

JOB DESCRIPTION

PROGRAMME OFFICER

- 1. Gender Friendly Himalayan School Programme**
- 2. Initial Measures to improve child health and consolidating the corresponding measures in local governance in Aandhikhola, Nepal**

November, 2023

EcoHimal Nepal

The Programme Officer is an employee who plans, coordinates, and oversees subordinate employees for various projects for the organizational benefits. It is believed that she/he has excellent Leadership skills, Organizational skills, Administrative and clerical skills, Interpersonal skills, Self-motivation, Adaptability, Close attention to detail and the ability to plan ahead, Ability to work under pressure, including excellent written and verbal communication.

I. RESPONSIBILITIES

A. Planning and Implementation

The Programme Officer is accountable for planning and allocating resources, preparing budgets, monitoring progress, and keeping senior management and stakeholders informed throughout the project lifecycle. All of this takes place within the framework of achieving a projects and organization's goals and vision.

- Develop strategic plan and programme implementation strategies
- Represent the programme at local, district and national level
- Planning, (overall planning, annual and periodic), lead implementation and monitoring of the programme.
- Prepare action plans and delivery of its activities in accordance with the goal and objectives.
- Plan and conduct training, orientations, different events and community mobilization in line with the implementation plans, logical frameworks and programme documents.
- Ensure timely delivery of different project activities, within scope and budget of the programme.
- Develop new initiatives and innovations to support effective implementation.
- Create effective and efficient solutions and alternatives for better performance.
- Lead, guide, motivate, supervise and manage subordinate staff members encouraging good performance and values.
- Plan, allocate resources and inputs to ensure better performance of each staff member as per their responsibilities.
- Ensure projects activities function within the policies and procedures of the organization.
- Establish and maintain relationships with local government, stakeholders, and partners.
- Carry out research and development as per need of different projects.
- Anticipate the mission and vision of the organization through different project impacts.
- Responsibilities may go beyond the scope of job description for any tasks as assigned by senior management in mutual consent.

B. Financial Management

- Financial planning and planned financial plan outflows flow analysis and control.
- Prepare periodic financial plan and execution.
- Approve and control field level expenditures as per the financial policy.
- Make sure the bookkeeping is maintained properly at field level.
- Support budget utilization and effective investment.
- Support to carry out annual and donor audits within a time frame.

C. Monitoring & Reporting

- Develop monitoring and evaluation formats and guidelines, ensure regular monitoring, track overall project progress in relation to the project document
- Develop and monitor individual work plans
- Physical observation, guidance and control of ongoing project activities.
- Prepare progress reports –monthly, half-yearly, annual and final.
- Coordinate, coach and guide sub-ordinate staff members for timely reporting.
- Collect, compile, analyze, case studies, success stories and data received from the field.
- Research and knowledge development to track projects and its objectives.
- Ensure the programme implementation is in line with approved design and plan.

D. Communication

One of the most important skills for project management skills is communication that helps time management, Problem solving, and develops leadership skills.

- Internal communication to staff members, Project Manager/ Executive Director.
- Coordination with local, District and National government authorities.
- Networking with like-minded organizations at local, district and national level.
- Mediation with local and community-based partners in project implementation.

E. General Tasks

The programme Officer's duties and responsibilities in general include ensuring teams meet all scope requirements by completing jobs properly according to their assignment with the beneficiaries and stakeholders. In addition, she/he must provide concrete guidance on what everyone needs to do and the most efficient way to complete each step.

- Contribute to organizational strategies
- Ensure mutual support and contribute to team building.
- Prepare new concepts and projects Support the senior management in ideas development, innovation and fund raising initiatives.
- Support organizations with innovative ideas, proposals, and more.

II. AUTHORITY

The position is under the supervision of the Executive Director. Major decisions and actions taken by this position must be discussed with the Project Manager/ Executive Director based on an approved plan for implementation.

III. WORK LOCATIONS AND TIME CONTRIBUTION

Kalikot, Achha, Solukhumbu, Khotang and Syangja District

IV. QUALIFICATION, REQUIRED SKILLS AND EXPERIENCE:

- At least Bachelor in Public Health or related field;
- At least Two years of working experiences in the area of health, WASH and child education;
- Proven record of accomplishment and sound knowledge on ASRH, health, WASH and related projects.
- Experience in the use of computers and office software systems;
- Good communication skill in Nepali and English.

Should have competencies on;

- Results Focus
- Team Work

- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

Language Requirements: The incumbent must have fluency in English and Nepali language. Working knowledge of local language is preferred.

Duration of Contract Service: The post is for two years with possibility of extension. But, there will be 6-month' probation period starting from the date of contract begins.

Benefit and Allowances: EcoHimal offers facilities as per its organizational policies. All selected candidates will undergo rigorous reference and background checks. All applications will be treated with the strictest confidentiality

Other requirements: Preference is given to the candidate holding two wheelers driving license