

Job Description: Project Assistant (PA)

- 1. JOB POSITION** : **PROJECT ASSISTANT (PA)**, based in Dolakha
- 2. PROJECT** : “Development and consolidation of two women’s cooperatives and livelihood improvement of disadvantaged households in two Nepali districts”
- 3. PERIOD FOR** : One year (With Possibility of extension)
- 4. REPORT TO** : Project Officer
- 5. Supervising to** : Social Mobilizers and women cooperative staff members, **Dolkha**
- 6. PURPOSE OF THE JOB** : To supervise the effective implementation of the “Development and consolidation of two women’s cooperatives and livelihood Improvement of disadvantaged households in two Nepali districts” project mainly focusing on consolidate these two organizations, promote their growth, improve their governance and upgrade their services while also promoting gender equality and women’s empowerment and improving the skills and competences of the cooperatives’ members and the livelihood of disadvantaged households

7. Coordination and Representation:

- Assist project officer and the manager in networking and coordination among community of practices at district and municipality level as advised by project Officer.
- Coordinate with Officer, Social Mobilizers for assessing information for reporting.
- Ensure the visibility of SARBODAYA NEPAL for the support of activities by using of communication tools, active participation in public meetings and workshops.
- Assist PO to conduct district level stakeholders planning, meeting, orientation, training and other relevant activities of the project
- To assist women cooperative’s Manager, Assistant Manager and provide technical expertise in cooperative development with a focus on women people with disabilities, poor household, gender and social inclusion; build the capacities of project team accordingly
- Coordinate with local level government and represent Sarbodaya Nepal in any functions.

8. Monitoring and Evaluation:

- Support monitoring of working collaboratively on established indicators, tools, and plans
- Support implementation of baseline and end line evaluation plans
- Participate and support in periodic program reviews, planning workshops and capacity building events
- Assist the program team.

9. Planning and Implementation:

- To take part in strategic planning for women development and cooperative development through livelihood components in FRL/Caritas Italy supported project in Kavre and Dolakha districts
- Coordinate to conduct district and municipality level stakeholders planning, meeting, orientation, training and other relevant activities of project including capacity building for the staffs.

- Lead, review and develop women empowerment and cooperative development intervention strategy in coordination with Project team
- To provide technical expertise in cooperative development with a focus on women, poor household, gender and social inclusion; build the capacities of project team accordingly. To take lead in strategic planning for cooperatives development and consolidation and livelihood improvement components.
- Supervise the effective implementation of the project with regular field visits in line with Detail Implementation Plan (DIP).
- Work closely with Project Officer and project team including cooperatives during planning, monitoring and reporting.
- Deliver technical expertise in implementing, with a focus on women, people with disability, gender and social inclusion, with disadvantaged people.
- In coordination with Project Officer and cooperative members and the staffs guide the consortium partners to organize, monitoring visit of local authorities all the activities of the project.
- Lead and/or co-facilitate training sessions, workshops and orientation program related to the project.
- In coordination with Project Officer and cooperative members and staffs support to implement and provide strategic inputs for the preparation of Detail Implementing and management Plan.
- Assist Project Officer, cooperative manager and staffs and Administration and Finance Officer to complete and implement procurement process and policies of organization and in accordance to funding partner requirement at district.

10. Reporting:

- Report periodic progress (monthly, quarterly, half yearly, and annually report) on project activities to Project Officer and Project team (cooperative and NGO)
- Document the findings, problems, challenges, lessons learned and case studies to be presented in municipality level programs
- Perform other Project Assistant's duties as required in coordination with Project team

11. Team Management:

- Guide sub-ordinate staff in team for timely planning, implementing and reporting
- Supervise and monitor the supporting team members for the project
- Facilitate solution to any problem aroused during the daily functioning of the office.
- Ensure proactive role in resolving conflict and effective coordination among project team members
- Participate in regular staff meetings
- Assist to develop proper and timely feedback mechanism within staff members

12. Qualifications

- Preferably Bachelor's degree in Social Science, Administration or related field
- A solid background in using MS office, excel and other computer programs to generate report

13. Communication:

- Serves as a focal person for communication with Sarbodaya Nepal and FRL/Caritas Italy.
- Ensures proper documentation of project related information.
- Ensure quality and compliance of project report and financial documents before submitting it to Sarbodaya Nepal.
- Make regular communication with Project Officer and relevant stakeholders to share the information received from the district /implementation status of the project

- Share the field visit reports to the Project Officer with areas to be improved and betterment.

14. Experiences:

- At least 1 years of experience working with development programs implemented by national/international NGOs or Government.
- Ability to work in the team and have the team work spirit.
- Experience on project development activities.
- Experience on socio and technical skill in working with community groups in housing and community development.
- Ability to work under pressure and ready to work long hours if required keen interest and commitment to support for community led development processes having good computer skills.
- Tactfulness and an ability to deal with people.
- Proficient in use of word processing and spread sheets software packages.
- Ability to take initiative and work independently.
- Good communication skills in both English and Nepali.
- Demonstrates developed communications and influencing skills with government and non-government stakeholders.

15. Necessary Competencies

- Team player with self-management skills.
- An ability to coach, delegate, follow-up and supervise as well as support.
- Excellent interpersonal skills, ability to engage effectively with staff, communities and authorities
- Good in spoken and written English.
- Good computer skills in Word, Excel.