

JOB DESCRIPTION & POSITION DESCRIPTION QUESTIONNAIRE (JDPDQ)

VACANCY INFORMATION			
Job Title	Project Officer- COVID-19 Recovery Project	Manager Name and Title	Field Livelihood Lead
Department/Office	PNGO based in Sindhuli	JD Last Reviewed	
EXL Member/PL/RL		Cost Center	
Employee Type	Fixed term, Full-time	For P&C Use Only:	
Contract Type	Local I	JEM Code	
Contract Duration	Less than 1 Year	Our People Job ID	
Hours Per Week		Work Unit ID	
Vacancy Type	NO/SO Department - Local Recruitment	Overtime Exemption	Choose an item.
Vacancy Details	Development (Field or Office)	L-IM Scale Eligibility	Choose an item.
Preferred Office Location	Sindhuli- PNGO based	P&C Notes for Role	

JOB PURPOSE <i>(Limit 750 characters)</i>
<p>WORK CONTEXT/ BACKGROUND:</p> <p>The purpose of this position is to lead on and providing good project management, technical input the area of livelihood-economic recovery through successful execution of COVID- 19 Recovery Project in Sindhuli. The position is responsible for the project management, developing and delivering a comprehensive quarterly and annual technical support plan for the project. The role is responsible for providing technical inputs to PNGO, guiding PNGO team for quality and timely deliverables of all planned interventions including monitoring and maintaining quality results of the project, preparation of periodic reports, sectoral coordination in district, and rolling out all necessary technical tools, quality benchmarks and guidance materials to support quality project Implementation. The role provides support and back stopping for external relationship building and engagement with government line agencies, district level partners and donors for successful and quality implementation of the project. This position is based in WVIN's working district in Sindhuli and will require frequent travel travel to project sites.</p>

MAJOR RESPONSIBILITIES		
% of Time	Activity	End Results
50%	<ul style="list-style-type: none"> This role is about coordinating with local PNGO, R/MU especially on livelihood/skill training/cash based programming & project unit and other likeminded agencies to ensure the project activities is implemented according to the project guideline. Ensure quality intervention in field through periodic QBM Guide and track project progress as per agreed timeline with higher impact in field Draft quarterly, semi-annual and annual report to submit donor, Document relevant data, evidences (qualitative and quantitative) for dissemination of wider audience Coordinate across field office staff, and national office program & operations, MEALS and support services, to help ensure and track whether project is implemented according to the timeline to reach targets and minimum standards; Regular project activities are monitored and supervised. Appropriate monitoring tools are developed and used. Advocacy and interact with local leaders on resource allocation, collaboration during project execution. Organize idea on sectors and integrate the knowledge on life & protective skills, child rights and protection and education to support the quality implementation 	Lead on providing technical input and effective implementation of projects

35%	<ul style="list-style-type: none"> • This role is about identifying the technical competencies required, assessing competency gaps of field staff/partners, planning and delivering training to build the capabilities necessary for partner's staff for effectively implementation of COVID- 19 Recovery Project • Develop and lead on drafting and implementation of the annual partner's staffs capacity building plan and manage the implementation of the plan. • Develop capacity building plan of the partner for the technical aspect and implement it • Provide technical support for PNGO's planning, implementation and monitoring the project activities to strengthen programming quality and results; • Coordinate across partners' staff to ensure the development and regular use of all technical tools necessary for the successful implementation of the project activities. including implementation guideline, quality benchmark, training materials, training curriculum, information materials, BCC materials and other resources; • Orient field and partner staff on the programming tools and materials to ensure they are utilized correctly and applied during programme implementation; • Develop and deliver training and capacity building for field staff to ensure adequate competencies at field/partner level to deliver all necessary components of the projects to ensure project targets achieved. • Regular meeting with the project/program staffs and give feedback for their performances. 	Capacity building of project team on project
15%	<ul style="list-style-type: none"> • Maintain effective coordination with government stakeholder, other like-minded agencies at district level • Provide technical support to the local government to implement, expand and sustain the project interventions and result • Demonstrate understanding of and commitment to World Vision's Core Values in the approach to work and relationships • Regular field visit, curtesy visits and building the capacity of partners on project. • Performance review completed and personal development goal achieved; • Update information and knowledge gathered through participation of meeting, training, workshop and exchange visit; • Anything else requested by the line manager to support the quality of programming for WVIN • Coordinate proper transition plan abs Handover the adolescents group to the government 	<ul style="list-style-type: none"> • Professional personal development and External engagement

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE	
Required Professional Experience	<ul style="list-style-type: none"> • Knowledge on implantation of technical & vocational skill trainings. • Team building, collaboration, facilitation and leadership skills • Understanding programme logic, programme design, and programme cycle including project planning, design, monitoring, and evaluation. • Demonstrated high capacity to coordinate effectively and build strong working relationships with stakeholders • Good problem-solving skills. • Good analytical skills; ability to critically analyze results data and recommend programme improvements

	<ul style="list-style-type: none"> • Good writing skills and ability to write/edit reports, case stories and success stories. • Experience in developing project designs including log frames, detailed implementation plans and budget vs expenditure. • Experience of coordinating teams and PNGO staff • Experience in preparing and leading training workshops • Work experience with an INGO/NGO • Experience in development project management, especially in the roles of technical support to local partners 					
Required Education, training, license, registration and certification	<ul style="list-style-type: none"> • At least Bachelor's degree on (social work, agriculture and livestock and relevant disciplines) • Master's degree on education or relevant subject with 2 years' experience focused on education preferred 					
Preferred Knowledge and Skills	<ul style="list-style-type: none"> • Work experience in emergencies/recovery projects. • Experience working on cash based programming model. • A good fluency in using digital platforms • Work experience in world vision in the relevant area is preferred. • Team building, collaboration, facilitation and leadership skills • Understanding of GESI, disability approach, community led activities and local advocacy • Demonstrated networking, partnership and coordination ability • Excellent problem-solving skills and detail orientation • Able to work under pressure • Demonstrated agility in COVID-19 context • Skilled in MS office applications 					
Other	<ul style="list-style-type: none"> • Perform other organizational and business processes that are required to contribute to WVIN's strategic objectives and to maintain a healthy organizational life • Demonstrate understanding of and commitment to World Vision's Core Values in the approach to work and relationships • Ensure implementation of Child Protection Policy and Child Safe Organization practices 					
Travel and/or Work Environment	<table border="1"> <tr> <td>50%</td> <td>Physical Requirements</td> <td></td> <td>Language Requirements</td> <td>Fluency in English</td> </tr> </table>	50%	Physical Requirements		Language Requirements	Fluency in English
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KEY WORKING RELATIONSHIPS		
Contact (within WV or outside WV)	Reason for Contact	Frequency of Contact
Field Operations Team	<ul style="list-style-type: none"> • Compilation • Verification 	Regular
Field Offices	<ul style="list-style-type: none"> • Follow up • Data verification 	As per need
Other WVIN departments	<ul style="list-style-type: none"> • Verification • Consultation 	As per need

DECISION MAKING
As per LOA

CORE COMPETENCIES - For all positions, select the top 3 prioritized competencies from below. Click here for a quick overview of our Core Competencies.
<input type="checkbox"/> Be Safe and Resilient

<input type="checkbox"/> Build Relationships <input type="checkbox"/> Learn and Develop <input checked="" type="checkbox"/> Partner and Collaborate <input checked="" type="checkbox"/> Deliver Results <input checked="" type="checkbox"/> Be Accountable <input type="checkbox"/> Improve and Innovate <input type="checkbox"/> Embrace Change
For Management positions only, select the top 2 prioritized competencies from below.
<input checked="" type="checkbox"/> Model Self-Management <input checked="" type="checkbox"/> Engage, Influence, Lead and Grow Others <input type="checkbox"/> Run an Effective and Agile Organisation <input type="checkbox"/> Develop the Organisation for the Future

APPROVALS			
Manager Name		Manager Approval Date	
P&C Name		P&C Approval Date	