

IDS-NEPAL/School Health and Nutrition (SHN) Program

POSITION DESCRIPTION

Project Title	<i>Project Coordinator</i>
Department/ Project(s)	<i>School Health and Nutrition (SHN) Program</i>
Duty Station	<i>Sudurpaschim Province</i>
Reports to/ Level	<i>Team Leader</i>
Supervises	<i>District Coordinator/ Palika Supervisor</i>
Job Summary	<i>Coordinate on School Health and Nutrition (SHN) Program activities in Doti Cluster, Report to Team Leader and manage program's staffs</i>

A. Major Function

Under the supervision of Team Leader, Project Coordinator will support to implement School Health and Nutrition (SHN) Program

B. Major Duties and Responsibilities

I. Management/Coordination:

- Represent as a IDS/WFP and the programme in the Sudurpaschim Province
- Coordinate with WFP Field Office, province line agencies-government, non-governmental organizations (I/NGOs), Regional Directorates of Education/Health, programme at province level for the smooth implementation of the project
- Liaise with other stakeholders, including schools, Parent Teacher Association and participate in relevant meetings
- Collaborate with team members across to ensure synergies and consistency in programming approaches

II. Program Management Monitoring and Reporting:

- Prepare district level Annual Implementation Plan (AIP), Detail Implementation Plan (DIP) and Implementation process (IP) documents for effective implementation of the program
- Implement project activities based on Annual Implementation Plan (AIP)/ Detailed Implementation Plan (DIP)
- Liaise with the community leaders, and local government line ministries at ground level/provincial level all matters related to the program being implemented
- Coordinate the planning, implementation, monitoring and evaluation of the School Health and Nutrition (SHN) Program in accordance with program design and plans
- Coordinate with school to ensure the sharing of knowledge, learning and resources related to SHN programming
- Ensure that the SHN program is implemented in line with Government guideline
- Coordinate SHN learning activities, data collection, data management, and data analysis according to guidance with Team Leader
- Ensure effective communication and networking developed and maintained through partnership and collaboration with all stakeholders
- Ensure or contribute to the appropriateness of financial, administrative and supply documentation
- Working with staff, analyze collected data and information and prepare progress reports
- Ensure accurate SHN program budget plan, forecast and spending
- Developing detailed annual work and budget plans based on approved overall work plan

- Making schedule for project activities listed in the annual work plan to ensure all activities completed on time; ensure timely and duly management of the project and implementation of all activities
- Coordinate across District Coordinators and Palika Supervisor to ensure the development and regular use of all technical tools including materials, training curriculum, information materials, and other resources
- Orient District coordinators and Palika Supervisor on programming tools and materials for successful program implementation
- Provide direct technical support and daily management to District Coordinators
- Provide strategic guidance to the project staff in line with project agenda.
- Line manage and conduct quarterly performance review with District Coordinators
- Capacity building of staffs to ensure adequate competencies at field level to deliver all necessary components of the program
- Learning and sharing meetings with project staff and LGs for continuous improvement of project as well as relationship building
- Identify, assess, and communicate risks associated with the implementation of project, and develop mitigation measures
- Preparing monthly, quarterly and annual activity progress and financial report and ensuring the accuracy and timely submission of these reports to the Team Leader
- Support project finance officer to monitor project funds, ensuring the funds are use for the proper purposes, proper activities and with the efficiency and transparency
- Organize monthly team meeting to review and plan project activities with District Coordinators
- Compiling and maintaining project event reports and minutes of meetings
- Regular monitoring and analysis of program results in coordination with M&E Unit
- Monitor and evaluate the SHN program activities in line with the internal M&E plan
- Ensure timely and quality planning and reporting of SHN activities; Submitting field visit report/Back to Office (BTO) Report to M&E Unit
- Collect and write required implementation plans and reports from District Coordinators for timely submission
- Participating in field visits to monitor and evaluate the progress of project activities
- Monitor the project performance as per agreed performance standards such as the Result Framework
- Report to the Team Leader whenever you have to report
- Regular reporting, documentation and collection of success stories on regular basis
- Develop periodic update reports as and when required by the Team Leader
- Ensure timely reporting as per standard form/formats in coordination with M&E Unit
- To maximize continuous learning, ensure timely and quality documentation of SHN activities, including collection of case studies, documenting of lessons learned, best practices and challenges with support from Team Leader
- Establish electronic filing system and back up system for all the report

III. Any Other Duties

- Conduct himself/herself both professionally and personally in such a manner as to bring credit to IDS-Nepal and to not jeopardize its objective and mission
- Conduct any other related duties assigned by Team Leader or designated representatives from time to time and plays an active role in successful operation of the School Health and Nutrition(SHN) program
- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience

IV. Expected Time Allocation

Central Office	Duty Station	Field (District/School)	Other
5%	40%	50%	5%

C. Required Competencies and Experience

Knowledge	<ul style="list-style-type: none">➤ Masters' degree in one of the discipline: Public Health, Health science and Nutrition, Social Sciences, or relevant discipline➤ Experience and expertise in school health program, school nutrition, school WASH.➤ Experience in delivering effective health and nutrition programs is an asset➤ Experience working in a national level development organization is an asset➤ Minimum 3years of professional work experience at national level relevant Health and Nutrition programmes
Skills	<ul style="list-style-type: none">➤ Experience in project management, capacity building and report writing➤ Fluency in the local language is assets➤ Strong verbal and written English skills➤ Strong interpersonal skills the ability to work collaboratively with other➤ Good interpersonal communication skills➤ Ability to work as a team player➤ Self-management skills and willingness to travel in remote areas of district (50%)➤ Good Computer skills (MS Office, Excel, Power point, Including email and internet➤ Proficiency in writing technical and programmatic reports that document program directions and results
Attitudes	<ul style="list-style-type: none">➤ Honest, encourages openness and transparency; demonstrates highest levels of integrity➤ Ability to perform unsupervised➤ Organized and systematic approach to work in teams and self-management skills➤ Drives external networks and partnerships➤ Demonstrate strong negotiation skills on policy related issues➤ Shares knowledge and best practices on technical solutions so that other can make the best use of that expertise➤ Delivers timely and appropriate results using available resources➤ Has ability to develops and encourages new and adopt innovation in the program solutions➤ Willing to take disciplined risks
Collaboration	<ul style="list-style-type: none">➤ Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters➤ Values diversity, sees it as a source of competitive strength➤ Approachable, good listener, easy to talk to