<table>
<thead>
<tr>
<th>Job Description</th>
<th>Project Coordinator - Education</th>
<th>Responsible to</th>
<th>Project</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme</td>
<td>Inclusive Education</td>
<td>Project Manager (Inclusive Education)</td>
<td>Sisters for Sisters’ Education in Nepal funded by DFID</td>
<td>Nepal</td>
</tr>
<tr>
<td>No of direct reports</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job Purpose**

- To assist the Project Manager (Inclusive Education) in implementing the DFID funded “Sisters for Sisters’ Education in Nepal” project.
- To be the lead reference point within VSO Nepal programme’s project (DFID funded) in providing information on all programmatic matters including volunteer, partners, finance and beneficiaries.
- To administer the DFID funded project with the Implementing Partners through quality implementation of activities undertaken vis-à-vis plans, fund flow management, maintaining monitoring sheet, and ensuring compliances of the programme area financial contractual matters.

**Responsibilities**

**Grant Management:**

Key deliverable: Effective and efficient management of grants in regards to DFID project:

- Act as the first point of contact with the implementing partners with regard to the implementation of the grant.
- Monitor the actual implementation of the project as contained in the grants agreement with partners and liaise with them on this, and ensure that these are in accordance to what have been agreed as well as in the contractual agreement with the DFID, and regularly update the PM on developments.
- Conduct first level analysis of narrative reports submitted by the partners as per implementation plan and endorse/discuss the same to/with the Programme Manager.
- Support partners and volunteers to prepare proper financial documents within agreed budget, and in

**Key Performance indicators**

Meetings and discussions on grant management are facilitated on the periodic basis.

- Monitoring and support visits are organized on the quarterly basis.
- Volunteers, staff, partner organizations and service providers/suppliers are satisfied by timely support.
- Partners and volunteers received quality feedback on their reports.
- Satisfactory narrative reports.
- First draft report to be submitted to

**Competencies**

The following are taken from VSO’s competency framework:

- **Working together** – strength
  Actively participates in team work, and provides support to other team members.

- **Communicating and influencing** – strength
  Builds strong relationships with staff, volunteer and always looks for opportunity to develop mutually beneficial relationship with other stakeholders for the programme area.

- **Managing knowledge** – strength
  Proactively seeks new knowledge specially for the quality and inclusive education, and shares

**Skills, knowledge and experiences**

- Essential
  - Bachelors degree in relevant subject with at least 3 years of experience in similar capacity/Education sector.
  - Proven experiences working in diverse, multicultural team.
  - Fluent in English and Nepali language (written and spoken).
  - Excellent computer skills (Windows, Excel, Power Point).
  - Demonstrable commitment to delivering.
<table>
<thead>
<tr>
<th>accordance to VSO’s policies, and contractual obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensure the accuracy and integrity of monitoring sheets.</td>
</tr>
<tr>
<td>• Provide first level finance analysis in terms of budget versus expenditure</td>
</tr>
<tr>
<td>• Prepare quarterly budget rephrase and monitor the progress against plan</td>
</tr>
<tr>
<td>• Support Audit process by providing programmatic documents</td>
</tr>
</tbody>
</table>

**Project Implementation:** Key deliverable: Assist PM in implementation of GEC project.

- Keep track of programme activities and joint plan and support timely quality implementation and bring the key issues in the team for further discussion.
- Gather information from programme learning workshops & Meeting (Partnership review, Monitoring Visit) and ensure proper documentation of the same
- Organise logistics/timetabling of programme learning workshops and ensure that timing and roles and responsibilities are effectively communicated
- Keep track of & follow up for volunteer/partner’s monthly/quarterly progress reports
- Ensure that the information from monitoring & Evaluation systems is accessible and usable for programme development by maintaining proper filing (electronic, manual) system for programme area (volunteers, partners & grant) & communicate this system
- Arrange workshops and other meetings

<table>
<thead>
<tr>
<th>donor is prepared. Budget rephrase accomplished as per the timeline agreed with the head of finance with high accuracy Budget utilization analysed and supported with the reasonable justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual project implementation timeline updated with the implementing partners</td>
</tr>
<tr>
<td>Operational plans updated and implemented as per VSO guidelines and requirements of the project.</td>
</tr>
<tr>
<td>Sales Force is updated regularly with quality data.</td>
</tr>
<tr>
<td>PM is supported to conduct review adhering to VSO guidelines and standards, but also taking into consideration specific needs and context of partners and beneficiaries.</td>
</tr>
<tr>
<td>Clear outcomes and impacts are identified including insights and lessons learnt.</td>
</tr>
</tbody>
</table>

**Knowledge to others**
- **Striving for excellence** – adds value
  Sets high standards for self and others, and encourage others to excel by providing constructive feedback
- **Managing resources** – strength
  Creative in organising own work to meet programme objectives; seeks ways to generate and save resources, conscious in using local materials.
- **Managing people** – adds value
  Actively participates in building a high performing team with clear objectives.
- **Developing people** – strength
  Mentors and helps develop others towards meeting VSO and programme objectives
- **Leading for the future** – adds value
  Builds confidence and support in VSO’s work both internally and externally
- **Thinking strategically** – adds value
  Leads in budgeting new projects, and encourage others to be creative in developing new projects and new ways of working towards the achievement of VSO goals and

**Desirable:**
- Experience of working with International volunteers.
- Clean driving license
- Knowledge and skills on facilitation
- Experience working with international NGOs

<table>
<thead>
<tr>
<th>excellent, focused and efficient, customer care and service</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Able to manage time and tight schedules, working effectively under pressure</td>
</tr>
<tr>
<td>• clear varied and sensitive communication skills, both oral and written with confidence in communicating with a wide range of audiences, both internally and externally</td>
</tr>
<tr>
<td>• Practical commitment to VSO’s values including demonstrated cross cultural sensitivity and commitment to diversity and openness to learning.</td>
</tr>
</tbody>
</table>
with partners as part of the partnership support process and attend the same as appropriate

- Assist Programme Implementation Manager in designing and planning sessions for participatory workshops and facilitate as and when needed
- Gather formal and informal feedback from ultimate beneficiaries, especially in terms of the relevance, and quality of work done by the project.

**Partnership building**

Key deliverable: Strong relationship with both the government and NGO partners

- Arrange workshops and other meetings with partners as part of the partnership building process and attend the same as appropriate.
- Assist Project Manager in designing and planning sessions for participatory workshops and facilitate as and when needed.
- Respond to enquiries from potential partners with information on VSO
- Represent programme and VSO in different forums as and when needed.
- Help ensure that partners’ implementation of their activities is in line with the standard and quality as per the project agreement and given needs of communities.

**Volunteers Management and Support**

Key deliverable: Effective logistic support to volunteers who are under GEC project.

- Data needed for M&E is collected as and when needed.
- Partners, volunteers and other stakeholders express satisfaction of the result of reviews and their participation.
- Effective delivery of the planned activities.
- Satisfactory feedback is received from partners.
- Partners are visited and supported on the quarterly basis.
- Sent letters and information to partners.
- Partner organizations are satisfied by timely support.
- Partners received feedback on their both reports and performance.
- Participated in the networks meeting and VSO is fully represented.
- Issues of volunteers are responded with quality inputs.
- Volunteers and partners are updated with objectives.

**Delivering results** – strength

Continuously update context and policies and procedures towards achievement of objectives, holds self and team accountable for achieving goals.
- Work as a line manager of field based international volunteers
- Support volunteers on logistic issues that help achieve their objectives.
- Work with Operations Manager in providing relevant and timely security and safety advice and support to volunteers
- Ensure accompanying volunteers to the placement while 1st time in their placement

**Other Duties**

- Closely coordinate with partners and VPO to ensure timely submission of V1 form & other relevant documents for processing work permit VISA and its renewal
- Conduct other administrative duties as required by the PM
- Deputized Project Manager as and when required
- Communicate with Government partners formally and effectively

<table>
<thead>
<tr>
<th>emergency information.</th>
<th>Volunteers felt satisfactory support.</th>
<th>Volunteers are accompanied in their first visits.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partners are communicated timely to get the documents related to volunteer visa.</td>
<td>Letters (both Nepali and English) drafted to be sent to the partners.</td>
<td>V1 forms and other documents are collected timely.</td>
</tr>
<tr>
<td>Responded to the request of line manager.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>