

# HELVETAS Swiss Intercooperation Nepal

## Job Description

**Project:** Employment Fund- Skills for Reconstruction (EF-SR)

**Job Title:** Cluster Coordinator

**Location:** Employment Fund Secretariat (EFS), Liaison office, Ramechhap / Okhaldhunga (with frequent travel to the training and reconstruction sites in the districts)

**Reporting to:** TEVT Coordinator, Employment Fund Secretariat

**Job purpose:** Ensure efficient and effective implementation of training and reconstruction programme and take lead role on monitoring of the process and results accomplished through partners of assigned EFS working cluster.

### Duties and responsibilities

#### 1) Implementation of policies and guidelines of HELVETAS Nepal

- Adhere to all HELVETAS Swiss Intercooperation Nepal policies and guidelines and Employment Fund operating guideline.
- Ensure adherence to the Security Response Guidelines (SRG), Basic Operating Guidelines (BoG), Conflict Sensitive Programme Management (CSPM), HELVETAS Swiss Intercooperation Nepal code of conduct against corruption.

#### 2) Support Training and Employment Service Providers (T&Es) on program implementation and monitoring of process and results

- Perform overall coordination and collaboration among the project implementing team and other stakeholders (Government and other stakeholders) working in the assigned cluster.
- Provide guidance to partners on implementation of the training and reconstruction related activities: Post disaster need assessment, settlement level orientation, trainee selection, training implementation and reconstruction plan formulation during the course of Skills for Reconstruction (SR) implementation.
- Capacitate the T&E service providers of the assigned cluster to ensure the smooth implementation of training and reconstruction activities and to monitor SR program in efficient and effective manner.
- Backstop T&Es at major milestones of training & reconstruction cycles via. Training announcement, trainee selection, assuring quality training delivery, skill testing, reconstruction or employment plan and recording and reporting the progress through coaching to T&Es.
- Take lead role on monitoring of pre- during-post training stages of training program as well as the final verification of the reconstruction and employment against the T&Es report and make the payment recommendation as per the final result achieved.
- Contribute to operate the online database system at Secretariat (EFS) level as well as T&E service providers' level and Support in documenting the learning and best practices.
- Capacitate T&E service providers on preparing activity, outputs and outcome reports as per the standard stipulated in bilateral agreement with EFS.
- Provide Coaching & supervision support to Monitoring Officer of EFS for the assigned cluster Districts.
- Coordinate with technicians of Engineering firms as well as Shelter Engineer and get regular updating of the quality of reconstruction and provide /communicate feedback to the concerned T&Es

- Carry out periodic review meetings with T&E service providers of the assigned geographical area and represent EFS in the relevant meetings called by the stakeholders in the cluster districts.
- Support to implement different development approaches: good governance, equity and social inclusion and corporate social responsibility and peace promotion.

**3) Networking and Coordination**

- Take lead role in coordinating Implementing partners, EFS staffs, Community Organizations, Government, DDRRC and other stakeholders in the assigned cluster Districts.
- Take part in coordinating with NSTB in conducting skill test of the assigned Cluster.
- Take part in coordinating with likeminded organizations to facilitate the availability of resources (local and non-local) to the affected households.
- Take lead role in coordinating and drawing lessons from the activities of T&E providers.
- Coordinate and support for the implementation of activities under particular thematic are assigned by EFS and also coordinate with focal persons at center for the implementation and monitoring of planned activities.

**4) Other Specific Responsibilities**

- Professionally discharge other mutually agreed tasks assigned by the project management team including knowledge management related tasks;
- Be proactive in bringing innovations and taking new initiatives in the project and the organization.

**Personal Specifications:**

**Minimum Education and Professional Experience:**

- Master degree in relevant field is mandatory; Bachelor degree in Civil Engineering will be an advantage.

**Minimum Professional Competency**

- At least 3 years of field level work experience in project implementation and/or monitoring of vocational trainings.
- Excellent interpersonal, inter-cultural competencies and good team player Good on data collection, tabulation and analysis.
- Good understanding of Technical Education and Vocational Training sector of Nepal.
- Result oriented personality/ maintaining deadlines.
- Responsiveness and alertness - a self-starter
- Reliable, careful, honest and sincere work attitude
- Fluency in Nepali and English, both written and oral.
- Proficiency in using office application software; ability to produce, understand and analyze standard database reports; use of statistical packages (e.g. SPSS) and efficiency in using communication applications.

**Revision:** This JD and location is subject to revision as and when need arises.

**Duration:** Till December 2016 with possibility of extension

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Incumbent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_