



Programme Support Manager

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Nov. 25, 2016, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

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Job Description

Expected Start Date: January 2, 2017

Key Responsibilities

- Support the team in the achievement of the overarching objective of Sakchyam's Programme by ensuring that all activities are harmoniously integrated into partner programmes
- Take lead in enforcing implementation standards and timely delivery of programme activities in line with the requirements of DFID
- Effectively coordinate the information and request flow from DFID to partner level to actively support the programme
- Develop templates, tools and other support materials to facilitate effective and timely information flow to increase efficiency
- Support effective monitoring of financial sector and anchor firm partners and programme delivery mechanisms at different levels of execution
- Support the process for delivering innovative change and monitor the progress of change in Sakchyam's focal districts
- Support Finance and Admin Team in the contracting and monitoring of local sub-contractors
- Regularly review assigned risk management roles and ensure adequate controls are in place and report accordingly
- Guide field office to follow established procedures and guidelines to achieve overall project objectives
- Support Louis Berger home office on requests associated with internal and external audits; working with the project team to provide necessary documentations to comply with audit and financial review requirements
- In coordination with the Home Office, provide the project management with regular updates to budgets, expenditures, Value for Money Plan and burn rates
- Lead preparations for internal audits; performance reviews and impact assessments by working closely with other components of the Sakchyam programme and
- Assumes other management tasks determined by the Team Leader

Minimum Qualifications:

- Over 10 years of direct project management experience in the private sector (including the financial services industry) and on similar donor-funded programmes
- Masters' degree in economics/finance/business administration

- Strong understanding of design, and implementation of a 'Payment by Results' donor-funded programme; in particular economic development programmes implemented by DFID
- Preferred experience with UKaid/DFID Payment for Results, M4P and Value for Money indicator frameworks in Nepal and other parts of South Asia
- Previous experience of having worked in programmes that adopt economic development models to increase households' income and access to affordable finance
- Experience of effective use of digital media to raise awareness and increase transparency of DFID's efforts in Nepal is preferred
- Demonstrated leadership capability and a team player
- Fluency in using office software such as MS Word, MS Excel, MS PowerPoint, and other presentation tools
- Fluency in written as well as spoken English and Nepali
- English report writing skills is a must
- Prior experience designing and implementing economic development (preferably financial inclusion programmes) in the Mid- and Far-Western regions of Nepal and
- Willing to travel outside the Valley on short notice

An attractive remuneration package, commensurate with experience and qualifications will be offered to the right candidates for the above-mentioned position.

TO APPLY,

Interested candidates should submit their curriculum vitae with a cover letter stating the motivation for applying, salary expectation and a copy of their Nepalese citizenship certificate to

recruitment@sakchyam.com.np

Female candidates are encouraged to apply.

The deadline for receipt of applications is **5 PM Nepal local time, November 25, 2016.**

Applying Procedure

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