

## JOB DESCRIPTION & POSITION DESCRIPTION QUESTIONNAIRE (JDPDQ)

VACANCY INFORMATION			
Job Title	Policy and Communications- Field Lead	Manager Name and Title	Field Programme Lead
Department/Office	Field Operations	JD Last Reviewed	Oct 2020
EXL Member/PL/RL		Cost Center	
Employee Type	Fixed term, Full-time	<i>For P&amp;C Use Only:</i>	
Contract Type	Local 1	JEM Code	
Contract Duration	2+ Years	Our People Job ID	
Hours Per Week		Work Unit ID	
Vacancy Type	NO/SO Department - Local Recruitment	Overtime Exemption	Non-Exempt
Vacancy Details	Development (Field or Office)	L-IM Scale Eligibility	Choose an item.
Preferred Office Location	Field Office Cluster	P&C Notes for Role	

JOB PURPOSE <i>(Limit 750 characters)</i>
<p>Field Policy and Communications Lead position enables smooth program operations by establishing and maintaining strong working relations with Government of Nepal and other stakeholders including civil society organizations, professional organizations, media and communities at provincial as well as local levels for smooth implementations of WVI Nepal programs and projects. The role demands good understanding of child rights sector in Nepal. The incumbent creates conducive environment by influencing policies and programmes of government as guided by WVI Nepal's country strategy.</p> <p>This position plays a vital role in raising profile through communication materials, advocacy initiatives, community empowerment in the given sectors and projects interventions managing potential risks. All the government compliances and partner NGO governance with compliance aspects are managed in support with other functions.</p> <p>Evidences of programme interventions are gathered and are profiled for broader dissemination and influence opportunities. These are in alignment to the programme designs, organization and donor priorities and requirements.</p> <p>The role demands to ensure on organization's better visibility for wider collaboration. Along with this, the implemented projects/programmes have good sustainable milestones achievements with local and provincial governments and communities.</p>

MAJOR RESPONSIBILITIES		
% of Time	Activities	End Results
20%	<ul style="list-style-type: none"> <li>Lead and facilitate external engagements for enrollment of Development Program Approach (DPA) at the respective field office.</li> <li>Establish linkages and relationship for local level advocacy which contribute to local, provincial and national level policy influence</li> <li>Organize reflection meetings / interactions in national and district/ local level on pertaining issues with clear way forward.</li> <li>Support and provide technical inputs for social accountability processes and events such as public hearing, social audit, etc. at district level</li> </ul>	Ensure effectively implementation of DPA for community-led advocacy and government engagement at provincial and local level

	<ul style="list-style-type: none"> <li>• Coordinate and provide technical inputs to partners in community initiatives</li> <li>• Work with sector teams, district based staff and partners to collect and compile advocacy strategy, messages, initiatives and success stories.</li> <li>• Identify the potential external stakeholders and partners to promote the strategic partnership for the child wellbeing and influence the policies of local and provincial government.</li> <li>• Build consortium partnerships with INGOs and NGOs for advocacy and policy influence purpose</li> <li>• Support sector teams on establishing MOUs with relevant Government Departments / Ministries at local and provincial level to facilitate implementation and maximize sustainability of WVI Nepal's various programs</li> <li>• Support in programme integration scope to foster efficiency and effectiveness of programmes for broader engagement</li> </ul>	
20%	<ul style="list-style-type: none"> <li>• Work with MEAL team to develop and implement effective results measurement system to track the impact of WVI Nepal's advocacy programmes.</li> <li>• Work closely with Field Programme Lead (FPL) and Field Operations Manager to ensure regular engagement with key government actors and other stakeholders. Liaise with government stakeholders for regular tracking of the existing and new government policies, guidelines and decisions</li> <li>• Work as a focal point to guide WVI Nepal's field staff and NGO partners at the district levels by working directly with FPL to facilitate the DPAC, ensure LPAC.</li> <li>• Develop and facilitate processes to field technical leads on partnering scope and collaboration in terms of government and non-government entities</li> <li>• Facilitate and guide partners to ensure the programme and plan are incorporated in local level govt. plan in all Rural Municipalities</li> <li>• Work with partners to feed the achievements of WVI Nepal programme into government progress report.</li> <li>• Ensure that agreements and compliance of provincial and local government are fulfilled and on track</li> <li>• Work closely with Policy and Communications function at NO to ensure smooth facilitation of approvals</li> <li>• Build capacity of WVI Nepal staff and PNGOs on government policy, programme and procedures to ensure the compliances</li> <li>• Organise monitoring visits of government official and ensure the advisory committee meetings at different level</li> <li>• Provide technical support to field office for preparation of necessary document as agreed with the government</li> </ul>	Create conducive environment for effective programme operation at both provincial and local level
20%	<ul style="list-style-type: none"> <li>• Work closely with National Office communications team to engage with local media in highlighting community issues and coordinate community level media initiatives to promote community engagement</li> <li>• Develop effective relationships and partnerships with media for organizational positioning and advocacy messaging at the provincial and local level</li> </ul>	Ensure WVI Nepal's influence and reputation engaging with media

	<ul style="list-style-type: none"> <li>• Support communications team to develop a crisis management plan for implementation if/as needed to protect the reputation of Nepal from actual or potential media crises</li> <li>• Work with communication team at NO to collect / prepare IEC / BCC materials including radio programs on relevant policies and implementations.</li> <li>• Coordinate with communications team to organize field visits of journalist/other field visit requests from SO</li> <li>• Provide essential information to NO comms team to develop an appropriate communication resources and advocacy materials for field</li> </ul>	
20%	<ul style="list-style-type: none"> <li>• Organize capacity building events for WWI Nepal staff and partners for good governance and effective implementations; deliver training and technical advice to build capacity of operations field staff &amp; partners to implement advocacy plans particularly on Child Friendly Local Governance (CFLG) and Citizen Voice and Action (CVA) framework to promote local initiatives on the framework.</li> <li>• Represent World Vision International Nepal at Government and other external events related to compliance, reporting and monitoring in close coordination with Field Technical Leads</li> <li>• Build relationships/engage with local partners and networks, child rights organizations, professional organizations, multi-faith communities and faith healers for advocacy initiatives and campaigns</li> <li>• Prepare and update the information of stakeholders of palika, district and province level.</li> </ul>	Increase visibility of the organization and create positive reputation through capacity building of PNGOs and ensuring good governance
10%	<ul style="list-style-type: none"> <li>• Lead partnership function at the field in close coordination with Field Program lead, FOM and NO partnership specialist.</li> <li>• All Partner NGOs Memorandum of Agreements are timely signed and MOA addendums are made periodically with good documentation of records</li> <li>• Ensure all the partner NGOs compliances and requirements are adhered and functional</li> <li>• Regular update on the partner NGOs profile</li> <li>• Conduct regular Partner NGO performance appraisals in coordination with other functions and programme management unit</li> <li>• Facilitate in Partner NGOs capacity assessment and developing support plans periodically</li> <li>• Lead in the project start up and exit processes with needful compliances</li> </ul>	Partner NGOs compliances are adhered with enhanced capacities
10%	<ul style="list-style-type: none"> <li>• Provide a regular security report to the Security Specialist, National Office.</li> <li>• Ensure that all security incidents are reported in accordance with WV Security Policy.</li> <li>• Collect, analyze and disseminate security information appropriately</li> <li>• Ensure security documents of field office in coordination with national security lead as per the context and update periodically.</li> <li>• Build capacity of staffs on change security advisory and provide security advisory to field team as needed.</li> <li>• Lead external risk mapping and mitigation plan for respective field offices in periodically (quarterly basis) in close coordination with Field Program leads, FOM and NO Pol Comms team.,</li> </ul>	staff and institutional risks and security measures are timely addressed

	<ul style="list-style-type: none"> <li>• Build ongoing networks for sharing security information and coordination.</li> </ul>	
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KNOWLEDGE/QUALIFICATIONS FOR THE ROLE					
Required Professional Experience	<ul style="list-style-type: none"> <li>• At least 3-5 years' experience in humanitarian and development work in Nepal</li> <li>• Demonstrated experience at liaison of government and non-government stakeholders</li> <li>• Demonstrated experience in campaigning, advocacy, lobbying, government engagement, media engagement, capacity building, coordination and networking</li> </ul>				
Required Education, training, license, registration and certification	<ul style="list-style-type: none"> <li>• Master's degree in Social Science-Research and Policy Analysis, Public Administration or any other related field with 3 years relevant experience</li> <li>• Bachelor's degree in Social Science-Research and Policy Analysis, Public Administration or any other related field with 5 years relevant experience</li> </ul>				
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> <li>• Knowledge of development and humanitarian policy programme</li> <li>• The role demands good understanding of child rights sector in Nepal.</li> <li>• Strong leadership, analytical, organizational, coordination, planning, facilitation skills</li> <li>• Strong negotiation, decision making and problem solving skills</li> <li>• Strategic thinking and analytical skills</li> <li>• Understand financial management and resource allocation</li> <li>• Advanced Excel and quantitative skills</li> <li>• Demonstrated collaboration &amp; team building skills</li> <li>• Effective relationship management skills; ability to influence without having authority</li> <li>• Excellent oral and written English communication skills</li> <li>• Understand WV's vision, mission, core values and strategic mandates</li> <li>• Knowledge in performance management</li> <li>• Ability to structure and manage one's own work</li> </ul>				
Travel and/or Work Environment	Based in Field Office with travel up to 50%	Physical Requirements		Language Requirements	Fluent in Nepali and English with quality writing skills

KEY WORKING RELATIONSHIPS		
Contact (within WV or outside WV)	Reason for Contact	Frequency of Contact
<ul style="list-style-type: none"> <li>• Provincial Ministries and departments related to Children, Education, Health, Finances, WASH, Youth Development, Disaster Management, Protection</li> <li>• Local government and line agencies</li> <li>• Civil Society Organizations</li> <li>• Implementing NGO Partners</li> <li>• Private Sectors</li> <li>• Provincial and Local media</li> </ul>	<ul style="list-style-type: none"> <li>• Policy related agreements and coordination</li> <li>• Advocacy related joint initiatives</li> <li>• Capacity enhancements of partnership</li> </ul>	Regular
<ul style="list-style-type: none"> <li>• Field Programme Lead</li> <li>• Field Operations Manager</li> <li>• Field programme team (Resilience, Protection, Education, Health, etc.)</li> <li>• Operations Department,</li> </ul>	<ul style="list-style-type: none"> <li>• Effective programme operations and enhanced Partner NGOs capacities</li> <li>• Integration of projects to be effective and agile organization</li> </ul>	Regular business

<ul style="list-style-type: none"> <li>• Programme Department</li> <li>• MEAL Department, etc.</li> <li>• Policy and Communications Department</li> </ul>	<ul style="list-style-type: none"> <li>• Collate and profile evidences on advocacy and programme interventions</li> <li>• Stakeholders mapping for wider collaboration and sustainability efforts</li> </ul>	
<ul style="list-style-type: none"> <li>• AIN or INGOs Working Groups</li> <li>• Community and users groups</li> </ul>	Information sharing	Periodic

<b>DECISION MAKING</b>
As per the LOA

<b>CORE COMPETENCIES</b> - For all positions, select the top 3 prioritized competencies from below. <i>Click here for a quick overview of our Core Competencies.</i>
<input checked="" type="checkbox"/> Be Safe and Resilient <input checked="" type="checkbox"/> Build Relationships <input type="checkbox"/> Learn and Develop <input checked="" type="checkbox"/> Partner and Collaborate <input type="checkbox"/> Deliver Results <input 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 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 checked="" type="checkbox"/> Develop the Organisation for the Future

<b>APPROVALS</b>			
Manager Name		Manager Approval Date	
P&C Name		P&C Approval Date	