

## Terms and Reference

**Post:** Project Officer (One)

**Location:** National Dalit Commission Kathmandu, NEPAL

**Application Deadline:** 5 April 2016 (7 Days)

**Starting Date:** 10th April, 2016

**Duration of Initial Contract:** The Contract Period is from April-December 2016 Renewable of Contact will be dependent on Performance.

### Duties and Responsibilities

#### **Responsibility:**

The **Project Officer** will work under the direct supervision and guidance of the Project Coordinator for UNDP's Strengthening the Rule of Law and Human Rights Protection System in Nepal Programme (RoLHR) Supported project in National Dalit Commission (NDC). The incumbent will be mainly responsible for overall implementation of the activities.

#### Especially the Project Officer will:

- Work under the direct supervision of the Project Coordinator.
- Develop Monthly/Quarterly timeline and work plan based on the project in accordance with procedures and obligations specified in grant agreement.
- Ensure participation of authorities and targeted group.
- Coordinate with government line agency at local level to ensure their support.
- Make field visit and other Project activities as per the requirement of the Project.
- Facilitate Workshops, Training or meetings, coordinates logistics, Schedule ad communicated with participants.
- Assist for the overall implementation of activities; Draft the letters and dispatched to the concerned personalities;
- Arrange the meetings/programs in Kathmandu-based and coordinate the district level activities;
- Assist to prepare activity progress reports/monthly/quarterly/annual reports;
- Work as a training facilitator organized by the program for developing trained human resource;
- Prepare activities progress reports of the field level activities and assist the Project Coordinator to prepare final reports; as implemented under the project component;
- Provide additional support to the Project Coordinator and as required to make this program a success;
- Support to develop partnership in implementation of activities with other programs and projects of the Government of Nepal and other partners;
- Support and promote gender equality and social inclusion in program activities;
- Obligated to brief the progress of field-based activities implementation on weekly/quarterly basis and explore the idea on the way forward.
- Implement Program/activities in Project arias as per the work plan.
- Organize Project inception workshops/meetings at National/Regional and District Levels.
- Assist Program Coordinator in Preparation of Progress Report.
- Provide Project related technical briefs, Manuals, case studies, and best practice.
- Provide inputs in developing and strengthening networks with partner agency.
- Knowledge, information updating in the related fields throw training, seminar, workshop and literature reviews.
- Any other duties that may be assigned.

### **Corporate Competencies:**

- Demonstrates integrity;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

### **Knowledge Management and Learning:**

- Promotes a knowledge sharing and learning culture in the office;
- In-depth knowledge on development and gender and social inclusion issues;
- Oral and written communication skills;

### **Development and Operational Effectiveness:**

- Excellent interpersonal skills;
- Focuses on impact and results and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Builds strong relationships with clients and external actors, at the senior levels;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.

### **Qualifications:**

- Should have at least Bachelor's degree/Diploma in Sociology or related field.
- Have at least Four years working experience
- Willingness and enthusiasm for Working with Vulnerable communities living in rural and remote areas of Country.
- Strong Communication and analytical skills.

### **Knowledge, Skills and Abilities:**

- In-depth knowledge on anti-caste discrimination laws, Dalit rights protection and promotion
- A rich experience of working with government agencies.
- Basic but rich skills in computer operations such as word excel Power Point etc.
- Knowledge of Program Implementation and Monitoring.
- Knowledge of Budgeting and accounting Principles
- Sound coordination and collaboration skills with government agencies and other stakeholders working in the caste and Dalit rights issues.

### **Language:**

Ability to speak and write in Nepali and English is essential.

**Note:** Qualified Dalit, candidates are highly encouraged to apply.