

Program Coordinator (1/municipality)

Position title: Program Coordinator

Duty station: Municipality-level, based at partner NGO office with frequent field travel

Reports to: Partner NGO Project Manager / dZi Deputy Program Director (matrix)

Supervises: Livelihoods & Services Officer, Finance & Administration Officer, Field Facilitators / Community Mobilizers

1. Purpose of the role

- Lead day-to-day coordination of ISPK activities in the municipality, ensuring delivery against logframe targets on services, livelihoods, DRR and learning in line with municipal plans and LGPAS indicators.
- Act as primary focal person with municipal government, TDOs, CBOs and community groups to ensure local ownership, co-financing and integration of project activities into annual plans and LED/LDCRP processes.

2. Key responsibilities

a) Planning and coordination

- Coordinate preparation of annual and quarterly municipality-level implementation plans and budgets aligned with the overall project workplan and municipal priorities (LED, LDCRP, sectoral plans).
- Facilitate regular coordination meetings with municipal officials, ward offices, TDOs, CBOs and other stakeholders to align interventions (service access, infrastructure, livelihoods, DRR, knowledge products).
- Ensure that PMG mapping, service directories, and beneficiary targeting are regularly updated and used to guide activities.

b) Technical and program delivery oversight

- Oversee implementation of:
 - Municipal Shared Prosperity mapping, vulnerability assessments and PMG directories.
 - Outreach and infrastructure improvement activities in health, education, WASH and small-scale irrigation.
 - Livelihood diversification, vocational/entrepreneurship training, micro-enterprise support, market centre/platforms and branded product initiatives.
 - Development/revision of LED plans and LDCRPs, establishment of EWS, and disaster preparedness training.
- Provide hands-on coaching to field staff to maintain quality, inclusion and climate-smart approaches across activities.

c) Partnership management and local ownership

- Serve as key liaison with municipal authorities for planning, co-financing agreements, social audits, public hearings, and eventual handover of assets and responsibilities.

- Support capacity building of TDOs, user committees, cooperatives and producer groups, ensuring inclusive leadership (women, Dalit/Janajati, youth) in line with project targets.
- Coordinate with other local projects/programs (e.g. PLGSP and sectoral initiatives) to avoid duplication and promote synergy.

d) MERL, reporting and learning

- Ensure timely collection, validation and submission of activity and output data (beneficiaries, trainings, enterprises, facilities, DRR plans, EWS, etc.) using project formats and digital tools.
- Lead preparation of concise monthly and quarterly progress reports (narrative and basic quantitative data) from the municipality for the partner NGO and dZi.
- Facilitate municipal-level learning events, documentation of good practices and case stories, and contribute to knowledge products and dashboards.

e) Safeguarding, GESI and compliance

- Promote safe, inclusive and non-discriminatory working environments and ensure adherence to child safeguarding, PSEA and anti-harassment policies.
- Ensure all activities follow project GESI standards, including quotas and reasonable accommodation for women, Dalits, Janajatis, persons with disabilities, youth and ultra-poor households.
- Ensure basic compliance with project SOPs, procurement and financial procedures at field level in coordination with the Finance & Administration Officer.

3. Minimum qualifications and experience

- Master's degree in economics, rural development, social sciences or related field (Bachelor's with strong relevant experience can be considered where Master's degree holders are not available).
- At least 3 years of relevant experience in local development, livelihoods, DRR, governance or multi-sector community development projects, preferably with NGOs at municipal level.
- Demonstrated experience coordinating with local governments, CBOs and community structures; experience with LED, DRR/LDCRP or municipal planning is an added advantage.

4. Skills and competencies

- Strong coordination and facilitation skills with ability to work with mayors/chairs, ward representatives, civil servants and community leaders.
- Good understanding of inclusive, community-led approaches and GESI principles.
- Basic skills in planning, budgeting, report writing and data review.
- Comfortable using smartphones/tablets and simple digital tools for data collection and communication.
- Fluency in Nepali and local language(s) of the municipality; good verbal and written communication skills.