

4. District Program Officer (DPO)

Duty Station:

Any of the program districts with frequent field visit to the program area

Responsibilities

The DPO is a professional member of the program team in the district and contributes to the long and short-term planning, design and implementation of programs. The DPO will be knowledgeable in the fields of water, sanitation and hygiene and will be responsible for day to day operation, program implementation, record keeping, reporting, information management, technical support and assistance to Water and Sanitation Users' Committees. S/He will be responsible to oversee, supervise and monitor the progress of the program at district level.

Required Competencies

- Good knowledge of water, sanitation and hygiene related policy, situation and issues in Nepal,
- Good problem-solving and demonstration skills and Ability to handle multiple tasks simultaneously,
- Excellent interpersonal skills, able to relate well to the public, high level diplomats,
- Good computer skills in MS Word, Excel, power point with English and Nepali typing and good IT knowledge,
- Work experience in the rural areas and national level,
- Fluency in English and Nepali writing and vocal,
- Excellent research skills, proposal and report writing skills in English and Nepali.

Qualifications and Experiences

Bachelor Degree (Master Degree preferable) in Social Science or related field with at least three years experience in Civil Society or development organization.

Detail JD

- Perform day to day operation of the project activities in district level
- Act as a focal person of the project and contribute to the long and short-term planning, design and implementation of programs at district level,
- Program implementation, record keeping, reporting, information management, technical support and assistance to the district level support staffs
- Prepare Program Progress Reports (monthly, quarterly and final) as per organization rule and submit to the organization, supporting agency and other stakeholders as and when required

- Maintain proper coordination with GOs/ I/NGOs, like-minded organization as well as potential individuals for the effectiveness of the program,
- Provide necessary orientation, suggestion and feedback to the key individual of district chapters for effective implementation of the program
- Provide technical support to the implementing district chapters on regular basis
- Keep in track record of the activities in the district in terms of making the analysis of the targeted goal and objectives of the project
- Maintain regular coordination with the supporting agency
- Take prompt action to the issues and concern raised from the program areas and search for the solution being in coordination with program team
- Regular tracking of the activities progress, update and way forward in line with program and finance
- Responsible for the overall tracking of the performance of the project and activities in terms of achieving project goal and bringing expected outcome
- Support FEDWASUN's district chapters while preparing annual report, bulletin, magazine and other publication
- Regular Program Planning, Implementation, Monitoring and evaluation.