

**Climate Change and Disaster Risk Management Programme (CCDRM)/ HELVETAS Swiss
Intercooperation Nepal**

Job Description

- Job Title:** Database Management Officer
- Project:** Rehabilitation of facilities of Earthquake Affected People (REAP)
- Location:** Project Management Unit, Lalitpur with frequent field visit
- Reporting to:** Monitoring and Evaluation Coordinator
- Job purpose:** Establish an effective and up to date database system and ensure that all the field level data are recorded in a database system and produce desired reports timely.

Roles and Responsibilities

1. Compliance to policies, rules/ regulations and guidelines

- Adhere relevant policies, rules, regulations and guidelines of HELVETAS Swiss Intercooperation Nepal (Personnel, Financial, Administrative policies, Security Response Guide, Gender Equality and Social Inclusion Guide, Sexual Harassment & Mobbing Policy, Code of Conduct Against Corruption, Basic Operating Guideline etc.).

2. Project Implementation and Database Management

- Ensure the establishment of proper and up to date database system of the project;
- Coordinate with HELVETAS/SOLIDAR team members for collecting up-to-date information from the field, if require verify the data by visiting the project site;
- Contribute in the development of the periodic plan of operation, progress reports, including updates;
- Closely coordinate with project team members of CCDRM for effective implementation of activities;
- Assist team members to ensure smooth operation of the project by providing technical support from the database in monitoring and evaluation part to the team members and the partner organizations.

3. Data Keeping to support Monitoring, Documentation and Reporting

- Capacitate project and partner's team in database management;
- Record the data of Shelter, WASH and if require for other components supported by the project/ programme;
- Site observation of the project activities through regular field visits, interactions with staff, partners and primary stakeholders for data recording;
- Support to organize the review and planning meetings with partners and other stakeholders as appropriate;
- Collect and compile data, analyse them and put into the database;
- Work closely with Monitoring & Evaluation Coordinator and team members to prepare fact sheets, monthly, quarterly, and other reports as required;
- Collect success stories, case studies and other relevant documents for proper documentation and dissemination to the media, donors and knowledge management platform.

4. Coordination, Representation and Networking

- Maintain good relationship within the team, in house projects/staff, partners and stakeholders to contribute in achieving the goals and objectives of the projects assigned under the CCDRM;
- Engage and collaborate with project activities as per need for the beneficiary selection and database system establishment. Support to develop and operationalize consistent statutory systems for reporting and monitoring and evaluation;
- Coordinate and network with relevant stakeholders for obtaining the required information related to the project.

5. Other Specific Responsibilities

- Professionally discharge other mutually agreed tasks assigned by the project management team, including knowledge management related tasks;
- Support for any other tasks as requested by the Team Leader (Project Manager) and Programme Manager as per need and requirement of the project.

6. Required Academic Qualification, Experience and Competencies

Academic Qualification and Experience:

- Bachelor degree in relevant field with minimum 3 years of working experience in database management;
- Database management based on project and programme need for effective monitoring of outcomes and outputs of project/ programme;
- Experience in writing quality project reports with report writing and formatting skills;
- Well familiar with advance Excel and other statistical tools;
- Experience in post earthquake recovery and rehabilitation would be an added advantage.

Required Professional and Social Competences:

- Good knowledge of statistical tools like SPSS, MS Access, MS Excel, GIS and using them to analyse data as required by the project;
- Energetic and having passion for emergency response, rehabilitation and development activities;
- Understanding and experience of local mechanism for emergency response, rehabilitation and development activities;
- Commitment towards gender equality, social inclusion and poverty reduction;
- Understanding of conflict sensitive programme management;
- Understands principles of good governance;
- Result oriented personality/maintaining deadlines;
- A very good team player and committed person;
- Excellent interpersonal, intercultural competencies;
- Fluency in Nepali and English, both written and oral.

7. Modification

Job description can be reviewed and modified by mutual consent and are to be confirmed in writing.

Approved By _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____