other various policies. UN Nepal Gorkha has envisioned peace and prosperous Nepal and is currently focusing on six thematic priorities such as Education, Resilience Livelihood, Safer Migration, Gender and protection, DRR and CCA, and organizational development. To date, UN Nepal Gorkha has completed many projects with various national, international, and intergovernmental organizations in Nepal. Currently, UN Nepal is working with Room to Read for quality education and gender empowerment in Gorkha district of Nepal. For more details- www.unnnepal.org

C. ROOM TO READ IN NEPAL

To date, Room to Read in Nepal has partnered with government schools to establish over 4,814 school libraries to encourage a habit of reading in primary school children, published 403 children's books for quality materials to read, constructed over 1,249 schools, renovated 46 schools, and helped create an enabling learning environment through comprehensive Reading & Writing Instruction program in 1,642 primary classrooms. Room to Read in Nepal has supported over 11,608 girls from underprivileged families to complete secondary education and beyond by providing material, academic, and life skills education support through our Girls Education and Gender Equality Program. As per our global strategy, Vision 2025, our focus has been to scale our programs in a strategic partnership with the government to reach more needy children, schools, and communities in urgency. Room to Read works in two thematic areas: Literacy Program (LP) and Girls' Education and Gender Equality Program (GEP). We are at a growing stage and working to expand our coverage more in the future.

D. POSITION OVERVIEW

The Program Manager (PM) leads the overall program related to literacy and Girls' Education program in the district with close coordination of the Room to Read office. The key role of Program Manager, is to make primary school children independent readers by improving their literacy skills and reading habit, b) ensuring that girls complete at least secondary school and equipped with life skills by overcoming barriers that they face at family, community and school and c) Coordinate with local governments to develop strategic partnership for successful implementation of annual planned activities in line with country strategy of Room to Read.

S/he need to supervise the staff under him/her and will involve in frequent travel to program sites as well as mobilizing and regular interaction with all staffs. This position serves as the main point of contact for Room to Read, the local governments and other stakeholders.

E. ROLES AND RESPONSIBILITIES

- **Program Management, Implementation, Training and Coordination:**
 - Leads the implementation of all planned activities ensuring efficient utilization of budget and other resources.
 - Organizes district level trainings, review meetings, workshops, orientation and joint monitoring visits with local governments, stakeholders, board members and program staffs
 - Supports program teams in enhancing the program's effectiveness (e.g., design and implementation) at school, community, district level and propose new concepts/ideas/strategies as needed.
 - Develops and implements the operational mechanism, and program approaches in the district(s) in line with Room to Read's country strategy in coordination with Room to Read's district office.
 - Facilitates the procurement of the office supplies and materials necessary for the program implementation as per program design and budget.
 - Identifies the area of professional development of the staff; creates and organizes capacity building trainings for the program staff.
 - Supports POs, and PAs in implementing planned activities through regular visit to Palikas, schools, and respective communities.
 - Supports to conduct periodic assessments and RM&E activities of the Room to Read's program.
 - Conducts regular visits, as per program monitoring design, to project sites to support, coach and deliver trainings to LFs and SMs through PO/PAs.
 - Reviews performance of staff members in close coordination with Room to Read's district team and provides on-site support to the team through frequent field visits.
 - Supports district team of Room to Read by developing innovative ideas and leveraging local knowledge for effective program design and implementation.

- **Planning, Reporting and Documentation:**

- Plans, manages, and conducts district/Palika level training(s)/workshop(s), orientation and review meeting for stakeholders.
- Collaborates closely with Room to Read team for annual/quarterly planning, tracking the monthly progress according to IC and budget in alignment with ground reality and local context.
- Prepares periodic reports/updates and shares the same with Room to Read and concerned Palikas.
- Maintains and organizes record-keeping system about the materials dispatching and distribution to the program schools.
- Leads field-level public/social audit events to promote transparency and accountability and documents the same for reporting to Room to Read.
- Prepares management responses to the financial audit observations to address the audit findings as needed in coordination with Executive Director/Board Chair.
- Prepares fund forecast, tracks monthly budget vs expenditures, reschedules budget expenses and supports Room to Read's district team to prepare responses to MIS.
- Supports the team in collecting program-related data, compiling it with proper documentation, and reporting to Room to Read.
- Conducts monthly review of IC, budget, and tracks the program implementation progress ensuring alignment with the plan.
- Gathers best practices, lessons learned, case studies, and challenges and document them for periodic reporting to Room to Read and presents the same during review meetings with Room to Read and relevant stakeholders.
- Supports the Room to Read district team to prepare Monthly Implementation Updates (MIU), Program Implementation Monitoring (PIM), Risk Response Register (RRS), and Data Quality Monitoring (DQM) as needed.
- Performs other functions as and when required/as directed by the Executive Director/Board Chair and Room to Read field Leader.

- **External Coordination and Networking:**

- Develops a strong relationship with the Palikas, Education Development and Coordination Unit (EDCU), respective section of Palika, and other relevant local-level stakeholders and ensures that they support the program of the organization.
- Lobbies with respective district/Palika stakeholders to implement the planned activities particularly awareness-raising activities with cost-sharing approaches.
- Represents the organization in different forums at local and district levels, and advocates for the importance of literacy and gender equality.
- Leads in integrating the program elements/components into the local education plan and School Improvement Plan (SIP) to scale the program.
- Collaborates with Room to Read team in preparing documents, coordinates with government bodies, and prepares a database for the new school/Palika selection and geographic cluster for program implementation and scale-up.

F. QUALIFICATIONS

- **Required:**

- Master's Degree in Management, Education, Gender studies, Social Work, or relevant field.

- o Five (5) years of proven experience in the relevant field (preferred in the field of girls' education, basic education and GESI, especially for underprivileged children).
- o Good knowledge and understanding of climate change, education issues related to gender equality in education, including teaching methodologies, non-formal education, and community involvement in schools.
- o Knowledge and skills on planning, budgeting, supervising, and project implementation
- o Previous work experience with adolescent girls, life skills for decision-making, and community mobilization.
- o The ability to supervise staff and conduct training and workshops for staff, stakeholders and adolescents.
- o Ability to travel frequently to program areas throughout the district to spend time in the project sites visiting schools, and local-level government offices, and meeting with stakeholders.
- o Good verbal and written communication skills in English & Nepali.
- o Proven track record of achieving results, have People Management/leadership skills, and Work Flexibility.
- o Follow a high level of professional ethics, adhere to Child Protection Policy, code of conduct, and standards while working with children when it comes to child abuse and exploitation, and believe that all children have equal protection rights.
- o Good knowledge and understanding of the education issue in Nepal.
- o Good reasoning abilities, sound judgment, good communication, and negotiation skills.

- **Preferred:**

- o Proven track record of effectiveness in working with non-profit organizations focusing on maintaining high-quality standards.
- o Experience in implementing quality education particularly in basic level in government schools.
- o Experience in community development projects within rural communities targeting adolescent girls and youths for their life skills enhancement.
- o Previous work experience working in collaboration with schools, teachers, administrators, and government officials will be an asset.
- o Person having a Valid two-wheeler driving license.

- **To be successful as a member of the organization, you will also:**

- o Have a very high level of personal and professional integrity and trustworthiness.
- o Have a strong work ethic and require minimal direction.
- o Good team player.
- o Work well independently as well as part of a team.
- o Thrive in a fast-paced and fun environment.

Room to Read/UN Nepal has zero tolerance when it comes to child abuse and exploitation and believes that all children have equal protection rights. The colleague will be expected to adhere to the Room to Read's Child Protection Policy, Code of Conduct and standards.