



## Program Coordinator

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Dec. 11, 2015, midnight

### Basic Job Information

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

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### Job Specification

Experience Required : Not Required

### Other Specification

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### Job Description

#### 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.

**REQUIRED QUALIFICATION:**

- Master's Degree in public health (MPH), Social work (BSW), sociology or any other relevant field with minimum 3 years of experience in similar working area.
- 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

**Offered Salary:** 25,000 or Negotiable

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

**TO APPLY,**

Email your letter of motivation +CV at [career@volunteersinitiativenepal.org](mailto:career@volunteersinitiativenepal.org)

**See our website:** [www.volunteersinitiativenepal.org](http://www.volunteersinitiativenepal.org)

**OR,**

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**Applying Procedure**

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

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