



## Job Framework Project Manager

Job Title:	Location:	Reporting to:	Development period
Project Manager	Kathmandu	People and Operations Director	4 months

The **Project Manager** is responsible to ensure robust, technically sound, efficient and effective program implementation and systems are in place for implementation of project activities of the organization.

The role is based at SPN Support Office Kathmandu, Nepal and regularly involves travels for project implementation, attending meetings/ events, monitoring, support and representing SPN.

SPN develop efficient, effective and sustainable family planning programmes with the technical assistance of our INGO partners. The primary responsibility of this role is to further SPN's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individual's right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live our **CORE VALUES**:

<b>Mission Driven</b>	<b>Client Centred</b>	<b>Accountable</b>	<b>Courageous</b>	<b>Resilient</b>	<b>Inclusive</b>
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Key Responsibilities	Measure
<p><b>Project Implementation and Donor liaison</b></p> <ul style="list-style-type: none"> <li>▪ Develop and implement quarterly Work plan of the project</li> <li>▪ Prepare budget and revised budget as required.</li> <li>▪ Lead the implementation of project activities in coordination with relevant departments. the with direct report from Project Assistant</li> <li>▪ Coordinate at the central and district level of the program implementation with government authorities and service providers as required by the project activities</li> <li>▪ Liaise with the Project Assistant and relevant stakeholders to ensure the effective implementation of project activities and maintain progress as planned.</li> <li>▪ Identify and address any challenges that may arise, proposing solutions to keep the project on track.</li> <li>▪ Fully responsible for delivering donor project activities on time, as per the budget and in accordance with the planned activities</li> <li>▪ Act as a primary point of contact for donor, ensuring timely communication, reporting, and compliance with donor requirements.</li> <li>▪ Facilitate coordination between internal teams and external partners to align project goals with donor expectations.</li> <li>▪ Support the preparation of project reports, proposals, and updates for donors and stakeholders.</li> <li>▪ Attend all project meeting as required</li> <li>▪ Track and monitor all program activities</li> <li>▪ Maintain relevant activity output records for donor reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Program work plans approved by donor every quarter and 100% activities in Project Work plan delivered on time and within budget</li> <li>• Implemented International Branding toolkit making local context friendly.</li> <li>• Effectively coordinate with local, national and international media to feature project and best practices.</li> </ul>



Key Responsibilities	Measure
<p><b>Innovation:</b></p> <ul style="list-style-type: none"> <li>▪ Lead and support innovations in program in collaboration with the program and operations, Policy and external relations and MDT</li> <li>▪ Support teams to plan, implement and evaluate innovative approaches and share learning across the teams</li> </ul> <p><b>Capacity Building and Technical Support:</b></p> <ul style="list-style-type: none"> <li>▪ Work closely with MDT for organizing necessary and relevant technical and non-technical trainings</li> <li>▪ Develop and deliver appropriate non-clinical training tools and materials</li> <li>▪ Ensure access to resources including SPN tools, and external learning resources, publications, sample documents etc for sharing across the teams</li> </ul> <p><b>Administrative responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Support HR department to develop standardised ToRs template for key positions, review of new ToRs, and provide input into the interview process as and when required</li> <li>▪ Obtain and maintain all necessary permissions and procurement process to operate the program, including procuring commodities and supplies</li> <li>▪ Support finance, HR and supply chain functions by ensuring all team members within the program comply with policies and procedures, advising these functions on changes that would improve organisational efficiency</li> </ul> <p><b>Ensure the program complies with the following:</b></p> <ul style="list-style-type: none"> <li>▪ Monitoring and reporting data on a monthly basis</li> <li>▪ Donor rules and regulations are adhered</li> <li>▪ SPN Sexual and Reproductive Health Commodities Quality Policy</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>▪ Organise and lead regular program meetings with the relevant department in SPN and with the donor team.</li> <li>▪ Conduct and oversee regular monitoring visits of the project implementation sites, with SMART action plans</li> <li>▪ Ensure that all team members are adhering to SPN's policy and procedures</li> <li>▪ Ensure all reporting requirements are accurate and provided in a timely manner, both to/from team/support office and to the donor.</li> <li>▪ Work closely with Marketing and Communications team to maintain standard branding</li> <li>▪ Document best practices and disseminate it as per need in coordination with M&amp;C</li> <li>▪ Support M&amp;C to analyse relevant communication channels to promote the program, provide evidence-based case study compilation for international and national news and manage media relation in national, local and international platforms.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop framework and tools to analyse programme relevance, productivity and impact</li> <li>• Periodic Training schedule and agenda is developed in coordination with MDT</li> <li>• ToRs template is designed and existing ToRs are revised and finalized as per required human resource planning</li> <li>• Intensive list of commodities is developed and dispatched according to need assessment in program implementation area</li> <li>• Developed incident reporting mechanism align with international guideline of incident management</li> <li>• Developed Travel and monitoring plan</li> <li>• Developed team supervision and reporting format</li> <li>• Align with key performance indicators of team, develop framework to evaluate the performance</li> </ul>

Travel: This position requires extensive travel to the site for better understanding of field level operations.



## Skills and Experience

### Qualifications:

- Minimum Master's Degree in Public Health, or Nursing with minimum of 5 years of experience in similar field.

### Experience:

- Experience in directly managing donor grants as the lead project
- Experience in reproductive health programming
- Experience in dynamic, fast-paced problem solving and turning around struggling initiatives
- Experience managing external contractors and consultants
- Experience as an advocate on SRH issues, either at a policy level or within an organization
- Experience as a line manager including performance management (desirable)
- Experience in financial forecasting and management
- Experience in writing donor reports for large grants, including narrative and results matrices
- Experience in working closely with the government of Nepal in Health at the central, provincial and local level

### Skills:

- Strong IT skills, including Microsoft Office package
- Ability to design, implement and monitor effective project cycle management and monitoring and evaluation best practice
- Experience in a leadership position
- Resilient personality
- Confident presenter to high level
- Analytical ability and a creative thinker
- Understanding of, and ability to write and edit donor proposals and reports
- Fluency in both written and spoken English, with exceptional writing and presentation skills
- Ability to work well with others in a team environment
- Ability to manage a very heavy and fluctuating workload

### Attitude / Motivation:

- Demonstrates SPN team member behaviours.
- Prochoice