

2. Senior Program Officer - SPO (M & E and Documentation)

Duty Station:

FEDWASUN Head Office, Kathmandu with frequent field visit to the program districts

Responsibilities

The SPO is a professional member of the program team and contributes to the long and short-term planning, design and implementation of programme activities works under the supervision of Program Manager. The SPO will be knowledgeable in the fields of water, sanitation and hygiene and will be able to help design the M&E frameworks at national and district/project level, and manage research activities related to the project, draft and edit ToRs for the study and publications and grants for the organization. S/He will be responsible for record keeping, reporting, information management, technical support and assistance to the district level support staffs. S/He will be responsible to oversee, supervise and monitor the progress in program districts and advocacy related activities of the organization. One of the primary task of the SPO will be to update FEDWASUN website on a regular basis and knowledge management.

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,
- Ability to resolve issues independently and with minimal supervision,
- Excellent interpersonal skills, able to relate well to the public, high level diplomats,
- Good computer skills in MS Word, Excel, Page Maker, EP info, SPSS, power point with English and Nepali typing and good IT knowledge,
- Work experience in the rural areas and national level,
- Excellent fluency in English and Nepali language and writing and interpersonal skills,
- Excellent research skills, proposal and report writing skills in English and Nepali.

Qualifications and Experiences

Master Degree in Social Science or Mass Communications or related field with at least three years of working experience in Civil Society or development organization.

Detail JD

The Senior Program Officer shall be responsible to

- Act as a member of the program team and contributes to the long and short-term planning, design and implementation of programs,
- Support in preparation of Program Progress Reports (monthly, quarterly and final) as per organization rule and submit to the organization and other stakeholders as and when required,
- Information management and documentation of progress, case studies, reports and others
- Prepare advocacy and lobby agendas and plan for the organization
- Rapport building with key government and non government WASH stakeholders
- Coordinate and build good rapport with key stakeholders at the district level and support enhancing their advocacy skills and capacity,
- Deliver research and advocacy based presentations at conferences, workshops, meetings,
- Support identifying advocacy opportunities for promotion of the WASH issues at national and regional level,
- Collect information and data related to WASH issues in the country; have up-to-date knowledge on existing acts, rules, regulations, directives and plans in the WASH sector in the country.
- Document the project activities, achievements, learning and events of significance and prepare reports as per organization rule / as specified in the implementation agreement and submit that to the concerned organizations, and stakeholders,
- Support publicize the sectoral issues and the project achievements and learning in the national and local media
- Monitor the project progress against the approved plan; Keep in track record of the activities in the district as well as central office in terms of making the analysis of the targeted goal and objectives of the project,
- Provide necessary orientation , suggestion and feedback to the key individual of district chapters for effective work out,
- Follow and supervise the district Project on a regular basis to ensure implementation of project activities within a timeframe,
- Planning for preparing technical proposal for next project and grant making proposal with the assistance of the program management unit,
- Support FEDWASUN's program unit while preparing annual report, bulletin, magazine and other publication,
- Update FEDWASUN website on a regular basis and knowledge management.
- Regular Program Planning,Monitoring and evaluation.