

1. Senior Program Officer - SPO(Program Implementation)

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 and implementation of the programme and works under the supervision of Program Manager. The SPO will be overall responsible for ensuring the functionality and sustainability of the programme results in coordination with the National Programme Manager and other team members. The SPO will be knowledgeable in the fields of water, sanitation and hygiene especially in the water supply scheme design, feasibility, operation and maintenance, water safety and long term sustainability of the programme interventions. S/He will be able to manage programme, draft the reports and review other academic literatures related to the project. S/He will be directly responsible for the day to day operation, program implementation, record keeping, reporting, technical support and assistance to the district level support staffs related to the programme. S/He will be responsible to oversee, supervise and monitor the progress in program districts.

Required Competencies

- Good knowledge of water, sanitation and hygiene related policy, situation and issues in Nepal with particular focus to operation, maintenance, functionality sustainability of water supply services, water safety planning, and sustainable ODF promotion.
- Good problem-solving and demonstration skills and Ability to handle multiple tasks simultaneously within the scope of the project,
- Ability to resolve issues independently and with minimal supervision in a positive way,
- Excellent interpersonal skills, able to relate well to the public and high level diplomats in the government and non-government sphere,
- 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 with demonstrated coordination with the government and concerned sector stakeholders,
- Fluency in English and Nepali language and excellent writing and interpersonal skills,

- Excellent research, concepts notes, briefing notes and report writing skills in English and Nepali.

Qualifications and Experiences

Master Degree in Social Science, engineering or related field with at least three years of working experience in Civil Society or development organization. Special preference will be given to candidates with engineering background.

Detail JD

The Senior Program Officer shall be responsible to

- Perform day to day operation of the project related activities,
- Act as a member of the program team and contribute to the long and short-term planning, and implementation of the programme,
- Program implementation, reporting and 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 and other stakeholders as and when required,
- Maintain proper coordination with GOs/ DPs/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 work out,
- Provide technical support to the implementing district chapters on regular basis,
- Follow up and supervise the district Project on a regular basis to ensure implementation of project activities within a timeframe to achieve intended results,
- 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,
- Regular Program Planning, Implementation, Monitoring and evaluation.