TECHNICAL COORDINATOR_WATERSHED

JOB DETAILS

DIVISION: Impact	TEAM: WaSH and Water Governance
LOCATION: Location Kathmandu	CONTRACT TYPE: Casual (31 March 2024)
GRADE: Choose an item. D1	JOB FAMILY: Programme
SALARY: Choose an item. **As per Oxfam Nepal's policy**	HOURS: 37.5 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage

FLEXIBLE WORKING: We believe flexible working is key to building the Oxfam of the future, so we're open to talking through the type of flexible arrangements which might work for you. This role is full time role for the implementation of Watershed project.

DIVISION PURPOSE:

TEAM PURPOSE: The technical coordinator sits under WASH and Water Governance team. He/she is managed by River Basin Program Manager. The team is responsible for the proper implementation of WASH and Water Governance projects or any relevant projects by partners, incorporating policy influence and feminist principles, and contributing to portfolio development.

JOB PURPOSE: Oxfam in Nepal is looking for a Technical Coordinator _Watershed to support in the implementation of Watershed Project.

POST HOLDER REPORTS TO	Program Manager, River Basins
JOBS REPORTING TO THIS POST	NA
BUDGET RESPONSIBILITY	No

DIMENSIONS OF THE ROLE

He/she will be responsible to coordinate with federal government of Nepal especially Water Energy Commission Secretariat (WECS), partner management, technical backstopping on GIS based watershed planning and policy influence, Meal and documentation and advocacy and representation. Further, the role is required to support the team for operational, influencing and policy work of the program to ensure the achievement of organizational goals related to wash and water governance program. He/she will also be responsible in building the capacity of Oxfam/partners staff and government representative on GIS based watershed planning and decision making.

KEY RESPONSIBILITIES

Partner Orientation, Support and Oversight (40%)
- Support PM for the implementation of Watershed project
- Provide project implementation technical support to partners for the implementation of the project
- Support in PGA with partners, MOU with Government, and strategic partners
- Lead on fund transfer to partners as per the PGA and ensure cash flow is maintained
- Support in developing reports, policy brief and other documentation of watershed projects
- Coordinate with provincial and federal government for lobby and advocacy

- Work together with Program Manager on partner's capacity assessment and develop capacity building plans for partners.

Technical Backstopping (30%)
- Support through GIS based watershed management planning, training to partners, Oxfam staffs, and government officials on GIS based planning, water auditing and budgeting
- Contribution to the strategic development of a comprehensive Water Governance programme in line with Oxfam's identified local, state, national and regional priorities.
- Facilitate programme implementation by efficiently managing the project by successful achievement of project milestones.
- Ensure Oxfam's basic minimum standards in procedures, as well as Nepal's legal system, are adhered to throughout the programme and recommend improvements to maintain minimum organizational standards.
- Mainstream Gender and Social Inclusion issues in the project activities for ensuring women and other socially excluded people's participation in the project.

Communication, Advocacy and Coordination (20%)
- Coordinate and maintain excellent professional relationship with Government, partners and other like-minded organizations
- Support Project Manager in coordination with local government, like-minded organization and advocacy groups and CBOs or private sectors to achieve the objectives of project.
- Support Project Manager or self to represent Oxfam Nepal at the water platform and water for a relevant to this project.
- Lead to develop policy influencing strategy in coordination with Program Manager, Technical lead and in-house Advocacy expert.
- Support to build networks and collaborate with local, national, and international organizations working in the same scope of work.

MEAL and Documentation (10%)
- Lead or support Program Manager in developing Project Monitoring Tools, MEAL plan and ensure MEAL action takes place as per plan.
- Contribute to design project partner's MEAL plan and ensure partner's MEAL actions take place as per plans.
- Use Oxfam's available MEAL tools if any or generate project-centric tools to monitor program specific data depending upon the need.
- Ensure that partners update necessary information in MEAL tools and validate those data timely.
- Ensure partners also update necessary data in the MIS on a regular basis and verify the accuracy of the information provided by them.
- Monitoring progress and impact of the project following Oxfam's and donors' standards and accountability requirements.
- Track narrative and financial reporting of partners timely and ensure the report is of quality content.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of INCLUSION, ACCOUNTABILITY and EMPOWERMENT (read more about these here).

- Ensure you commit to our ORGANISATIONAL ATTRIBUTES (including adhering to the Code of Conduct):

1. BE COMMITTED TO OUR FEMINIST PRINCIPLES, AND TO APPLYING THEM IN YOUR DAY-TO-DAY BEHAVIOUR AND YOUR WORK. BE READY TO KEEP LEARNING, WITH ACCOUNTABILITY TO THOSE WHO EXPERIENCE OPPRESSION AS A RESULT OF THEIR IDENTITIES, SUCH AS THEIR GENDER, RACE/ETHNICITY, DISABILITY, CLASS, OR LGBTQIA IDENTITY."	2. BE COMMITTED TO UNDERTAKING OXFAM'S SAFEGUARDING TRAINING AND ADHERING TO RELEVANT POLICIES, TO ENSURE ALL PEOPLE WHO COME INTO OXFAM ARE AS SAFE AS POSSIBLE.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

Essentials

For this role, you will need to model Oxfam's feminist leadership approach so we have selected the most relevant feminist leadership practices which we will use for assessment purposes (which you can read more about here):

- Self-Awareness
- Influencing
- Relationship building

Key essentials

- At least Master's Degree in the relevant thematic sector/water resource management/ social science/environmental science
- A minimum of five (5) years of progressively responsible experience in GIS development, programming, server administration, or geospatial analysis (or equivalent working knowledge/experience) related to database design and geospatial data management for watershed/water resource management related projects.
- Hands on programme management experience (Project Cycle Management, partner management and government coordination)
- Technical knowledge/experience in IWRM
- Gender, feminist, and rights-based programming.
- Proven track record in achieving objectives
- Can effectively influence others and can successfully represent Oxfam in different fora
- Is strong in connecting, networking and linking with different stakeholders
- Training, facilitation, coaching skills to build capacity of team and other stakeholders
- Facilitate interaction between different development practitioners of various levels with strong social skills, managing processes between colleagues, partners, donor, government and communities.
- Fluency in written and verbal English and Nepali languages

In addition, an ideal candidate will also have:

At interview, shortlisted candidates will also be assessed on our values and organisational attributes, as outlined above.

Desirable

- Familiarity on conflict resolution and climate change related projects in Nepal
- Certified GIS trainer
- Technical knowledge/experience in Transboundary Water Governance will be an added value.
- Past experience in watershed modelling in Nepal will be an added value

Safer recruitment: All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what this means here.

DBS CHECK REQUIRED Choose an item.

FOR HR USE ONLY

Graded and reviewed by:

Job profile template version 1 – 17.03.20