HELVETAS Swiss Intercooperation Nepal

Job Description

Job Title: District Project Coordinator, Safer Migration Project (SaMi)

Location: Khotang or Udayapur with frequent field visits within project districts

Reporting to: Team Leader, Safer Migration Project

Job purpose:

The District Project Coordinator (DPC) provides overall leadership, management and coordination role to implement Safer Migration Project in Khotang and Udayapur districts. DPC will focus on management of district information centre (IC) those will be managed by either Local Service Provider (LSP) or District Development Committee (DDC) and will enhance capacity of groups. The DPC will be responsible for enhancing project linkage with village/district stakeholders, district level coordination committee, collaborating with other SDC projects and developing reports in both districts.

Overall duties and responsibilities of the incumbent are as follows:

A. Implementation of Policies, Guidelines and Manuals

- Be accountable to the HELVETAS Swiss Intercooperation Nepal Country Programme, HELVETAS Swiss Intercooperation Policy Manual and the Basic Operational Guideline.
- Adhere to the Safety and Security Plan/Security Response Guideline (SSPN/SRG); HELVETAS Swiss Intercooperation Nepal's Code of Conduct against Corruption; Sexual Harassment & Mobbing Policy and other related policy and guidelines.
- Contribute to Conflict Sensitive Programme Management at all levels.

B. Networking and Coordination

- Works closely and maintains active and effective relationship with, LSPs, district coordination committee, relevant district line agencies, district stakeholders/project partners, team members and other projects members for effective implementation of project
- Works closely with Information Centre established in Udayapur and Khotang and maintain effective relationship with other stakeholders in the district
- Ensure strong linkage between district information centre with national level service providers for referring cases for specialized services such as legal support, skills training, support in destination countries
- Be update on options available for domestic employment (skills training, enterprise development, investment opportunities etc), establish coordination with such initiatives and link them with Information Centres

C. Program Development, Management & Implementation

- Contributes to strategic thinking on the design and further development of Safer Migration Programme
- Develop district program regularly with LSP in consultation with local stakeholders, plan the actions and implement them
- Manages and coordinates district program, LSP, district information centre as agreed in project document
- Provides regular backstopping to LSP and DDC managed IC on migration/foreign employment issues and relevant skill trainings
- Assists LSP to make participatory selection of disadvantaged people for skills training and follow up on the use of skills
- Manages effective mobilization of multipliers (activists) to promote safer migration initiative in project district
- Delivers the effective training and services to the groups and potential migrant workers, targeting to disadvantaged people

D. Sector Expertise & Capacity Development of LSPs and stakeholders

- Assists LSP, IC, groups, cooperatives and stakeholders in development and implementation of safer migration activities in the project area
- Identifies capacity building needs of LSP, IC, multipliers, social mobilisers and stakeholders based on project document/requirement.
- Develops action plan for capacity enhancement for the LSP and multipliers and implement it
- Facilitates to enhance LSP/stakeholders capacity to work on migration issue
- Enhances LSP, IC and multipliers capacity in documentation, participatory monitoring and evaluation of project

E. Project Monitoring and Evaluation

- Monitors the performance of LSP to run the information centre, groups and multipliers and assists them to improve their performances during the course of actions
- Assists Project Team Leader to monitor project activities, conducts periodic evaluation of the project, monitors the effective use of information by potential migrant workers and their relatives
- Ensure the quality documentation, reporting and dissemination by partners

F. New Initiatives

- Actively works and facilitate youths and groups to develop create ways to work on migration issue

G. Knowledge Management and Communication

- Documents project processes, progresses, learning and issues on a regular basis and develop periodic reports of districts.

- Assist project Team Leader to conduct baseline study, project review and other independent studies
- Actively contributes in developing program processes and learning from the district experiences.

H. Finance and Administration

- Manages and coordinate district program, LSP activities, program budget, district information centre as agreed in project document
- Supports LSP to prepare regular work plans, budgets and reports of the programme activities and report to TL accordingly.
- Monitor the financial management part (book keeping, documentation) and provide technical backstopping to adhere with financial norms of HELVETAS Swiss Intercooperation and the LSP itself

I. Others

- Performs other duties as agreed with Team Leader or his/her designate
- Keep up breast of the development on migration in the districts
- Keep SaMi team/Team Leader updated regularly about the project activities and other issues that needs immediate attention

Required Skills, Experience and Competencies

Education:

Minimum Bachelor Degree in Social Science or in a relevant field with minimum 3 years of working experience in development field in I/NGOs; Master Degree is an advantage

Experience and Competencies:

- Good understanding of human rights
- Experiences of partnering with DDC, NGOs, CBOs and networks and their capacity building
- Ability to train and coach community groups and staff members
- Skill on planning, budgeting and financial management
- Good understanding of issues related to gender, social equity, poverty alleviation, Conflict Sensitive Programme Management and governance
- Result oriented, ability to handle multiple tasks and maintain deadlines and a good team player;
- Fluency in Nepali and English, both written and oral;
- Proficiency in using office application software and efficiency in using communication applications
- Work experience in migration sector would be an advantage

Note: Preference for this position will be given to the permanent resident of Khotang or Udayapur district.

Approved by _____ Date: _____

Incumbent's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____