Nepal Red Cross Society

Forecast-based Action and Shock Responsive Social Protection in Province 5 and Sudhur Paschim (FbA-SRSP)

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| **Job Description** |
| **Job Title** | Program Officer |
| **Service Type**  | Contract based Staff |
| **Classification of level** | 6th Level |
| **Place of Work**  | NRCS HQs |
| **Working Hour** | 42 hours per week |
| **Immediate Supervisor’s Title** | Project Coordinator |

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| **Job purpose:**The main purpose of this position is responsible/Supports DCs on daily implementation of field activities under the supervision of Program Coordinator and assists the Program Coordinator in reporting and other administrative tasks. Monitor and supervise the field level activities to ensure the smooth running of the program. Facilitate sharing of experiences/ studies/research produced in the project with relevant stakeholders at local level**Role and Responsibilities:*** Establishing and maintaining close coordination with the relevant technical departments/ stakeholders in relation to the implementation of the activities
* Support the project coordinator for timely reporting to the partner
* Support to develop and disseminate SOP, contingency plans for the district and municipal level
* Support project coordinator in project plans/reviews, formulation of training plan
* Preparation of program progress tracking, gathering the information for narrative progress report to the partner organization
* Establish proper documentation of program activities and training program
* Collate 'case studies' of good practice for wider dissemination
* Regular monitoring and supervision of project activities and assess the impact of trainings

 **Coordination:*** Coordination with the relevant technical departments/ stakeholders in relation to the implementation of the activities
* Responsible for coordination at NRCS DC, Field Office and relevant stakeholder/ Municipal Social Protection/Disaster Management Committee/DHM
* Cordinate and Facilitate with relevant stakeholders in the DC for any technical studies and research
* Proper coordination and communication in the district and HQ level for the issue deliverance and decisions

**4 Administration and financial management*** Ensure the smooth operation of program by ensuring admin and logistic related work is timly conducted.
* In coordination with the finance department ensure the advances are timly settled and ensure proper supporting document
* Ensure appropriate usage of office equipment and supplies.

 **Human resource management and development*** Support program coordinator to ensure the project team in the district implement day to day activities.
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**Position Requirement**

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| **Education** | **Required** | **Preferred** |
| Post graduate (or equivalent qualification) in relevant field is desirable. | x |  |
| Training and Knowledge on Disaster Preparedness, Response, Emergency response, Forecast Based System/Early Action/Early warning System |  | x |
| **Experience** |  |  |  |
| Minimum 2 Years experience working with humanitarian of development sector | X |  |
| Experience in the field of DRR/M and Disaster Response | X |  |
| Knowledge on Early Warning and Early action |  | x |
| Experience of undertaking programme monitoring and evaluations | x |  |
| Experience in coordination and communication with line agencies inside the organizations as well with government organization and NGOs | x |  |
| Working with the National society is desirable | x |  |
| Previous experience of working with Government bodies , with I/NGos in health sector  | x |  |
| **Knowledge and Skills** |  |  |
| Excellent verbal communication skills  | X |  |
| Familiar with DRR/M and Disaster Response |  |  |
| Knowledge on Early Warning and Early action |  | X |
| Good in working in coordinated environment with government and other external stakeholders | X |  |
| Ability to prepare reports, Data collection/ Analysis  | x |  |
| **Languages** |  |  |
| Excellent in written and Spoken Nepali/English | X |  |
| Good command of written and spoken English | X |  |