

# HELVETAS Swiss Intercooperation Nepal

## Job Description

- Job Title:** District Project Coordinator
- Project:** Safer Migration Project (SaMi)
- Location:** District Project Coordinator will be located at any one of the designated districts as:
1. Located at Dhading, also responsible for Nuwakot
  2. Located at Sunsari, also responsible for Jhapa
  3. Located at Dhanusha, also responsible for Mahottari
  4. Located at Saptari, also responsible for Siraha
- Each of the four DPC is located at their respective districts with frequent field travel
- Reporting to:** Team Leader, Safer Migration Project

### Job purpose:

The District Project Coordinator (DPC) provides overall leadership, management and coordination for the implementation of the Safer Migration Project (SaMI) in designated districts. The DPC will focus on the management of the district information and counselling centres (ICCs) and related outreach activities which will be managed by either Local Service Providers (LSP) or the District Development Committee (DDC) and will enhance the capacity of the implementing NGOs and the DDC. The DPC will be responsible for enhancing project linkages with village/district stakeholders, district level coordination committees and with national service providers; The DPC will be collaborating with other SDC projects.

### Overall duties and responsibilities of the incumbent are as follows:

#### A. Compliance of Policies, Guidelines and Manuals

- Ensure compliance of the HELVETAS Swiss Intercooperation Nepal's policies, guidelines and Manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals).

#### B. Networking and Coordination

- Works closely with LSPs, with the District Development Committees, the district coordination committees, relevant district line agencies, district stakeholders/project partners, team members and other projects members for effective implementation of project;
- Works closely with Information and Counseling Centres (ICCs) to be established in designated districts and maintains effective relationships with other stakeholders in the districts;
- Ensures strong linkages between ICCs and national level service providers for case referrals to specialized services such as legal support, vocational skills trainings, support in destination countries, referral for psychosocial support;
- Updated on options available for domestic employment (vocational skills training, enterprise development, investment opportunities etc), establishes coordination with such initiatives and links them with the ICCs;
- Networks with local media, human rights organizations and other relevant groups.

### **C. Program Development, Management & Implementation**

- Contributes to strategic thinking on the design and further development of the SaMi Project;
- Develops the district program with LSPs and DDC in consultation with local stakeholders, plans the actions and implements them in line with the agreed project document;
- Provides regular backstopping to LSP and DDC managed ICCs as well as to LSPs which are responsible for school programs and media programs;
- Assists LSPs to make participatory selection of disadvantaged people for skills trainings and follow up on the use of skills;
- Manages effective mobilization of multipliers (activists) to promote safer migration initiatives in project districts;
- Supports the delivery of effective trainings and services to community groups and potential migrant workers, targeting mainly disadvantaged people;
- Provides support if and when required to social workers in addressing social costs;
- Provides support if and when required to the implementation of financial literacy component.

### **D. Sector Expertise & Capacity Development of LSPs and stakeholders**

- Identifies capacity building needs and develops action plans for addressing these needs for LSPs, DDC staff of ICCs, multipliers, social mobilisers and stakeholders based on project document/requirement;
- Enhances LSPs, DDCs and multipliers' capacity in documentation, participatory monitoring and evaluation of project.

### **E. Project Monitoring and Evaluation**

- Monitors the performance of LSPs and DDCs in relation to the ICCs and their work with community groups, multipliers, schools and media 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;
- Ensures the quality documentation, reporting and dissemination by partners.

### **F. New Initiatives**

- Actively works and facilitates youths and community groups to develop creative ways to work on migration issues.

### **G. Knowledge Management and Communication**

- Documents project processes, progresses, learning and issues on a regular basis and develops periodic district reports;
- Assists 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 coordinates district program,
- Supports LSPs and DDC to prepare regular work plans, budgets and reports of the programme activities and report to the Team Leader accordingly;
- Monitors the financial management (book keeping, documentation) and provides technical backstopping to comply with the financial norms of HELVETAS Swiss Intercooperation and the LSP itself.

## I. Others

- Performs other duties as agreed with Team Leader or his/her designate;
- Keeps abreast of the development related to migration in the districts and to migration nationally;
- Keeps SaMi team/Team Leader updated regularly about the project activities and other issues that needs immediate attention.

## Required Education, Experience and Competencies

**Education:** Minimum Bachelor Degree in Social Science or in a relevant field. Master Degree is an advantage

### Experience and Competencies:

- Minimum five years of working experience in development field in I/NGOs
- Good understanding of human rights
- Excellent experience in social mobilization
- Experiences of working with DDC, NGOs, CBOs Proven ability to coach and monitor implementing partners
- Ability to train and coach community groups and staff members
- Good planning, budgeting and financial management skills
- 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; good team player;
- Fluency in Nepali and English, both written and spoken;
- Proficiency in using office application software and efficiency in using communication applications
- Work experience in migration sector would be an advantage

Incumbent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_