

Terms of Reference

Position Title	Project Coordinator
Department / Project(s)	IMNCI
Workplace	Nepalgunj, Banke- Province 5
Reports to / Level	Project Manager
Supervises	Field Officer, Program Associate (Admin/Finance)/Finance Officer
Job Summary	Coordinate on Integrated Management of Neonatal and Childhood Illness (IMNCI) project activities in Nepalgunj, report to Project Manager and manage office and local staff.
Required Competencies	
Knowledge	<ul style="list-style-type: none"> ▪ Master's in Public Health/Nursing or related field ▪ Minimum 3 years of working experience in a community based or public health setting.
Skills	<ul style="list-style-type: none"> ▪ Good interpersonal communications skills ▪ Ability to work as a team player ▪ Self-management skills and willingness to travel in remote areas of district (40%)
Attitudes	<ul style="list-style-type: none"> ▪ High level of integrity ▪ Ability to perform unsupervised ▪ Organized and systematic approach to work ▪ Strong interpersonal skills, ability to work in teams and self-management skills. ▪ Willingness to travel to remote areas of district
Responsibilities:	
Responsibilities	<ul style="list-style-type: none"> • Work in conjunction with in the identification of specifically targeted beneficiaries for different intervention based on set criteria. • Oversee all program and staff working attitude in the Nepalgunj office and partner NGO with cooperation of the Project Manager. • Authorize staff movement and report staff movement to the Project Manager. • Facilitate the implementation of agreement by coordinating the efforts of all partners (individuals, households, communities, government development agencies). • Implement project activities based on Detailed Implementation Plan. • Enhance the sustainability of project activities through ensuring community and stakeholder involvement in the project cycle. • Ensure the safety of and proper accounting for material delivered to project area. • Monitor the project performance as per agreed performance standards such as the Result Framework. • Carry out assigned surveys or vulnerability assessments in the area of operation • Liaise with the partner NGO, community leaders and local government line ministries at ground level all matters related to the program being implemented • Conduct any other related duties assigned by direct supervisor, Project Manager or designated representative from time to time • Report to the Project Manager whenever you have to report. • Develop periodic update reports as and when required by the supervisor
Recording Reporting	<ul style="list-style-type: none"> • Ensure timely reporting as per standard form/formats in coordination with M & E unit • Develop periodic update reports as and when required by the supervisor • Authorize staff movement and report staff movement to the Project Manager • Record of hours and work done on to timesheets every month for the salary payment
Others	<ul style="list-style-type: none"> • Conduct any other related duties assigned by supervisor, Project Manager or designated representative from time to time

