



Project Coordinator

- **Vacancy for:** 1
- **Posted on:** Oct. 17, 2017
- **Deadline:** Oct. 29, 2017, 11:55 p.m.

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : Senior Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : More than or equal to 7 years

Other Specification

- Experience of having worked with the Media particularly in capacity building of local media
 - Experience of successful project management, ideally in the media and development field, including developing, delivering, monitoring and closing projects
 - Experience in working with contracts, ideally with international development donors
 - Understanding of and commitment to international development, including the use of media for developmental goal
 - Experience working in either media or development in Nepal
 - Effective communication skills including the ability to write well in English
 - Experience of preparing, monitoring and managing complex budgets
 - Experience managing and developing staff
 - Excellent attention to detail
 - Excellent interpersonal skills, with a proven track record in forming effective relationships with a range of local and international partners
 - Experience of identifying and engaging with potential donors, and of successfully winning new business through proposal writing
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Job Description

Job Purpose:

Reporting to the Project Coordinator will be responsible for the overall planning, management and delivery of the project. The Project Coordinator will be responsible for ensuring that the project delivers on time, on budget and to high-quality standards.

The Project Coordinator will work in close coordination with consortium partners in ensuring project delivery. S/he will manage project staff and work in close collaboration with administration and finance teams. S/he will be responsible for financial and narrative reporting internally and to donors. The post will be based in Kathmandu but is likely to require frequent travel within Nepal.

- Work in coordination with consortium members in ensuring coordination between various components of the project
- Take the lead role in organising capacity building events for local broadcast media including state broadcasters
- Ensure that key thematic issues such as Gender and Social Inclusion including BBC Editorial Values are reflected throughout project deliverables and outputs;
- Ensure that all activities of the project are delivered on time, to agreed budget and to the highest standards. This may include input into the design of projects contracting freelancers for short-term work; follow up on legal or procurement issues; monitoring the delivery of projects in country against agreed objectives and the work plan, and representing the project or country

- teams internally and to donors
- Work closely with research team and ensure that research findings are incorporated into project design and implementation
- Contribute to the editorial quality and compliance of all programmes and materials produced. Coordinate regular programme and project reviews to monitor quality
- Contribute to knowledge sharing and policy development across the organisation
- When assigned, represent BBC Media Action externally to donors and other interested parties, as required and
- Provide clear guidance and allocate responsibilities to direct reports as required, including task oversight, professional development and performance management

Competencies

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

Analytical Thinking:

- Able to simplify complex problems, process projects into component parts, explore and evaluate them systematically. Able to identify causal relationships and construct frameworks, for problem-solving and/or development

Influencing and Persuading:

- Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change

Planning and Organising:

Is able to think ahead in order to establish an effective and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements

Imagination/Creative Thinking:

- Is able to transform creative ideas/impulses into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions

Managing Relationships:

- Able to build and maintain effective working relationships with a range of people. Team working

Communication:

- The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information

Problem Solving:

- Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for decision making and problem-solving. Transforms proposals/ideas into practical reality

Flexibility:

- Adapts and works effectively with a variety of situations, individuals or groups. Is able to understand and appreciate different and opposing perspectives on an issue, to adopt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements

Self-Development:

- Able to identify and apply opportunities for learning and development

Reports to: Project Director

Education Level: Master Degree

Experience: Minimum 7 years in a relevant field

Salary: Negotiable

Grade: 8

TO APPLY:

If you are interested in the position please send a CV and covering letter outlining your interest in the role, and demonstrating how you fulfil the essential skills and experience, by **October 29, 2017**, to application@np.bbcmediaaction.org (with job title in the subject line)

OR,

Applying Procedure

Apply Link : <https://merojob.com/project-coordinator-76/>

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