



District Program Coordinator

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** May 8, 2015, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : entry
Job Location : okhaldhunga
Offered Salary : None

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

- **Age Limit :** 27+ yrs
 - Knowledge of integrated community development programs and better understanding of project cycles
 - Must be proactive & result oriented
 - Must be able to manage work load and meet deadlines
 - Willing to live in remote area
 - Proficiency in training & facilitation skills
 - Sound in written and spoken English and Nepali
 - Advance computer knowledge and skill on Microsoft office package
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Job Description

VIN has been implementing projects in Kathmandu, Nuwakot and Okhaldhunga District. It has a vacancy for position of District Program Coordinator in Okhaldhunga.

The District Program Coordinator will be responsible for coordinating all VIN's projects in Okhaldhunga district. S/he should have a role in planning, designing, budgeting and implementing projects in target communities. Major responsibility of the position, but not limited to, will be:

Role and responsibilities of District project coordinator

The District Program Coordinator will be responsible for coordinating all VIN's projects in Okhaldhunga district. S/he should have a role in planning, designing, budgeting and implementing projects in target communities. Major responsibility of the position, but not limited to, will be:

Program planning and designing

- Planning, designing and budgeting of projects for different target groups based on the findings of the baseline research & the needs of the community
- Prepare project policy and strategic plan of VIN for Okhaldhunga

Implementation & Monitoring

- Develop action plan to implement the projects in consistent with objectives. Develop monthly and annual action plan. Confirm subordinates work plan
- Coordinate integrated community projects with focus on women, children and youth
- Design and deliver participatory workshops/trainings to target groups, e.g. women, children, youth and teachers to achieve the mission. Responsible in procurement, transportation and delivery of materials and supports to community
- Coordinate to implement VIN's projects for maximum output
- Regular monitoring and assessing the project activities using the qualitative methods
- Develop plan and mobilize local and international volunteers

- Provide guidance and support to subordinates and volunteers. Ensure regular monitoring of subordinates
- Regular updates of progress report to head office
- Maintain records, receipts and verifying documents of implemented projects
- Responsible to program manager

Administrative & coordination

- Manage subordinates effectively
- Effectively liaison with stakeholders, project partners and district officials
- Developing and maintaining networks with organizations at district level and exploring modes of collaboration
- Manage a harmonious working environment in branch office

Basic Salary : 25,000 or Negotiable

Other benefits: Transportation, communication, living stipend, Insurances, Provident Funds, Dashain Bonus

TO APPLY:

Please apply with your updated resume (CV) and motivation letter at career@volunteersinitiativenepal.org

OR,

Applying Procedure

Apply Link : <https://merojob.com/district-program-coordinator-4/>

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