



## District Program Coordinator

- **Vacancy for:** 1
- **Posted on:** Nov. 29, 2018
- **Deadline:** Dec. 12, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: NGO / INGO / Social work
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: okhaldhunga
Offered Salary	: NRs. 35,000.00 - 50,000.00 Monthly

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### Job Specification

Education Level	: Graduate (Masters)
Experience Required	: More than 3 years
Professional Skill Required	: Management, Leadership, Facilitation, Administration

### 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

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

#### **Applying Procedure:**

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

**OR,**

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#### **Applying Procedure**

Apply Link : <https://merojob.com/district-program-coordinator-7/>

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