

Job Description

Job Title:	Programme Officer, Safer Migration Project- PCU, MoLE
Location:	Project Coordination Unit, Safer Migration Project, MoLE, Singhdurbar. The Programme Officer will spend about 50% of the working days on field visits outside of the Kathmandu Valley.
Reporting to:	Project Coordinator, Safer Migration Project- PCU, MoLE
Job purpose:	Implement Safer Migration Project in the project districts implemented by MoLE/GoN with focus on capacity building of partners and district team members. The post holder will support district project team and partners to develop the program regularly and to implement them effectively

Duties and responsibilities

1. Program implementation

- Actively assist the PCU Coordinator to prepare plans and documents for all activities at the central level
- Develop participatory annual plans for project districts in consultation with PCU Coordinator
- Assist district team in development and implementation of project activities in the districts
- Prepare work plans, budgets and reports of the programme activities
- Assist the PCU Coordinator in preparing concept papers and TORs as part of the implementation of central level activities, in consultation with the PMU
- Work closely with the program officers at PMU in overall project implementation.

2. Capacity Building

- Identify the capacity building needs of the district team in collaboration with respective program officer at PMU and agree them with PCU Coordinator
- Plan actions for district team capacity development in collaboration with program officer at PMU responsible for capacity building and implement the actions
- Enhance districts capacity in planning, implementation, documentation, reporting and dissemination
- Assist PCU Coordinator in planning and implementation of capacity building initiatives at central level in close coordination with respective program officers at PMU

3. District Support

- Assist district team to access relevant and correct information timely for information centre and its functioning
- Support in building collaboration and cooperation between the district teams in DDC managed districts and NGO managed districts together with the District Project Coordinators
- Link district information centre with the other information centres in Nepal, particularly with the information centre of Foreign Employment Promotion Board (FEPB)
- Collaborate with district teams in developing training and social mobilisation plans and their implementations together with the PMU

4. Documentation, Monitoring and Evaluation

- Document the project processes, progresses, learning and issues on a regular basis and develop periodic reports of the project
- Document and exchange the information regarding the foreign migration and having direct relevance to the SaMi project with the PMU team.
- Closely monitor the implementation of plan by district and provide regular feedback
- Assist district team to develop their staff management system and implementation of them
- Assist PCU coordinator to conduct periodic evaluation of the project
- Assist the PCU coordinator - in preparing period reports and in compilation of joint report with PMU team

5. Others

- Work together with PCU coordinator in maintaining collaborative networks with project partners, team members, national and international agencies working on migration and GoN agencies
- Work together with PCU coordinator in identifying innovative measures for the program improvement overall and in particularly at GON level
- Perform other duties as requested by PCU Coordinator

Job Requirements

a. Minimum Education Attainment

Bachelors' Degree in Sociology/ Anthropology, Population studies, Development Studies or in a relevant field. Master's degree is preferable.

b. Minimum Professional Experience and Competency

- At least 5 years of working experience in the related field;
- Good understanding of human migration issues;
- Experience working with GON will be preferred
- Experiences of working with NGOs and networks;
- Ability to coach and mentor others;
- Good understanding of issues related to human rights, gender, social equity and poverty alleviation and governance;
- Result oriented, ability to handle multiple tasks and maintain deadlines and a good team player;
- Good communication skills in Nepali and English, both written and oral;
- IT: Proficiency in using office application software; ability to produce, understand and analyze standard database reports; and efficiency in using communication applications

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____