



Functional Title:	Program Coordinator -SRMH & GBV
Responsibility level/Grade:	Coordinator
Incumbent's Name:	
Grade/Step:	H
Line Manager:	Asst. Country Director – Program Quality
Working Condition:	Central Office with frequent travel to field

JOB SUMMARY

The Program Coordinator-Nurture is responsible for leading, managing and providing technical support on work CARE Nepal does in the fields of Sexual Reproductive and Maternal Health. The role includes providing technical input on issues pertaining to the Sexual Reproductive Health and Rights. Technical areas of expertise required for the role include both SRMH (in particular promoting safe motherhood and family planning among marginalized women and adolescent girls, supporting health policy and strategy development) .Experience of working on good governance issues in the health sectors is also required.

Responsibilities include project oversight and staff management and building team spirit, policy analysis and advocacy, new business development, and stakeholder liaison. The incumbent is responsible for establishing and maintaining strong and good working relationships with different stakeholders, key donors, implementing partners, and other development actors. This role will also contribute technically to the work we do on livelihoods in as much as this relates to SRMH but it is not responsible for all of CARE’s Livelihoods work. The incumbent will be responsible for achievement of CARE Nepal's impact goal of reaching 1.5 million women and girls through NURTURE by 2020; and is expected to make a substantial contribution to our work on Women and Girl’s Leadership and Voice.

Expected outcomes of the Program Coordinator’s work include: high standards of program quality, effective co-ordination with other relevant stakeholders; effective knowledge management; synergy and learning between CARE’s projects; partner capacity-building; and high-level policy engagement. The role is expected to contribute to core organizational objectives around learning, innovation and private sector engagement.

RESPONSIBILITIES AND TASKS:

R.1 Leadership and management of projects and programs

- Ensure programme delivery and quality by providing leadership and technical guidance to projects and programs working in the areas of NURTURE theme
- Supervise and support Project Managers/Team Leaders for the effective implementation of Projects
- Maintain close and regular contact with projects, partners, Civil Society Organizations (CSOs) and Government Line Agencies (GLAs) for effective program planning, implementation and monitoring
- Organize critical review and reflection meetings periodically to share plans, strategies, progress, issues and future courses of action for tracking program interventions. Facilitate the coordinated efforts of projects to generate synergy in implementation
- Actively contribute to strategic initiatives at CARE Nepal. This includes taking forward issues of accountability, sustainability and women’s empowerment / gender equality in all of CARE’s projects, programs and initiatives.
- Support in planning and delivery of CARE’s Emergency Response work in relation to SRMH (including linkages with CARE’s DRR work, and collaborating with the relevant clusters in the UN/GoN system)

R.2 New business development

- Explore, identify and develop resources from potential donors and strategic partners for CARE’s work in SRMH



- Lead the process of writing concept notes and proposals for new projects in the thematic areas identified, ensuring effective participation of relevant stakeholders (partners, impact groups, government officials) in the process

R.3 Partnership and Institutional Development

- Actively identify, monitor, support and develop core strategic partnerships with relevant institutions/organizations
- Contribute to the capacity building of CARE's partners in the thematic areas of NURTURE

R.4 Policy analysis and advocacy

- Undertake and oversee the work of others to ensure effective analysis of key policies relevant to the fields of SRMH
- Support the delivery of advocacy initiatives associated with CARE's core advocacy agenda
- Encourage and support partners to undertake relevant advocacy initiatives in support of shared advocacy agendas

R.5 Learning, Impact Monitoring and Knowledge Management

- Develop a culture of learning, impact monitoring and knowledge management among staff and partners
- Ensure effective monitoring and evaluation mechanisms are in place to track, document and share project impact (qualitative and quantitative)
- Identify major areas for research, study and evaluation around the thematic area and source suppliers to conduct these
- Support initiatives to identify, document, mainstream, scale-up and/or replicate good practices

R.6 Stakeholder liaison, reporting, coordination and representation

- Act as a focal person for providing progress reports to concerned CARE Member Partners in other offices, and relevant stakeholders
- Receive and support visitors, guests and representatives from donors and different stakeholders
- Contribute to maintaining the communication and intelligence gathering with CI members and ARMU, as relevant
- Participate in national level strategic forums and meetings related to SRMH and GBV/VAW
- Represent CARE at such meetings, using these opportunities to showcase CARE's best practices / experiences as well as raising issues related to CARE's advocacy agendas

Authority:

Spending Authority: **TBC**

Supervision: Project Managers/Team Leaders

Working conditions:

Based in Kathmandu with at least 25% travel to projects and partner offices

Person specification requirements:

Qualifications:

A qualification in Public Health is required. A Master's Degree in Public Health, with specialization on SRMH is required.

Experience:

Minimum seven years experience in relevant field of work. Experience of advocacy, good governance and civil society strengthening, particularly in the areas of SRMH



Knowledge and expertise:

- Deep knowledge of the reproductive health with gender dynamics of Nepal and their effect on Marginalized Women and Adolescent Girls, including strategies to tackle these, is essential
- Excellent understanding of Nepal’s Public Health Sector (Government, and other non government levels) is required
- Knowledge on women’s economic and political conditions and good understanding on empowerment will be advantageous

Skills:

- Excellent interpersonal, communication, training and facilitation skills
- Strong coordination, networking and advocacy skills
- Strong skills in project planning, implementation, monitoring and evaluation
- Excellent verbal and written language skills in both English and Nepali
- Computer skills, including knowledge of relevant software e.g. Microsoft office applications

Competencies:

- Leadership – Able to assume a leadership role in helping others to achieve excellent results
- 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 a team
- 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
- Influencing – Able to generate commitment and build consensus among others and gain their support
- Innovation – Demonstrates openness to new ideas, seeks out new opportunities
- Interpersonal sensitivity – Able to communicate with sensitivity and foster communication, actively listening to others

Approved by : _____

Date: _____

Incumbent’s Signature : _____

Date: _____

Supervisor’s Signature : _____

Date: _____