

SABAL Nepal, Siraha
NPL1082-22, Siraha
Job Description

Title of the Post	Project Coordinator
Location of the Post	SABAL Nepal, Siraha
Immediate Supervisor	Executive Director (ED)/Program Manager
Position to be supervised	NPL 1082 Project field team (SABAL) <ul style="list-style-type: none">• WASH Officer(s)(Technical and Non-technical)• Admin and Finance Officer• Nutrition Officer• Enterprise Development Officer• WASH Field Mentors
Reporting to	ED/PM and WHH PC
Field	Mainly entire NPL 1082 project area, Siraha (Siraha, Kalyanpur and Karjanha)

Summary of Job:

The position holder is responsible for overall management and coordination of Project (NPL 1082) entitled "Strengthening WASH Governance for social change in Siraha District, Nepal". She/He will lead the planning, implementation and monitoring of project activities related to drinking water supply, total sanitation, WASH in institutions, nutrition, and WASH governance in three Municipality of Siraha district and ensure the overall achievement of project outcomes. Under the direct supervision of Executive Director(ED)/Program Manager/Chairperson, he/she is responsible for monitoring of project activities, supervision of project staffs and coordinating with district and municipal authorities, stakeholders, and Welthungerhilfe. He/She will also be accountable for extending the coordination, coherence and harmonization with local government, stakeholders, line agencies and I/NGOs to create an amicable environment to achieve the ethos of the organization.

The Project Coordinator bears lead responsibility and accountability of effective mobilization of staff, timely planning and execution of targets and goals, maintaining financial discipline, organizational development and institutionalization of synergy amongst core and non-core programs assuring periodic reporting and documentation. He/She will manage his/her 70% time for planning, coordination, coherence, monitoring and supervision, reporting and documentation whereas 30% for field-based activities and support visits.

Job Responsibilities:

Program Design and Implementation:

- Prepare annual/quarterly and monthly detail implementation plan, budgeting of the project activities in line with project targets/outcomes.
- Ensure the effective activities planning and implementation of activities with high quality results;

- Guide/support the subordinates/officers for annual/quarterly/monthly program design, planning and budgeting.
- Guide/support the staffs for quality program implementation by collaborating and coordinating with stakeholders, Govt. line agencies and I/NGOs.
- Work with team to design innovative plan on, WASH governance, nutrition, behavioral change, livelihood and income generation (LIG) interventions that can directly contribute for WASH governance, improve health status, increase household economic opportunities and ultimately for strengthening local government.
- Ensure inter-sectoral coordination among subordinates to create environment for serving the significant benefits to the deprived communities and impact areas by all core programs.
- Assess the capacity development need of staff and executive board members for their professional development.
- Ensure the staff safety & security during on-duty and keep updated of all SABAL Nepal and WHH policies and principles at all time of project implementation and management.
- Act as a Security Focal Person and emergency focal person in case of any emergency in the project area

Monitoring and Supervision:

- Provide guidance and inputs to project staffs to ensure effective community mobilization and to maintain better synergy amongst sectors.
- Encourage to subordinates in exploring and identifying the best practices as well as new approaches of program delivery that can contribute for program scaling up and extension.
- Conduct regular staff meeting to resolve the programmatic and administrative issues.
- Encourage and provide guidance to the subordinates for documentation of achievements.
- Ensure the quality of program implementation by organizing support visits and joint monitoring on a regular basis.
- Ensure the project monitoring and evaluation system is establish and targets and indicators are meet as per the logical framework

Financial Management:

- Monitor and control over the planned budget versus expenditure and ensure its proper documentation for effective and efficient financial management.
- Ensure the timely financial reporting to executive board and donor organization by finance officer and provide inputs/guidance, if any.
- Guide the subordinates for better store management and monitor the documentation of all kinds of procurement.
- Ensure that physical verification of goods and assets are done by finance team on time.
- Suggest or recommend the Executive Board to update the existing policies for incorporation of the best practices.
- Supervise and provide guidance to program and administrative staff members for their better performance and to submit annual performance evaluation of them to Executive Board.
- Ensure the adherence of policy and procedure of organization by each and every staff of the organization.

External/Internal coordination:

- Coordinate with WHH team to get timely feedback and recommendations during the course of project cycle management.
- Maintain consistent coordination with district/municipal authorities, other relevant stakeholders for the timely completion of the project.
- Maintain smooth internal coordination with project team, executive director, finance/logistic and board members make them accountable towards projects.
- Coordinate with WHH field team to organize high level visits (donor, WHH HQ, WHH country office) and lead the field visits.

Reporting:

- Prepare high quality monthly, quarterly and annual report as per the mandate of the project and timely submission to the donor.
- Document the key successes and learning and challenges from the project and report to the donors/concerned agencies.
- Prepare project key progress/milestones/achievements, events reports are prepared and documented for the final reporting.

Qualification and requirements:

- At least 5 years of similar experience with I/NGOs and government specially in Terai region of Nepal.
- M.Sc. in environmental science/ engineering, development studies or equivalent degree from the recognized university. Bachelor's degree with +7 years of experience in managing large grant WASH programme
- Solid working experience in water supply, sanitation and hygiene particularly focusing on safely managed drinking water, Post ODF, Fecal Sludge Management and Solid Waste management.
- Experiences on project cycle management and leading +20 staffs
- Experiences in humanitarian crisis/emergencies and basic understanding of WASH emergency response/reconstruction, including sphere standards.
- Knowledge and skills on Rights- based approaches, GESI, nutrition, and special needs of women in this context would be an added advantage.
- Willingness to travel extensively in the project locations and ability to work under high pressure.
- Ability to prepare technical reports in English reflecting the problem/learnings with possible solutions.
- Excellent command of spoken and written of English and Nepali. Knowledge of Terai local languages (maithali) would be an added advantage.
- Valid two-wheeler driving license, able to ride a motorcycle in rural environment.

Other requirements:**Safeguarding:**

We respect and follow the safeguarding policy every time. The post holder will have contact with children and/or young peoples, vulnerable communities and stakeholders either frequently or intensively in the program area because they work for country programs; or are visiting country programs; or because they are responsible for implementing policy and the police checking/vetting process staff.

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling SABAL Nepal values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for SABAL Nepal, engages and motivates others.
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, communities and external partners and supporters.
- Values diversity sees it as a source of competitive strength.
- Flexible, receptive, adaptive, good listener, easy to talk to.

Additional responsibilities:

- The job responsibilities as explained above are not exhaustive and the position holder may be required to carry out additional duties within reasonableness of their level of skills and experiences for good will of organization.
- Adopt and demonstrate “Do No Harm” Policy in each and every step of your assignments.

Signature of Employee:

Date: