



## Job Framework Project Officer

Job Title:	Location:	Reporting to:	Probationary Period
Project Officer	Sarlahi	Project Manager	6 months

The Project Officer is responsible to ensure robust, efficient and effective implementation of project activities of the organization.

The role is based in Sarlahi, Nepal, and regularly involves travel to various municipalities within the district and to Rautahat for project implementation, attending meetings and events, providing 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 advance 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**:

Mission driven	Client centered	Accountable	Courageous	Resilient	Inclusive
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The below responsibilities are included for the position, but not limited to.

Key Responsibilities	Measure
<b>Operations</b> <ul style="list-style-type: none"> <li>Develop weekly and monthly workplan of project activities in coordination with Project Manager.</li> <li>Lead the implementation of project activities at Sarlahi and Rautahat.</li> <li>Liaise with provincial and district-level government authorities, UNFPA staff, and other relevant stakeholders to ensure effective implementation of project activities and maintain planned progress</li> <li>Coordinate with relevant stakeholders from district for collaboration and information sharing.</li> <li>Identify and address any challenges that may arise at district, proposing solutions to keep the project on track.</li> <li>Manage all field logistics for project activities, including coordination, pre-planning, setup, delivery, and evaluation, ensuring compliance with regulations.</li> <li>Ensure availability for daily and weekly follow-ups with Project Manager to ensure activities progress according to set targets, with proper recording, reporting, documentation, and monitoring, aligned with program needs.</li> <li>Maintain and organize project documents, reports, and records.</li> <li>Track project progress, deadlines, and deliverables and provide update to Project Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Detailed weekly/monthly plans</li> <li>Event and financial report</li> <li>Logistics managed within budget</li> </ul>

<ul style="list-style-type: none"> <li>Assist in developing and reviewing IEC materials such as brochures, posters, videos, and training manuals in <b>local language</b> and coordinate with designers, content creators, and other stakeholders to finalize materials.</li> <li>Monitor and evaluate project activities at the district level to assess project impact and effectiveness.</li> <li>Work together with the Project Manager to achieve all of the project objectives.</li> </ul>	
<b>Administrative Duties</b>	
<ul style="list-style-type: none"> <li>All logistics related tasks including hotel booking, hall booking for meetings, budgeting, financial settlements etc.</li> <li>Work together with the relevant team at the Support Office to ensure the timely completion of assigned tasks.</li> <li>Responsible for all administration tasks of the project.</li> </ul>	<ul style="list-style-type: none"> <li>Administration completed to deadlines</li> </ul>
<b>Reporting and Documentation</b>	
<ul style="list-style-type: none"> <li>Develop event report after completing each event and submit to the Project Manager.</li> <li>Work together with the Project Manager to review and finalize reports for accuracy.</li> <li>Obtain all hard copy of the program and submit to Manager/POD/Finance Officer for review and approval.</li> </ul>	<ul style="list-style-type: none"> <li>Event and financial reports reviewed and submitted on time</li> </ul>
<b>Financial administration</b>	
<ul style="list-style-type: none"> <li>Keep track of the expenses and plan spending accordingly.</li> <li>Coordinate with procurement, vendor and logistics for events or fieldwork.</li> <li>Request the programmatic advance on time as per workplan.</li> <li>Maintain financial records, prepare monthly operating cash and other financial reports.</li> </ul>	<ul style="list-style-type: none"> <li>Petty/Operating Cash paid on time</li> </ul>
<b>Logistics Management</b>	
<ul style="list-style-type: none"> <li>Work together with Warehouse Assistant to ensure the availability of logistics/medicines and supplies required</li> <li>Submit stock order/ purchase requisition to line managers for approval, send to Procurement for procurement process.</li> </ul>	<ul style="list-style-type: none"> <li>Stock order accurate and received on time</li> <li>Teams receive correct stock on time</li> </ul>

**Perform any other duties as requested by Line Manager**

## Skills and Experience

### Qualifications:

- Minimum bachelor's degree in Public Health, or Nursing.
- Minimum of 3 years of related work experience especially in project implementation.

### Experience:

- A good understanding of the issues of **SOGIESC** particularly in access to health services.
- Experience in implementing SRHR related project targeting **SOGIESC** community.
- Experience in dynamic, fast-paced problem solving and turning around struggling initiatives.



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- Experience in financial forecasting and management.
- Experience in writing reports, including narrative and results matrices.
- Experience in working closely with the Government of Nepal in Health at the provincial and local level.
- Experience of handling administration duties.

#### **Skills and Abilities:**

- Good communication and coordination skills.
- Fluency in both written and spoken English, with exceptional writing and presentation skills.
- Local candidate with the ability to understand and communicate in local language will be prioritized.
- Strong IT skills, including Microsoft Office package.
- Multi-tasking and ability to meet deadlines.
- Ability to manage a very heavy and fluctuating workload.
- Able to work under pressure and with minimum supervision.