



Project Coordinator - Training and Capacity Building

- **Vacancy for:** 1
- **Posted on:** May 23, 2018
- **Deadline:** May 30, 2018, 11:55 p.m.

Department: BBC Media Action

Grade: 8

Reports To: Project Director

Based: Kathmandu with frequent travel to field locations

Duration: 8 months with the possibility of extension subject to funding

Job purpose

Reporting to the Project Director, 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 related to the project. Since most activities of the project are focused on capacity building of local radio station partners and WASH facilitators, s/he will work together with the project team to develop training curriculum based on needs assessments conducted prior to capacity building. S/he will need to spend considerable periods of time in regions 5, 6 and 7 coordinating training and mentoring.

Main Duties

- 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
- Design and deliver creative and engaging trainings and workshops using tested and valued adult learning techniques to media and development sector professionals, on a range of technical, editorial and genre-specific skills related to media and communication
- Design and implement multi-media training materials and courses and ensure the dissemination of these through various platforms and formats including distance learning
- Assist with project co-ordination, including work planning, financial management, ensuring health and safety of project staff, and liaising with project donors and partners as required
- Support narrative and financial reports on project implementation.
- Support the Project Director and others in business development of new projects

Essential skills and experience

- Minimum University Degree in the relevant field
- Minimum 5 years of proven track record of training design and implementation

- Understanding and practical know-how of adult learning techniques including coaching and mentoring
- Strong understanding of the role of communications in development.
- Minimum 5 years of strong experiences in radio and TV sectors including various formats
- Experience in project management, ideally in the development field, training projects
- Experience in working with contracts, ideally within the broadcast sector
- Demonstrable knowledge and understanding of BBC editorial values
- 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.
- Excellent attention to detail
- Ability to travel frequently to rural location at times for extended periods

Desirable skills and experience

- Experience of having worked in health and behaviour change communications

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 adapt 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

TO APPLY:

If you are interested in applying for this 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 **May 30 2018**, to application@np.bbcmmediaaction.org (with the job title in the subject line).

OR,

Applying Procedure

Apply Link : <https://merojob.com/project-coordinator-training-and-capacity-building/>

Generated By