Nepal Red Cross Society

Forecast Based Early Action Shock Responsive Social Protection (FbA-SRSP) Program

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

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| **Job purpose:**The main purpose of this position is Responsible for the overall implementation of the Action and province/district/ municipal level. Responsible for coordination with district chapters and province/ district/municipal, government structure to facilitate the implementation of the project. Monitor and supervise the activities to ensure the smooth running of the project Ensure the information and experiences produced in the project are shared with relevant stakeholders at all level to undertake **Role and Responsibilities:*** Ensure the quality and daily implementation of activities, coordination with government officials at district and municipal level, coordinates with DEOCs and LEOCs.
* Mobilize project resources for the implementation of activities in line with project implementation strategy and processes
* Monitor and supervise the municipal assistant and project running in District and Municipality
* Preparation of project updates to the project coordinator and support updating achievements to the Program officer
* Help to achieve the expected result of the project in district by making suitable mechanism.
* Coordinate and Facilitate with relevant stakeholders in the field for any technical studies and research
* Helping on facilitating the project activities/issues and helping to maintain the proper coordination with the HQ as suggested by DC managements.
* Maintaining proper coordination and communication in the district and HQ level for the issue deliverance and decisions
* Ensure that programme guidelines, implementation modality are adhered and followed
* Responsible for coordination at local Level, relevant stakeholder at the Municipal Level and linkage with the Municipal Social Protection/Disaster Management Committee
* Facilitate training and provide technical support to DC

**Coordination:*** Coordination with government officials at district and municipal level, coordinates with DEOCs and LEOCs.
* Responsible for coordination at local Level, relevant stakeholder at the Municipal Level and linkage with the Municipal Social Protection/Disaster Management Committee/DHM
* Coordinate and Facilitate with relevant stakeholders in the field for any technical studies and research
* Proper coordination and communication in the district and HQ level for the issue deliverance and decisions
* Regular coordination with NRCS sub-chapter/DC/HQs as required and update on programmes
* Coordinate with NRCS GESI department for technical support on PGI via District program coordinator

**4 Administration and financial management*** Oversee financial projection and activities budgeting in coordination with district finance officer and reporting to the HQs program and finance team.
* Ensure appropriate usage of office equipment and supplies.

 **Human resource management and development*** Manage municipal annuitants and champions
* Coordination with district project officer in other district (Bradiya)/ kailali
* Identify and prompt any serious human resource issues and forward them to the Program for investigation and further action.
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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 |  |