

## **JD of Program Officer**

### **1. Program Officer**

#### **Duty Station:**

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

#### **Job Purpose:**

The purpose of this job is to assist the Program Manager in effective implementation of the program **Citizen's Action program for Good Governance** that aims at promoting the governance in WASH sector of Nepal with increased accountability of government.

#### **Responsibilities**

The PO 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 PO will be overall responsible for ensuring the functionality and sustainability of the programme results in coordination with the Programme Manager and other team members. The PO will be knowledgeable in the fields of water, sanitation and hygiene especially in the advocacy, lobby and WASH governance. 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 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 inter-personal skills,
- Excellent research, concepts notes, briefing notes and report writing skills in English and Nepali.

## **Qualifications and Experiences**

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

## **Duties and Responsibilities:**

- Support, prepare project activities plan based on the project framework and implementation agreement between Water Aid Nepal and FEDWASUN.
- Support effective implementation of the activities plan and perform day to day operation of the project activities,
- Act as a member of the program team and contribute to the long and short-term planning, and implementation of the program,
- 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,
- 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,
- 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,
- 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,
- 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,
- 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.
- Support FEDWASUN for Advocacy, lobby and other organizational development work as required.