

# Job Description

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| <b>Job Title:</b> Programme Officer   | <b>Reports to:</b> Programme Manager<br><b>Matrics Report:</b> Executive Director   | <b>Location:</b> Nuwakot and Dolakha |
| <b>Duration:</b> One year   |   |                                      |
| <b>Overall goal of Position :</b> To implement Living Water Nepal's projects in Nuwakot & Dolakha |   |                                      |
| <b>Key Responsibilities</b>   | <ol style="list-style-type: none"><li>1. Proactively coordinating, managing, implementing, and completing the organization's projects and programmes ensuring adherence to prescribed quantity, quality, and cost parameters within the timeframe.</li><li>2. Visiting the project sites regularly for implementation, monitoring, and evaluation of the project.</li><li>3. Preparing and submitting quality reports based on project goals, objectives, impacts, and activities and prescribed measurements to satisfy the objectives of the organization.</li><li>4. Effecting planning, organizing, implementation, monitoring, and evaluation of project coordinating with project-related people, organizations, and stakeholders.</li><li>5. Developing and implementing the best tools to ensure that organization and project works are implemented in a smooth, sound, cost-effective, and compliant manner.</li><li>6. Organizing the tasks to be done and managing the time based on their importance, urgency, and effectiveness by classifying the activities related to the project satisfying the target of the project.</li><li>7. Motivating, supervising, and giving direction to subordinates, committees, and other concerned persons to complete project activities.</li><li>8. To make the project successful by establishing and maintaining a positive relationship with communities, local governments, and stakeholders, and taking initiative for successful implementation by keeping records of their suggestions, and feedback.</li><li>9. Calculating or evaluating the project related risk and preparing mitigation plans and finding the ways to solve the</li></ol> |                                      |

problems encountered in the project.

10. Developing required documents for the organization and project implementation and its future plans, their proper protection and storage, collecting, verifying and transferring the necessary documents for the organization.
11. Capturing, storing, and using the required photographs for the organization and transferring them to the upper level.
12. Effective implementation by delegating appropriated rights to subordinates, committees, and workers.
13. Doing case study, identifying and collecting data, and information of success stories, writing it, editing it, and submitting it to line manager.
14. Assisting line managers, management committees, and other committees to make planning, budgeting, and formulating policies.
15. Studying the communities' problems in depth and discussing them with communities, local governments, and stakeholders for planning, budgeting, a preparing proposal and submitting it to the organization.
16. Identifying the necessary training for community and staff and provide training accordingly.
17. Coordinating project activities, resources, and team members ensuring smooth project implementation.
18. Ensuring the successful implementation of the project based on organizational values.
19. Proper usage, protection, and storage of organizational assets.
20. Utilization of the budget of the project.
21. Organizing and hosting office and donor field visits.
22. Regularly monitor project progress, identifying potential risks, and proactively identifying solutions, proposing them and implementing them to overcome challenges.
23. Safeguarding the confidentiality of organizational records.
24. Doing feasible studies of future planning and submitting appropriate statistics and details.
25. Act as per organizational needs.

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| <p><b>Required Knowledge, Skills, and Abilities</b></p>     | <ul style="list-style-type: none"> <li>• Reporting skills.</li> <li>• Have a positive learning attitude and concern for the poor and vulnerable community. .</li> <li>• Knowledge and experiences</li> <li>• Negotiation, community engagement, and representation skills.</li> <li>• Ability to remain calm and work under pressure.</li> <li>• Excellent analytical/problem-solving skills</li> <li>• Strong capacity-building and facilitation skills</li> <li>• Willing to travel frequently to the project site and stay in the field if necessary.</li> <li>• Demonstrates cross-cultural sensitivity, flexible worldview, emotional maturity and physical stamina.</li> <li>• Demonstrated ability to meet strict deadlines and work independently and cooperatively with team members in a cross-cultural environment</li> <li>• Ability to maintain performance expectations in psychologically stressful environments and physical hardship conditions with limited resources</li> <li>• Excellent English &amp; Nepali communication skills (both spoken and written)</li> <li>• Good computer skills (MS – Word, Excel, email, and Internet)</li> <li>• Have a high level of integrity and honesty, self-motivated, confident, and independent.</li> <li>• Having a valid driving license</li> <li>• Good negotiation skills and a good team player</li> <li>• Excellent organizational skills with the ability to prioritize multiple tasks.</li> <li>• Build and maintains an effective relationship with the team, colleagues, and members.</li> </ul> |
| <p><b>Minimum qualification and experience required</b></p> | <ul style="list-style-type: none"> <li>• Bachelors degree in social stream, rural development or any relevant field</li> <li>• At least 1 years of experience of working in WASH sector.</li> </ul>   |