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| JOB DESCRIPTION  Job Title: District Project Officer (DPO)  **Project Name: Community Led Disaster Risk Reduction Program (Com-Led DRR)**  Level: 6th  Department/Unit: Nepal Red Cross Society, Disaster Management Department  Working Station: Community Led DRR Program in District Chapter (Nawalparasi East, Rukum East and Pyuthan) with 50% Field work | |
| **1. Position Title** | **District Project officer (DPO)** |
| **2. Purpose of Job** | **Objective of the DPO is** to facilitate the overall program as a focal person on behalf of project at district level. He or She is responsible to achieving objective and goal of project as per as plan of action. coordination/communication, planning, implementation, monitoring and supervision and recording/reporting, documentation to meet the goal/objectives and outcomes of the program with ensuring the quality works. |
| **3.Reporting to** | **Program Coordinator (PC), NRCS DM Department** |
| **4. Outline of responsibilities and tasks** | **A. Planning and Implementation**   * Planning the program kick up meeting and organize * Sharing PoA and project documents to DC and steering committee * Conducting steering meeting, sharing minute to DC and HQs * Developing implementation plan and conducting * Implement the project activities based on log frame, program implementation guideline, plan of action and community need with wider participation of all stakeholder * Developing procurement plan as per as define structural activities and take responsibility of logistic management for each such programs * Supporting to district chapter for developing guideline and policies (e.g, development plan, resource mobilization plan etc.) * Prepare a plan of training and seminars to be organized at the community, district and work as resource person as per need. * Planning handover and exit strategies and conducting   **C. Monitoring and Supervision**   * Monitoring and guidance to program staffs and performance ( F.S, Admin and finance, junior engineer and SM) * Monitoring and supervision of ComLed DRR project achievement and process. * monitoring and support to district chapter and SC program activities (structural and non-structural activities of the project and partial supported activities) * Support to DC executive for sharing field monitoring report as per as monitoring plan * Monitoring of finance expenditure and report   **D. Coordination & Communication**   * Close coordination with NRCS DC exécutive, SC and HQs level * Coordination with district level government and non government organization for meaningful collaboration and making ease to project implementation ( DAO, DEOC, DCC, DLSA, NGO fédération, private sectors, PGI related organization, WASH division) * Regular coordination and sharing information (Virtual communication) with HQs project team * Coordination with RM/Municipality authority for partnership, implementation and sustainablity * Coordination with LDMC and relevant local stakeholders during the field monitoring . * Study the possibility of early warning systems existence and maintain the proper coordination with district level stakeholders to establish early warning system in project area of the district.   **E. Data management, Documentation and Reporting**   * Provide regular reports (financial & progress) based on agreement and need timely. * Understanding monitoring and reporting indicators to develop monitoring system in DC level as per project document. * Capture success stories and lessons learned in each phase of project implementation and maintain documentation ( e.g. livelihood beneficiaries, WASH beneficiaries, mitigation, EWS, capacity building of DC, SC LDMC, best practices and lesson learned of participation and partnership) * Mapping of early warning actors in the District and see the possibility of its linkage in the program and implement. * Ensure the participation of hard to reach groups, poor, socially excluded and marginalized group in every steps of project cycle (assessment planning, implementation and evaluation) considering the gender balance.   **F. DC and SC Capacity building**   * Existing capacity assessment, gap analysis and planning * Developing proposal and recommendation for building capacities * Feedback and monitoring for structural and nonstructural activities of DC and SC * Team building and division of tasks among district level project team. * Developing guideline and policies of DC and SC as per as assessment and gaps * Develop interpersonal and organizational relationship for building the capacities of DC and SC   **G. Others.**   * Assist NHQ in preparing and revising/updating the program guidelines, policies, IEC materials and training manual. * Participating on different meeting workshop and training with respect and supporting for project, DC or SC |

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| 5. Person Specification  **5.1 Qualifications**   * Bachelor's level or equivalent with 5 years of work experiences in officer level in DRR field |
| * 1. **Experience** * Experience in the community based disaster risk reduction and field experience * Experience in program monitoring and evaluations * Experience in coordination and communication with line agencies inside the organizations as well with government organization and NGOs |
| * 1. **Skills** * Innovative and creativeness * task performed as assigned by Program and Department * Monitoring and supervision skills and demonstration * Properly and timely managed program and budget at district level * Well run administration at district level * Timely and appropriate decision * Good coordination, communication and Interpersonal relationship skill in and out of society * Project implemented as per calendar of operation and action plan * Report writing skills * Good speaking and writing Nepali and English language * Positive and kindness |
| * 1. **Working environment, circumstances and supervision:** * Office will provide the basic materials, equipment and enabling environment required for the proper implementation of the project. * Work performance of the PC will be carried out by Program Coordinator. * The staff is accountable to work within the circumstances of NRCS administrative policy, constitution and other related policies/guidelines |