



# JOB DESCRIPTION

## PROJECT MANAGER (PM)

### 1 Department / Project(s)

Project Management/Health Unit

### 2 Workplace

Kathmandu with visits to project areas as needed (30%)

### 3 Reports to / Level

Associate Director - Health

### 4 Supervises

Manage Project Coordinators and Consultant

### 5 Job Summary

The Project Manager will provide managerial leadership and oversight for Project operation (Women Health and System Strengthening and COVID Emergency Response Assistance) and support for all the health projects as needed. She /He will oversee the project management support to monitoring units on and learning components of the health projects. This position will provide technical leadership to develop the project operation plan framework, to capture performance results and provide effective, accurate and timely monitoring, evaluation and reporting of projects activities. The Project Manager will support the project team to design and implement project trac, ensuring that lessons learned are integrated into project implementation to continuously improve quality of interventions and outcomes. The Project Manager is responsible for documenting and disseminating project successes. This position will also maintain Govt liaison (FWD/MoHP) and monitor donor compliance for deliverables.

### 6 Required Competencies

#### 6.1 Knowledge

- Advanced postgraduate degree in public health, epidemiology, or other related field.
- Minimum five to seven years of professional experience in project operation and manage large, multi-year, multi-sectoral health related projects.
- At least 3 years' experience working within the donor community
- Proven expertise in business development approaches and procedures.
- Experience in health emergency project

#### 6.2 Skills

- Proven skills in project operation through partner-based implementation approach and partner management.
- Strong technical skills, including ability to develop proposals, reports, and program modalities for effective implementation of project plan.



- Excellent analytical skills to make informed decisions in project operations and provide adequate support to ADRA management, health team members and Partner NGO.
- Ability to coach, mentor and develop technical and operational capacity of health team members and partner staff.
- Excellent skills in facilitation, team building and coordination between multiple projects
- Excellent communication and writing as well as negotiation skills.
- Proven ability in multi-tasking, working independently, flexibility, and adaptability

### **6.3 Attitudes**

- Creative and innovative
- Ability to function efficiently under tight deadlines and stressful situations.
- Ability to analyze large amounts of information and utilize in operations management.
- High level of personal and professional integrity.
- Demonstrates high regard towards organization policies and regulations.
- Highly organized and follows systematic approach to results delivery.

### **6.4 Behavioural Competencies**

- Sets appropriate standards of behaviour.
- Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances.
- Willing to take on leadership and opportunities for improvement and can influence positive change within the organization

## **7 Responsibilities and Expected Outcomes**

### **8.1 Operational Plan Development and execution**

- Manage the team to design, develop and implement the comprehensive project operations plan based on project proposals and compliance requirements in coordination with the Directors & project team to manage project performance and results, either through direct or partner-based implementation.
- Manage annual planning process, including partners and stakeholders to adapt and improve the implementation plan; update, annually or as needed and manage ADRA Nepal Health Projects operations team.
- Develop and oversee information/communication flow pattern for the project that will ensure timely sharing and dissemination within team.
- Facilitate implementation of capacity building courses through workshops (web based or in person) and on the job trainings as required for centre and district level staff.
- Provide technical guidance for the implementation of the project plan, through training and other on-site support to partner organization
- Prepare Annual calendar of operations plan and quarterly/semi-annual programmatic progress report using approved format by donors and/or ADRA template.

### **7.2 Learning, evaluation, research and proposal writing**

- Support or write technical briefs, reports, or other necessary materials to facilitate programs operations and management.
- Craft abstracts and manuscripts related to project achievements for conference and journal.



- Engage & support in developing proposals and concept note for different health projects/program.
- Prepare terms of reference (TOR), proposals and supervise/monitor project activities implemented by outside consulting institutions, universities and individuals and ensure their quality.

### **7.3 Knowledge management and documentation**

- Support targeted evaluations and operations research, including design, data collection, management, and analysis in-line with international standards and ADRA's Standard Operating Procedures.
- Promote and support the dissemination of lessons learned and success stories among the project team, the development community, and international stakeholders.
- Assist with publications, web pages, and presentations.

### **7.4 Information, liaison, and Communication**

- Support targeted evaluations and operations research, including design, data collection, management, and analysis in-line with international standards and ADRA's Standard Operating Procedures.
- Promote and support the dissemination of lessons learned and success stories among the project team, the development community, and international stakeholders.
- Assist with publications, web pages, and presentations

### **7.5 Work Health, Security and Safety (WHSS)**

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others;
- Cooperating with measures introduced in the interests of work health, security and safety;
- Undertaking relevant training provided in relation to WHSS;
- Immediately reporting all matters which may affect workplace health, security and safety to their supervisor;
- Correctly using any information, training, personal protective equipment and safety devices provided;
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons;
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.
- Outcome: Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.

### **7.6 Additional Responsibilities**

- Other duties and responsibilities as assigned by supervisor and Directors.