



<b>Functional Title</b>	:	<b>Project Manager</b>
<b>Responsibility Level/Grade</b>	:	<b>Grade 4A</b>
<b>Department/Project/PN</b>	:	<b>Restoration of health facilities with Improved access to SRMH and WASH services project</b>
<b>Work station</b>	:	<b>Gorkha</b>
<b>Incumbent's Name</b>	:	<b>Vacant</b>
<b>Supervisor/Principal Evaluator/Title</b>	:	<b>WASH Specialist/Advisor</b>
<b>Co Evaluator/Title</b>	:	<b>Team Leader – EQ Response</b>

**Job Summary**

CARE Nepal has integrated recovery/reconstruction programs implemented in Gorkha district with funding support from multiple donors. The program components include Shelter, WASH, SRMH, Food Security and Livelihood and GBV. S/he is primarily responsible to manage ‘Restoration of health facilities with improved access to SRMH and WASH services’ project.

The project is implemented in Gorkha district over a period of 20 months, targeted to earthquake affected population supporting the sectors in Sexual and Reproductive Maternal Health (SRMH) Water, Sanitation, and Hygiene (WASH) and Gender-Based Violence (GBV) and protection issues.

The Project Manager (PM) is responsible for overall planning, implementing, monitoring, and reporting of the Project. S/he will oversee the project’s overall operation, work with NGO partners, and supervise the project team stationed in Gorkha district, ensure capacity building of the project team including NGO partners; carry out monitoring and supervision of activities at district and VDC levels; submit program and financial reports to donor (MOFA through CARE Deutschland-Luxemburg) as per the reporting requirement.

S/he will be responsible for networking, and coordination with district and relevant national line agencies and other stakeholders for collaboration with support from technical and management support from CARE Kathmandu Office, and synergy building. S/he is responsible to produce quality report and documentation as required by donor, CI country and government counterparts. S/he works closely with District Disaster Relief Committee, District Health Office, DWASHCC, and including other district stakeholders. S/he will collaborate with other CARE implemented projects in the district to demonstrate the complementarily, and creating an environment of resource leverage and program collaboration.

S/he will be based in Gorkha and will be supervised by the WASH Specialist / Advisor. S/he works in close coordination with the Emergency Response Manager of Gorkha, WASH, SRMH and GBV program team to ensure program quality and standards. Apart from the overall management and day to day implementation, s/he should also provide technical support on WASH and engineering construction work of the project. S/he will require preparing annual budget plan, periodic expenditure analysis, and program reports and maintaining the burn rate by working closely with the project’s finance officer and Kathmandu based finance team.



**RESPONSIBILITIES AND TASKS:**

**R1. Planning and implementation**

- 1.1 Prepare Annual Work Plans (AWPs for activities as well as budget), Individual Operating Plan (IOP) as guided by the project document.
- 1.2 Ensure the smooth and quality implementation of the project interventions
- 1.3 Provide technical and programmatic support in planning, implementation, monitoring, evaluation and reporting of project progress and financial status to project team members, key governmental and nongovernmental partners. Guide implementing project team in the development of achievable, measurable plans and objectives for implementation of innovative project activities.
- 1.4 Update all the staff on project requirement, mission strategies, policies and provisions
- 1.5 Facilitate and ensure governance, social inclusion and equity issues applied in the project interventions to achieve the strategic goal of the project which mainly spells sustained and equitable improvement in impact groups particularly of earthquake affected marginalized populations
- 1.6 Provide technical and programmatic oversight on key components WASH, SRMH and GBV; s/he should be fully responsible for executing WASH and engineering construction work planned in the project in coordination with District Health Office/MoHP, Health facilities, WSSDO and VDCs
- 1.7 Carry out periodic progress review; update project strategies to contribute to the mission goal.
- 1.8 Take lead in project planning – preparing annual work plan (activities, budget, and resource leverage with other projects in close coordination with partner organizations, regional programs and country office

**R2. Monitoring and Evaluation (M&E), Reporting and Documentation of project**

- 2.1 Take lead to prepare and ensure implementation in line with mission M & E system and assist for its proper operation and provide inputs in refining the system
- 2.2 Provide coaching, guidance and support to project team for the initiation and strengthening of supervision, monitoring and evaluation system
- 2.3 Conduct field visits to project areas to supervise, coach and mentor project staffs at village level in the area of programmatic, administrative and financial management
- 2.4 Make sure that database for project activities are established and updated and ensure that relevant programmatic information systems are readily available at project office and district offices.
- 2.5 Guide project staffs to analyze the data obtained from M&E and various reports (Baseline, quarterly & annual progress reports, and final evaluation, and use them for programming quality purpose.
- 2.6 Prepare monthly, quarterly & annual reports, documentation of case studies, success stories on quarterly basis. There is a monthly reporting requirement to Ministry of Health and Population (MoHP), the team will prepare monthly report and help the Ktm program team to report to MoHP
- 2.7 Support CARE team to document and share project learning and achievements and changes through appropriate documentation and dissemination



**R3. Liaison, Coordination and Program Collaboration**

- 3.1 Represent CARE in technical and programme related meetings at the district level governmental and non-governmental organizations and maintain contact with government counterpart, line agencies, NGOs, communities and visitors as required.
- 3.2 Ensure technical and programmatic synergy between project components and other governmental and non-governmental program activities by facilitating exchange of technical expertise, and identifying opportunities for program collaboration and partnership
- 3.3 Represent CARE in various reviews and meetings by donor, government line agencies and other stakeholders as required

**R4. Administration, Financial Management and Human Resource Development**

- 4.1 Ensure that functional administrative systems are established and maintained in the project and the partners
- 4.2 Prepare annual project budgets and periodic analysis and actions.
- 4.3 Follow strictly the CARE-Nepal's policies and requirements on procurement manual, finance manual, personnel manual, etc.
- 4.4 Ensure that all financial documents prepared, verified and approved and submitted on a timely basis.
- 4.5 Monitor project expenditures and take necessary action to ensure the burnt rate is within acceptable limits
- 4.6 Ensure that all staffs have job descriptions and performance appraisal formats and orient them as required.
- 4.7 Identify and address, or assist to address to HR department, staff development needs.
- 4.8 Plan staff requirement estimates and make recommendations and assist to HRD section/senior management for transfer and promotion of staff.
- 4.9 Ensure that the personnel policies (contract renewal/extension, disciplinary actions etc.) are effectively followed.

**R5. Contribute in advancing programmatic shift through effective implementation of strategic direction**

- 5.1 Support in project/program assessment (CIPP rating, gender & diversity), Contribution to furthering CARE Nepal's goals- GED, Social Inclusion, focus and work with PVSEs, prepare action plan, implement, prepare report and disseminate the finding to project team and country office
- 5.2 Develop project database & monitoring system that contributes tracking organizational progress towards programmatic shift and strategic direction
- 5.3 Identify and prepare effect and impact level case studies report, thematic and anecdotes that contributes in strategic direction
- 5.5 Contribute in developing new project proposal and support Program Coordinator-SRMH and GBV, WASH Advisor, WASH Specialist, Emergency Response coordinator, Emergency Team Leader, Program Development Coordinator and Program Director to contribute in the areas of WASH, Emergency Reconstruction and community health in Nepal.



## **R6. Partnership and Capacity Building**

6.1 Conduct program orientation and start-up workshop for partners/ stakeholders

6.2 Facilitate the process for the development of Annual Project Implementation Plans, Annual Operating Plan (AOP) and Individual Operating Plan (IOP) as guided by the project document.

6.3 Support the process for capacity assessment and capacity building of local implementing partners in organizational development and areas related to the programme.

6.4 Support partners to promote better linkages and coordination among the communities, district line agencies and likeminded organization.

Key indicators:

- Partners and other project stakeholders have good understanding about the project
- Partner's capacity and needs are regularly reviewed, updated and their capacity building plans are developed and executed.

## **R7. Staff Supervision**

7.1 Act as the direct line manager for project staff under Nepal Earthquake Recovery Response- Restoration of health facilities with improved access to SRMH and WASH services (MOFA funded project)

7.2 Facilitate APAA of direct reports

7.3 Support staff development and capacity building

7.4 Keep them abreast on current situation and reorient them on new guideline whenever changes occur

7.5 Develop accurate and detailed job descriptions which reflect specific job responsibilities.

7.6 Motivate, train, coach, supervise and mentor the project staff from time to time to boost their confidence

Key indicators

- Timely review and submission of APAA of supervised staffs
- Capacity development needs of staffs are identified and supported

## **R8. Upholding CARE's Core values and ensuring its principles**

8.1 Comply and exercise organizational values and culture

8.2 Help to promote rights and good governance

8.3 Responsible for gender responsive behavior in all actions and decisions

**Spending authority:** As per policy guidelines CARE Nepal

**Working conditions:**

The position will be based in Gorkha district with 60 % of the time in the field.



**Preferred qualifications:**

Master degree in civil engineering and at least 3 years of experience in related sectors Or Bachelor degree with more than 5 years of relevant experience.

**Knowledge Skills and Competencies**

- Team building, coaching, delegating and communication skills
- Planning, decision making and organizing skills
- Budget review/analysis and monitoring skills
- Conflict resolution, liaison and negotiation skills
- Skilled and familiar with admin policy and procedure

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_