



Job Description	
Job Title	Project Officer
Organizational Unit	Health Service Department
Immediate Supervisor's Title	Health Service Department Director/ Program Coordinator COVID-19
Lateral relation	Headquarter: NRCS other departments (such as Disaster Management, WASH Division, PMER-IM division, Humanitarian Values and Risk Communication and PGI), EOC members Districts: Municipalities Health Unit/Offices; Health Officers, and NRCS district chapter governance and steering committee
Duration	Until December 2021 (Possibilities of extension)

#### Organizational context:

Nepal Red Cross Society (NRCS) came into being in 1963. NRCS has, over the years, grown to be the largest humanitarian organization in Nepal, with its network of District Chapters (DCs) extended in each of the 75 districts of the country. District Chapters receive organizational support from more than 800 Sub-Chapters and Co-operation Committees under them. Significant portions of its activities are also borne by students and youth volunteers of Nepal Junior and Youth Red Cross Circles organized at schools, campuses and communities.

As an auxiliary to Government of Nepal, NRCS supports in emergency, recovery and developmental programs in accordance to its multi-year Development and Health Strategy 2016-2020. Currently, along with many other interventions, NRCS is supporting government in COVID-19 preparedness and response activities throughout the country. Continuously building on experience in community health program NRCS will engage all the volunteers required to deliver the project interventions, their essential knowledge of local culture and custom.

#### Job Summary:

The Project Officer will hold primary responsibility to implement socio-economic and livelihood related field-level activities in Nepal. The role includes carrying out all field level activities of the assigned municipalities (rural and/or urban); establish effective coordination and collaboration with key stakeholders specifically with district focal points, NRCS district chapter and sub-chapter volunteers. S/he will be based in the NRCS HQs-EOC and will report to the Health Service Department Director.

#### Role and Responsibilities:

##### Program design, planning and implementation

Support the implementation of the socio-economic components of the program focusing on achievement of the following results

- Ensure the implementation of the socioeconomic component of the program against work-plan, targets, and result indicators;
- Develop internal monitoring and operational plans that help program implementation;
- Monitor field-based implementation of program activities, including providing guidance to area-based staff on field implementation and monitoring;
- Support the development of socio-economic related area-based component development program – including thorough assessment, design and consultation;
- Oversee the implementation of socio-economic-related components including through monitoring missions;
- Collect and analyze information on socio-economic context;
- Develop new socio-economic initiatives that are in line with the program strategy to strengthen social cohesion;
- Maintain regular interaction with internal and external stakeholders for collecting information on ongoing and planned activities;
- Work in close collaboration with COVID-19 response team members to provide technical support, especially in problem analysis, priority setting and target setting;
- Support and conduct training need assessment process, training planning and facilitation process. Support in assessing the training quality and follow up of the training;

### Monitoring evaluation, documentation and dissemination

- Coordinate the socio-economic and livelihood development process, specific to district and municipalities;
- Support and help facilitate and conduct different capacity building activities at district level;
- Assist in the compilation and preparation of work plans and project documents, and the review of project documents to ensure that M&E indicators are clearly and accurately incorporated;
- Monitor and supervise the implementation of socio-economic activities to ensure that they are being implemented in accordance with the project plan and technical guidelines;
- Develop and update project briefing papers, orientation materials, brochures, project profiles and display charts to include relevant monitoring & evaluation data/results;
- Identify need and areas for improvement and learnings;
- Discuss and share lessons learned at local/municipality/district/regional/national level meetings;
- Provide inputs and feedback to reporting;
- Ensure systematic documentation and filing;

### Human resource management and development

- Manage day to day staff concerns and motivation levels;
- Identify and preempt any serious human resource issues and forward them to the supervisor and HQ HR team for investigation and further action.

### Administration and financial management

- Ensure appropriate usage of office equipment and supplies;
- Oversee financial projection and reporting to the finance team and regular report to the supervisor.

### Duties applicable to all personnel

- Actively work towards the achievement of the Nepal Red Cross Society 7th Development Plan and Recovery Framework;
- Perform any other work-related duties and responsibilities that may be assigned by Program Manager and HSD Director;
- Abide by and work in accordance with the Red Cross and Red Crescent Fundamental Principles and Staff Code of Conduct and child protection and anti-harassment code of conduct;
- Respect the safety and dignity of all Red Cross personnel and the people the Red Cross serves;
- Prepare and submit the handover note to the respective supervisors as and when completion of job assignments.

### Position Requirement

Education	Required	Preferred
Bachelor Degree in development, social sciences, economics, management or equivalent and 3 years of experience	X	
Master Degree in development, social science, economics, management and 1 year of experience		X
Experience		
Demonstrated knowledge and skill in program planning, implementation and evaluation cycle including logical and monitoring & evaluation framework with humanitarian organization	X	
Experience in developing and conducting socio-economic related trainings and community mobilization interventions.	X	
Experience and comfort working during emergency and community-based networks.	X	
Experience in facilitating training workshops/seminars	X	
Demonstrated ability to work in a team environment	X	
Prior experience of working within NRCS will be an advantage		X
Knowledge and Skills		
Excellent written and verbal communication skills	X	
Demonstrated ability to take initiative and work under pressure		X
Ability to coordinate internally and externally and provide technical oversight to multiple activities		X
Training and presentation skills	X	





Excellent time management and organizational skills	X	
Well-developed computer literacy skills within a Microsoft Office environment	X	
<b>Languages</b>		
Good command of spoken and written English	X	
Excellent command of Nepali	X	

### General Conditions

All Red Cross staff and volunteers are required to:

Adhere to the 7 fundamental principles of Red Cross:

Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality

- Act always in accordance with the Code of Conduct staffs, child protection and anti-harassment COCs
- Assist the organization on occasion, in times of national or local emergencies or major disasters.