

## Job Description

- Job Title:** Project Coordinator
- Project:** Safer Migration Project (SaMi)
- Location:** Project Coordination Unit (PCU)/Ministry of labour and Employment (MOLE), Singh durbar, with frequent travel to the project districts
- Reporting to:** Coordinator, National Project Coordination Committee (NPCC)

### Job purpose:

This position is responsible in managing the Safer Migration project components under the Government of Nepal through Ministry of Labour and Employment (MOLE); provide leadership to the project partners especially under the GON structure; responsible to lead the process for developing annual work plans, implementing and monitoring the plans; and to maintain excellent coordination and communication between all concerned stakeholders in central level.

### Duties and Responsibilities

#### 1. Overall Management of PCU and Project Implementation

- Assume responsibility of overall management of the PCU to achieve expected outcomes and outputs as stipulated in the project document/s;
- Facilitate the process for the development of yearly plans of operation, annual budgets, semi-annual and annual progress reports etc.;
- Ensure smooth implementation of the activities under PCU by providing support to the team members and partners to implement the programme activities;
- Conduct steering committee meetings in collaboration with Project Management Unit (PMU).
- Organize quarterly, semi-annual and annual review and planning meetings in collaboration with Project Management Unit (PMU).

#### 2. Project Monitoring, Evaluation, Documentation and Reporting

- Monitor the implementation of project activities through regular field visits, interactions with DDC staff, partners and primary stakeholders;
- Assess the project progress, review project strategies and devise strategies and approaches as required;
- Ensure that an effective monitoring and information system is established in the PCU and that the monitoring plans and reports are timely followed up;
- Ensure periodic evaluation of project activities under PCU as mentioned in the project document has been carried out;
- Ensure proper documentation and dissemination of project experiences, best practices, success stories and lessons learnt to the concerned stakeholders

- Deliver quality reports on time as per the GON and SDC requirements;
- Liaise with the PMU team leader for joint activities and as per need of the project

### **3. Administration and Financial Management**

- Be overall responsible for finance and administration management of PCU  
Prepare annual project budgets, monitor project expenditures and ensure the expenses within the acceptable limits;
- Ensure timely, quality and effectiveness of internal and external audits;
- Initiate the implementation of Fund Flow Analysis in collaboration with PMU.

### **4. Coordination, Representation and Networking**

- Work closely with Department of Foreign Employment, Foreign Employment Promotion Board, Foreign Employment Tribunal and Project Management Unit SaMi at national level and District Development Committee and other Government and non-government institutions at district level in a coordinated and collaborative way;
- Establish and maintain positive relationship with the PCU and PMU staffs; GON and other stakeholders to contribute in achieving the goals and objectives of the project;
- Represent the PCU in the capacity of coordinator in relevant seminars, meetings, workshops at different level;
- Coordinate and network with relevant stakeholders for smooth implementation of the PCU activities at district and at national level as per the need of the project;
- Liaise with the PMU team leader for joint activities and as per need of the project

### **5. Human Resource Development**

- Ensure an inclusive and equitable working environment within the PCU;
- Ensure for the timely and effective performance management system within the project team creating a culture of sharing and constructive feedback;
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- Contribute in human resource planning with close coordination with the PMU;
- Ensure that the personnel policies (contract renewal/extension, disciplinary actions etc.) are effectively followed;
- Enhance self-knowledge and understanding on and around migration related issues within Nepal and abroad.

## **Job Requirements**

**A. Minimum Education Attainment:** Masters degree in relevant discipline.

**B. Minimum Professional Experience:** Minimum 10 years working experience in the Government and/or development with 3 years of experience in a relevant field.

**C. Required Competencies:**

- Excellent understanding of migration/foreign employment issues, and the he institutions dealing with it;
- Awareness regarding the need of improvement and enhancement of FE sector such as automation of DoFE work, capacity building of MoLE and other institutions etc.;
- Familiar with the GON policies and protocols applicable for such project implementation;
- Experience working in the Govt sector at national level; with the local government (DDC, DAO, LDO as Assistant/LDO, Assistant/CDO level etc.);
- Has a vision and eager to support institutionalizing/sustaining the activities beyond the project phase.;
- Capacity to work with and manage different levels and categories of people;
- Good understanding of project cycle management and leading the team in every stages of the project cycle;
- Result oriented personality/ maintaining deadlines; excellent interpersonal, inter-cultural competencies and team player;
- Excellent in communication in Nepali and English, both written and spoken;
- Excellent skills in writing reports and production of learning documents in English;
- Proficiency in using office application software; ability to produce, understand and analyze standard database reports;
- Good understanding of issues related to gender equity, social inclusion and poverty alleviation.

Approved by \_\_\_\_\_

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

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

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

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

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