

## Job Description

<b>Organization</b>	LWF Nepal
<b>Position Title</b>	Program Manager – Provincial Office Centre (POC)
<b>Project</b>	<ul style="list-style-type: none"> <li>Assistance to Persons of Concern – 75%</li> <li>Humanitarian and Development Program at POC- 25%</li> </ul>
<b>Duty Station</b>	This position is based at Provincial Office Centre, Kathmandu with frequent field visits to program/project areas.
<b>Reports to</b>	Program Coordinator
<b>Grade/step</b>	10/0

### OVERALL

The Program Manager –POC is overall in-charge and leads the team at the POC to:

- Manage overall programs/projects at POC and follow donors' contracts or partnership agreements.
- Ensure timely implementation of the programs/projects within budget, in compliance with LWF's internal and donor requirements and to achieve results as per the log frame or Theory of Change of the programs/projects.
- Ensure that gender equality and social inclusion and learning agenda for organization's knowledge management, communications and products for fundraising are well integrated within the programs/projects.
- Oversee the procurement, monitoring, data management and good quality reports preparation for the programs/projects.
- Oversee people management and promote team spirit and effective relationship with other units at LWF Nepal.
- Oversee the advocacy, accountability and learning documentation process at the POC and share at organizational, local, and provincial levels.
- Oversee partnerships management with the implementing partners, and ensure compliance of safeguarding, code of conduct, PSEAH, and child protection policy by the POC team, partners, consultants, trainees, volunteers, contractors, service providers and all the other concerned people.
- Ensure the coherence and effectiveness in influencing to achieve the objectives of the LWF Nepal's Strategy 2019-24, and the results framework for 2022-24.

### SPECIFIC

#### Program Management

- Take full responsibility of Assistance to Persons of Concern (APoCs) and Nepal Humanitarian and Development Program/projects at Provincial Office Centre (POC).
- Act as program focal point for UNHCR at POC.
- Read all the agreements and contract documents related to the programs/projects and ensure that donors' requirements are fully considered in work plans, partnership agreements or contracts with implementing partners including MOU, and reports.
- Responsible to prepare and roll-out partner level project documents, work plan, budget and contract documents aligning with government, donor and LWF compliance requirements.
- Prepare annual, quarterly and monthly plans (physical as well as financial for effective execution of the program/project activities as stipulated in the program/project document. Examples of the plans include work plans, budget plans, M&E plans, Gender Equality and Social Inclusion analysis and plans, procurement plans, communication and documentation plans, etc.
- Prepare, monitor and quarterly review and update program/ project risk log and mitigation activities at POC.
- Support preparation of and review financial reports of project in conjunction with the respective units and team members. Check fund requests from IPs.

- Ensure that the program/project budget from field to the POC level is planned effectively and expenditures are made meeting all the compliance and organizational policy/procedures.
- Support in managing agreements, contracts and partnerships with implementing partners, consultants, and consortium partners.
- Ensure implementation of IPs' monitoring, induction and capacity building.
- Prepare detail implementation plan (DIP) based on approved annual plan and budget and the framework prescribed, prepare and facilitate to prepare monthly plan of self and subordinate staff and mobilize them accordingly.
- Conduct quarterly review of the projects in line with approved DIP, project documents and budget and update the status to the donors through Program Coordinator.
- Promote participatory and bottom-up planning, monitoring and evaluation and ensure involvement of the target communities and IP Board in these processes.
- Prepare periodic reports as mentioned in partnership agreement with all necessary information in line with the specified guidelines and other reports and submit it to the program coordinator within the deadline for onward submission to the respective authorities.
- Ensure proper implementation of PME guidelines and maintain/update the project progresses/database as required for further programming.
- Provide inputs to ensure effective and efficient utilization of resources through monitoring and tracking of expenditures against budgets and recommend the status.
- Ensure compliance of LWF Nepal's M&E system and contribute documentation of POC
- Take initiative in building capacities of staff of LWF and Implementing Partners to accomplish desired results.
- Establish and roll out complaint response mechanism at POC, IPs, communities and work sites.
- Support to promote Digital Platforms for Agro-advisory services in collaboration with local government.

#### **Procurement and Asset Management**

- Identify the needs of the persons of concern, especially on health, livelihood, education and protection and report accordingly.
- Liaise with vendors/suppliers; oversee the smooth delivery and distribution of goods/services as per demand/estimate and also guide to collect bills and coordinate for timely payment.
- Ensure in preparing and updating of inventory list of the project assets and its reporting.

#### **Fundraising and Resource Mobilization**

- Assess current development needs as per the programmatic themes on an on-going basis and assist in program development to secure funding for new projects from a range of donors.
- Contribute to develop concept notes, logical frameworks, and proposals as needed and suggested.
- Research and identify opportunities within marginalized targeted communities.
- Establish mechanism and motivate implementing partners and community institutions to generate and mobilize resources locally in order to pave path for sustainability.

#### **Human Resource Development**

- Manage people working in the project and in partners ensuring their maximum productivity to ensure the project/program outcomes.
- Manage, coach and mentor team members for professional growth by offering quality feedback and opportunities to progress and grow.
- Conduct timely quarterly People Management conversations with sub-ordinates, set objectives in line with the project/program strategy and provide feedback and support.
- Assess existing capacity of the implementing partners, subordinates and design capacity development plan in coordination with human resource and its execution to meet the capacity needs of the staffs.

### **Coordination and Networking**

- Attend planning, management and coordination meetings duly organized by UNHCR.
- Attend settlement level meetings organized by LWF and UNHCR.
- Attend LWF Nepal's forums and meetings as and when required.
- Articulate LWF Nepal's mandate and contribute to develop and strengthen relationships with potential local partners, stakeholders and communities in order to maintain trust in LWF's professional standard and quality of works
- Maintain operational relationship with provincial, local governments and other CBOs.
- Represent LWF Nepal in the national, province and district level meetings, workshops, missions and other relevant events.
- Foster and develop relationships with private and commercial sectors and seek to collaborate under their corporate responsibilities.
- Attend government, humanitarian and development partners/forum meetings and advocate to mainstream persons of concern in their sectoral plan and policy provisions.

### **Planning, Monitoring, Documentation and Reporting**

- Monitor the policy provisions and changed context of persons of concerns and prepare annual/periodic plan, budgets and reports.
- Carry out systematic monitoring of field level following agreed performance indicators.
- Maintain project record/database and periodic reporting as per donor/support organizations requirements.
- Plan and coordinate project reviews, evaluations to be conducted internally or externally as required by the project.
- Organize and facilitate monthly/quarterly review and reflection meetings at POC, and draw learning and document outcome and impact of the work.

### **Organizational Policies, Compliances. Safeguarding and Code of Conduct**

- Ensure that all involved through the project including partners and those acting on the organization's behalf comply all the safeguarding, code of conduct, child protection policy, and PSEA policy.
- Ensure beneficiaries whom we work with are aware of the above policies and complaints response mechanisms.
- Ensure LWF policies and procedures are understood and applied at all times.
- Ensure the compliance (i.e. government, donor, organizational policies, procedures and requirement), including safeguarding and code of conduct, PSEA, child protection policy, finance manual, procurement manual, HR manual, and the Newdea maintained in each level of project administration.
- As a LWF Nepal staff, provide proactive feedback and reporting to Core Management Team for any risks and internal/external issues around project/organizational reputation as well as any solutions to overcome it.
- Carry out other responsibilities as assigned by the Program Coordinator, Thematic Coordinator and/or LWF Nepal Management as per the need of the organization.

### **Required Qualification, Skills and Competencies**

- Minimum qualification required is Master's Degree in Law, Development Studies, Social Sciences, or other relevant subject with 3 years of relevant experiences in managing humanitarian project (PoCs, IDP projects), project management, human and finance resource management and budgeting, GESI and persons of concern.
- Good knowledge on rights-based approaches, and legal aspects, including on prevention of SGBVs and GESI
- Good advocacy and influencing skills
- Demonstrated skills in prioritizing tasks and meeting deadlines
- Experience of management and coordination of multi-sectoral activities
- Experience of working with multi-stakeholders, local government and with government organizations
- Experience of team works and managing relationships
- Excellent networking and communication skills
- Good communication skills with fluency in English and Nepali



- Good report writing and analysis skills, and knowledge and skills in computer
- Willingness and enthusiasm to work in challenging and difficult situations
- Willingness and enthusiasm for taking additional responsibilities as per organizational needs.

**Note: This job description is subject to be revised annually or as per the requirement of the organization.**