

Job Description

Job Title: Dy. Program Manager Officer

Grade: 7th

Location: Nepal Red Cross Society, Disaster Management Department, Hqs.

Reporting To: Program Manager

Supervisory Level: Junior level staff of Finance department under the coordination of FD

Coordination With: Coordination with other staff of the program – DCs and Hq.

Job Summary:

Primarily responsible for supporting the Program Manager to manage the program at implementation level which includes coordinating and controlling all the DC Program Coordinator in program planning, monitoring and evaluation, BCA and learning. S/he is responsible for coordinating overall staff management and coordination with rest of relevant Departments/divisions/section/units.

Deputy Program Manager

- Supervise and coordinate the DC coordinator in terms of overall implementation of program.
- Support, Coach and mentor the DC coordinator for any program issues and implementation.
- Ensure that the Program is implemented in field as per the design of the program
- Ensure that the DC coordinator has regular and meaningful consultation and collaboration with all the stakeholder in the District Municipality.
- Ensure that program activities are well reflected in local plan and reports.
- Support DC coordinator to identify the blockade that is affecting the program implementation.
- Develop program sharing notes/presentation/pictures together with BCA team.
- Ensure the media coverage and those program are incorporated in program report.
- Provide guidance to the District team.
- Participate in relevant discussion/workshops and represent the program, society in different form.
- Collect and compile the comments/reflections from different partners and analyze them and feed to the program if important.
- Ensure beneficiary are well communicated and participated in all forms of program.
- Get report from PMER officer and finalize it to submit to Program Manager.
- Get plan of action of DCs from PMER officer, review it, provide feedback if necessary do the continuous follow-up and about the implementation.
- Manage the program staff in national Headquarters and ensure that the given task is completed on time.
- Ensure the relationship of program team is well coordinated with DC management and Program steering committee.
- Ensure that DC coordinator is motivated and performed the quality work.
- Work and develop possible layout on these issues that are identified by PMER officer that are in District and discuss with program manager.
- Participate or ensure inputs on quarterly planning.
- Organize program annual planning and review meeting.
- Support coordinating annual review and planning meeting from program.
- Coordinate with finance to ensure the expenditure as per the activity and find out if there are any gaps.