



JOB DESCRIPTION

PROJECT COORDINATOR

1 Department / Project(s)

Health Reform Project through improved nutrition and water sanitation status in Bardiya District

2 Workplace

Bardiya with frequent field visits

3 Reports to / Level

Program Director

4 Supervises

Finance and Administration Officer

5 Authorized Equipment

Laptop, Pen Drive, shared printer

6 Job Summary

- The Project Coordinator will work and support the Project as part of the MoFA Japan-funded project.
- The Project Coordinator will Coordinate Health Reform Project (HRP) project activities in Bardiya, report to the Program Director, and manage office and local NGO.

6.1 Behaviour Competency

Planning and Organising

Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.

Applying Expertise and Technology

Applies specialist and detailed technical expertise (MCH, Nutrition, and WASH); Develops job knowledge and expertise through continual professional development; Shares expertise and knowledge with others; Uses technology to achieve work objectives; Demonstrates appropriate physical co-ordination and



endurance, manual skill, spatial awareness, and dexterity; Demonstrates an understanding of different organisational departments and functions.

Report Writing

Writes, succinctly, and correctly; Writes convincingly in an engaging and expressive manner; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience.

Creating and Conceptualizing

Produces new ideas, approaches, or insights; Creates innovative products or designs; Produces a range of solutions to problems; Seeks opportunities for organisational improvement; Devises effective change initiatives.

6.2 Knowledge

- Master of public health/nursing or related field.
- Minimum 3 years of working experience in an international organization in a community-based or public health setting.

6.3 Skills

- Coordinating local NGOs for project operation and supporting project reports and knowledge products independently or with supervision.
- Ability to lead the concept note and proposal writing process including a high level of competency in structuring ideas clearly in a logical framework and theory of change.
- Ability to define problems, collect data establish facts, and draw valid conclusions to accurately predict the achievements of the project objectives.
- Able to cope with the diverse working climate and work pressure.
- Able to handle project implementation independently.
- Good negotiation, coordination, and communication skills.
- Excellent verbal and written English and Nepali.

7 Responsibilities and Expected Outcomes

7.1 Project Implementation

- Work in conjunction with the identification of specifically targeted beneficiaries for different interventions based on set criteria.
- Oversee project and staff working attitude in the Bardia office and partner NGO with the cooperation of the Project Manager from ADRA Japan.
- Facilitate the implementation of the agreement by coordinating the efforts of all partners (individuals, households, communities, government, and development agencies).

- Implement project activities based on the Detailed Implementation Plan jointly agreed by ADRA Nepal and Japan officials.
- Enhance the sustainability of project activities by ensuring community and stakeholder involvement in the project cycle.
- Ensure the safety of and proper accounting for material delivered to the 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 on all matters related to the project being implemented.
- Conduct any other related duties assigned by the direct supervisor, Project Manager, or designated representative from time to time.

Develop periodic update reports as and when required by the supervisor.

Outcome:

7.2 Recording and Reporting

- 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

Record of hours and work done on timesheets every month for the salary payment

7.3 Supporting to Implementing Partner

- support project implementing partners to get appropriate support and constructive feedback regarding programmatic and financial management.

7.4 Work Health, Security, and Safety (WHSS)

- Carrying out their duties in a manner that 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 report 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.

7.5 Others

- Conduct any other related duties assigned by the supervisor, Program Director/Project Manager