



Functional Title:	Team Leader
Responsibility level/Grade:	Coordinator / Grade H
Department/Project/PN:	SAFE (Strengthening Access to Fair and Equitable) Justice
Work station:	Kathmandu
Incumbent's Name:	
Principal Evaluator/Title:	Program Coordinator – PREVENT
Supervisor/Co- Evaluator/Title:	Assistant Country Director – Program Quality

JOB SUMMARY

The Team Leader is responsible for leading the SAFE (Strengthening Access to Fair and Equitable) Justice project to ensure effective implementation in transforming social norms to enhance access to justice by the poor vulnerable and socially excluded (PVSE) groups, especially women and girls. S/he will provide strategic direction to the project team on reducing social barriers to create an enabling environment primarily focusing on behavior change. The Team Leader is also responsible to coordinate with various levels of the Nepal police (local, district to national) for effective implementation of the project.

The employee shall fully comply with HR, admin and finance policy and procedures including the safety and security procedure of CARE and should be accountable for it.

R1 Leadership and strategic management

- Lead the project to ensure effective implementation in transforming social norms to enhance access to justice by PVSE especially women and girls.
- Provide strategic direction to the project team on reducing social barriers to create an enabling environment primarily focusing on behavior change.
- Lead to develop overall project implementation strategy and approach including designing, planning, implementation, monitoring and reporting.
- Contribute and lead to identify project priority sites in the project districts.
- Support district teams to ensure timely implementation of plans and strategies including the analysis of available of resources (budget, training materials, equipment etc) for effective implementation
- Ensure program implementation has adequate focus on participation and empowerment of PVSE groups (Women, Dalits, and highly marginalized Janajatis, ethnic and religious minorities) in planning and decision-making process.

R2. Coordination and Networking

- Coordinate with the local, district and national agencies/network including quasi-judicial bodies such as the police to facilitate access to justice.
- Enhance accountability from the state agencies to garner trust from the community



- Represent in IPSSJ steering committee and coordinate with the IPSSJ steering committee to amplify the evidence on social norms
- Coordinate with other CSOs to gain solidarity for the program
- Coordinate with the Nepal Police at the national level to facilitate Project's work plan by complementing Police's work plan
- Maintain professional working relationship with the Area Police Office, District and Regional Police Office
- Communicate effectively about SAFE project with the police

R3. Integrating and Mainstreaming GESI

- Support the program team and partners to develop gender equality and social inclusion (GESI) responsive guidelines for the development/adaptation/application of tools for social equity and diversity
- In coordination with program partners and stakeholders, review, revise and develop required systems, mechanisms and processes for mainstreaming GESI in all relevant program activities

R4. Monitoring, Evaluation, Documentation and Reporting

- Carry out monitoring evaluation of program activities from gender and social inclusion perspectives and provide policy feedbacks in coordination with Senior MEAL and Data Management Coordinator

R5. Team Management and HR Development

- Ensure performance management of direct reports; and facilitate their capacity development through mentoring or other activities.
- Ensure direct reports are adequately equipped with knowledge and capacity to deliver the project outcomes as expected.
- Support and facilitate team building practices at all levels.
- The employee will have technical reporting line of supervision with CARE Nepal-GESI Coordinator

R6. Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, equality & social inclusion in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

Authority: As per ASF



Working conditions:

Based in Kathmandu

Person specification requirements:

Qualifications:

Master's Degree in Law and legal studies or a relevant degree from a recognized University.

Experience:

A minimum of 5 years of working experience in the field of human rights with transitional justice and right to information in Nepal. Experience of working with the local authorities, especially the police is desired.

Skills and knowledge:

- Proven ability to think analytically and critically and able to translate ideas and insights into action.
- Strong leadership and ability to facilitate change in the organization.
- Ability to work together with government line agencies and other partners to design and implement gender and social inclusion strategies and action plans.
- Excellent advisory skills to build capacity of colleagues and partners in access to justice
- Excellent interpersonal skills, facilitation, communication, negotiation and networking
- Excellent English and Nepali language skills, documentation and dissemination skills
- In-depth knowledge on current political situation and inequity issues at policy and program levels in Nepal.
- Excellent computer skills (MS packages such as Word, Excel, PowerPoint) and familiarity of data packages (SPSS, etc).
- Ability to work under pressure and prepare good quality reports and other publications.
- Experience in conducting in-depth research and analysis.
- Good experience in organization and individual capacity strengthening and conducting training for diverse target groups.
- Excellent communication and writing skills and ability to work in a multi-cultural environment.
- Excellent cooperation skills with colleagues in multidisciplinary and multiethnic team.
- Skills on community led-participatory assessment/analysis and action.

Competencies:

- Planning and organizing – Able to define work goals and objectives; develop and execute work plans; and contribute to the achievement of work group objectives



- Team work – Able to work effectively with other people within a work group
- Developing others – Able to foster the development of others by providing a supportive learning environment
- Communicating and sharing ideas and information - Able to present information and express opinions confidently to internal and external audiences
- Writing – Able to communicate ideas and information in writing to ensure that information and messages are understood and have the desired impact
- Initiative – Deals with situations and issues proactively and persistently
- Embracing and Valuing Diversity – Able to contribute effectively to a culture that positively values the diversity of people, values and ideas within CARE Nepal
- Interpersonal sensitivity – Able to communicate with sensitivity and foster communication, actively listening to others

Incumbent's Signature:

Date:

Supervisor's Signature:

Date: