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## Vacancy Announcement

The Lutheran World Federation (LWF) Nepal is an international, non-governmental humanitarian and development organization that has been working in Nepal since 1984 focusing on Sustainable Livelihood, Quality Services and Protection and Social Cohesion. The LWF Nepal requires that everybody associated with it abide by its Child Protection Policy and the Code of Conduct.

**The Lutheran World Federation Nepal invites applications from all potential Nepali candidates for the following position.**

**Planning Monitoring Evaluation Reporting and Documentation (PMER&D) Associate, Grade 5 based at Provincial Office West, Dhangadhi – 1 Position (for Female only)**

Please refer to <https://nepal.lutheranworld.org/content/announcements-nepal> for the Job Description

**Result oriented Nepalese individual candidates are requested to submit the CV along with the interest letter to Human Resource Department at [recruitment.nepal@lutheranworld.org](mailto:recruitment.nepal@lutheranworld.org) by 28 July 2022**

*Qualified female candidates from Dalit, disadvantaged, socially excluded, marginalized group and Persons with Disabilities (PwDs) are preferable and strongly encouraged to apply. Only shortlisted candidates will be notified for selection process. Canvassing shall lead to automatic disqualification. Telephone enquiries will not be entertained.*

## Job Description

<b>Organizational unit</b>	LWF Nepal/ Provincial Office West
<b>Position Title</b>	PMER and Documentation Associate
<b>Grade/Step</b>	5/0
<b>Duty Station</b>	PoW - Dhangadhi
<b>Reports to</b>	1. Program Manager, West 2. PMER Manager, Country Office

### Overall

Under the overall guidance and supervision of Program Manager and technical guidance of PMER Manager, the PMER and Documentation Associate will be responsible for collecting, managing and interpreting data of all humanitarian and development program/projects under Provincial Office West (POW). PMER & D Associate shall also work closely with POW team, LWF Nepal programmatic leaders and functional heads and successfully carry out following tasks:

- Familiarize and work in accordance with the Vision, Mission, Values, Principles, and Objectives of LWF Nepal as Humanitarian and Development Organization
- Familiarize and work in accordance with the established strategies and policies of LWF Nepal.
- Strictly abide by the LWF Nepal Code of Conduct, PSEA, Code of Ethics, Child Protection Policy, Complaint Response Mechanism etc.

### Specific:

- Contribute to the development and implementation of processes, methodologies and tools to ensure credible data collection and management, and high-quality reports.
- Perform/coordinate program quality assurance activities such as data quality audits/reviews, periodic program reviews, field monitoring and evaluations.
- Ensure that all projects and program are compliant with internal reporting requirements, including Newdea, and lead on the establishment and operation of an improved (digital) beneficiary data management system (e.g. Survey CTO, KOBO etc.).
- Prepare consolidated progress reports for project management including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations in line with Newdea system.
- Check that monitoring data are discussed in the appropriate forum timely in terms of negative implications for future actions. Explore gaps and challenges of result-based monitoring, evaluation and reporting of project activities including documentation and sharing among staff;
- Support and help in verification of data to enter in Newdea system regarding Semi-annual and Annual report reports of the projects.
- Collect and maintain database at provincial level following M&E plan and PMER requirement.
- Support in conducting baseline, midline and endline studies envisioned in different projects/program including designing ToRs, survey questionnaires and checklists and also reporting if necessary.
- Contribute to management of evaluations and different assessments in compliance with LWF's evaluation policy, from development of ToR, advising management on approval of final report, dissemination of evaluation/assessment findings and recommendations with intended audiences.
- Support the project teams and partners in extracting lessons learnt and good practices and documenting case studies which demonstrate qualitative and quantitative changes.
- Visit field periodically (at least quarterly) to work with field staff and partners to capture knowledge and prepare initial draft of the knowledge product as well as to support them in doing so.
- Prepare quarterly, half-yearly and annual performance reports following donor/support organizations requirement.
- Coordinate for feature stories/human interest stories and best practices/innovations for communication and exchanging knowledge and experiences of projects intended to achieve.
- Ensure the proper and up to date central filing system of the LWF Nepal in collaboration with other relevant staff.
- Contribute to strengthen resource mobilization and fund-raising initiatives.



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

- Bachelor's Degree in social science/management or related academic discipline with at least two years of minimum experiences on M&E and documentation, with a strong preference for experience from an International NGO and/or Humanitarian work or Intermediate/ Plus Two of 5 years of relevant experiences.
- Knowledge of PMER system and tools.
- Ability to work in a flexible but organized and responsive manner under pressure and in stressful situations where priority setting is required.
- Solid understanding of human rights-based programming and development.
- Good understanding of gender equality and social inclusion.
- Experience of coordination, liaison and networking.
- Very good computer skills, excellent written English and Nepali, and communication and facilitation skills.

### **Others**

- Attend LWF Nepal's forums and meetings as and when required.
- Carry out other duties assigned/requested by the Program Manager and/or LWF Nepal Management.

***Note: The job description is subject to revision as per the requirement of LWF Nepal.***