

POSITION DESCRIPTION

World Vision International Nepal



Our Vision: Our Vision for every child, life in all its fullness.
Our prayer for every heart, the will to make it so.

Our Values: These core values are the fundamental and guiding principles that determine World Vision's actions.

- We are Christian
- We are committed to the poor
- We value people
- We are stewards
- We are partners
- We are responsive

WORK CONTEXT/ BACKGROUND:

World Vision International Nepal (WVIN) is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. WVIN has been working with the world's most vulnerable people operating in Nepal since 2001. WVIN serves all people regardless of religion, race, ethnicity or gender. Program aims to improve the well-being of the poor especially children through sustainable development, humanitarian emergency affairs (HEA) and advocacy.

As a Child Safe Organization (CSO) WVIN commits to and ensures "do no harm" in our work with children and communities. Furthermore, we require and promote child safe behaviors at work as well as in personal life. Every individual affiliated with WVIN is responsible and accountable to comply and promote with the standards of CSO.

Key Position Information

| | |
|----------------------------|---|
| Job Title | District Programme Manager |
| Position Reports To | Field Operations Director |
| Position Location | one of the district in province no. 2, Nepal |
| Position Purpose | <p>WVIN currently has development programs in eleven districts of Nepal, and works with our partners through integrated programming in the priority sectors of education, health & nutrition, economic development, protection and disaster risk reduction.</p> <p>WVIN will begin programming in one of the district in province 2 this year, initially through an Inclusive Education project funded by the Australian NGO Cooperation Program (ANCP). Future programming in one of the district in province 2 will include other projects within our priority sectors as mentioned above, with support from sponsorship, non-sponsorship and grant funding.</p> <p>WVIN seeks a District Program Manager to lead WVIN's overall program in one of the district in province 2, and manage all the projects implemented in the district.</p> |

POSITION DESCRIPTION

| | | | |
|------------------------------|--|---------------------------------------|---|
| | <p>The District Programme Manager is responsible to ensure that all WVIN's projects and overall program in one of the district in province 2 are implemented efficiently and effectively to reach the most vulnerable children, families and communities. S/he will lead the management of all partner NGOs in the district, and will ensure smooth selection of PNGOs, phase in and phase out of PNGOs.</p> <p>S/he will lead the management of the projects, including people management, financial management, supply chain management, administrative management and risk management. S/he will ensure that all projects are implemented as per the quality benchmarks, industry standards, donor guidelines and requirements, government regulations and organizational policies and procedures.</p> <p>S/he will ensure that all monitoring, beneficiary tracking and accountability mechanisms are in place; quality reports are prepared and submitted in timely manner; and corrective measures are taken proactively.</p> <p>S/he will ensure that all of WVIN's PNGOs and projects in the district are coordinated with the local governments and district government. S/he will represent WVIN and manage relationships with the relevant government stakeholders including district and provincial government.</p> <p>S/he will ensure that WVIN's staff in the district are engaged in funding acquisition efforts and organizational strategic processes.</p> | | |
| No. of Direct Reports | 5-7 | Positions Supervised (Matrix): | <ul style="list-style-type: none"> • Project Specialist(s)/ Coordinator(s) • Support Services Coordinator • MEAL Coordinator |
| Grade | 15 | Date created /updated: | 17 June 2018 |
| Financial Authority | As per the Level of Authority (LOA) | Decision Making Authority | As per the Level of Authority (LOA) or with approvals from Field Operations Director |

| Important Functional Relationships | | |
|--|--|---|
| External | Internal to WVIN | Committees/Groups |
| <ul style="list-style-type: none"> ▪ Provincial, District and Local Governments ▪ Government Line Ministries ▪ INGOs and local NGOs ▪ Religious faith leaders ▪ Media corporations ▪ Partner NGOs ▪ Consortium Partners | <ul style="list-style-type: none"> ▪ WVIN's Departments – Field Operations, Sponsorship, Programme, Resource Development, MEALS, Support Services (Finance, Supply Chain Management, IT, Admin), Public Engagement, Security, Audit ▪ Senior Leadership Team ▪ Senior Management Team ▪ Crisis Management Team ▪ World Vision's Support Offices (Funding Offices) | <ul style="list-style-type: none"> ▪ Association of International NGOs (AIN) ▪ Federation of NGOs |

POSITION DESCRIPTION

| Expected End Results | Weight | Indicators |
|---|------------|--|
| <p>All projects are implemented efficiently and effectively to reach the most vulnerable children, families and communities</p> | <p>30%</p> | <ul style="list-style-type: none"> ▪ Ensure that all projects commence on time, deliver results as per the approved plans & budgets, and are implemented as per the quality benchmarks, industry standards, donor guidelines and requirements, government regulations, and organizational policies and procedures. ▪ Lead the overall district level strategic, financial, and operational planning, including the annual work planning process, budgeting, and development of an appropriate project exit strategy. ▪ Lead the overall baseline, monitoring, evaluation, beneficiary management and accountability processes. Ensure MEAL mechanisms are established and robust, and learning is incorporated into programming and implementation. ▪ Provide overall managerial leadership to, and ensure technical leadership and competency in all of WVIN's projects and program. ▪ Oversee the timely submission of all deliverables to management, donors and sponsors, including regular reports (monthly, quarterly and annually), financial reports, and other reports and key documentation as required. ▪ Ensure that at least 85% of all projects' beneficiaries meet the Most Vulnerable Children and/or the Most Vulnerable Families criteria. |
| <p>All partnerships in the district are managed well to achieve organizational objectives</p> | <p>30%</p> | <p><u>Partner NGOs</u></p> <ul style="list-style-type: none"> ▪ Lead the management of partner NGOs' performance to ensure that project results are delivered as per the agreed MOAs, plans, budgets, quality benchmarks, donor guidelines and requirements, government regulations, and organizational policies and procedures. ▪ Ensure adequate strengthening of partner NGOs' management, technical and functional capacity to achieve projects' deliverables. ▪ Ensure that regular and timely meetings with partner NGOs take place as per expected requirements, corrective actions from project monitoring and tracking are taken, and action plans are followed up. ▪ Facilitate the district level requirement for selection of partner NGOs. <p><u>Governments</u></p> <ul style="list-style-type: none"> ▪ Lead the management of relationship with relevant governmental stakeholders at the local, district and provincial level as required. ▪ Ensure coordination with relevant governmental units for timely approval and smooth implementation of WVIN's projects and program. ▪ Ensure that relevant information and reports are submitted timely to governmental stakeholders as per the regulations. ▪ Ensure that planning processes facilitate ownership of governmental stakeholders for sustainability. <p><u>Consortium Partners</u></p> <ul style="list-style-type: none"> ▪ Perform the responsibilities related to the Advisory Group Committee or Steering Committee as per the Terms of References. ▪ Ensure support to consortium partners as per the Teaming Agreements to enable successful partnership and achievement of project's objectives <p><u>Donors</u></p> |

POSITION DESCRIPTION

| | | |
|--|-----|---|
| | | <ul style="list-style-type: none"> ▪ Lead preparation, facilitation and smooth running of donors’ and sponsors’ field visits. ▪ Work closely with other WVIN’s departments to build and maintain strong and sound relationships with donor representatives in country. <p><u>Other External Stakeholders</u></p> <ul style="list-style-type: none"> ▪ Ensure that accountability systems function effectively to enable information sharing, feedback and complaint by communities and stakeholders. Ensure that planning processes facilitate ownership of target communities for sustainability. ▪ Facilitate the mapping, prioritization and management of all other partnerships and relationships that are appropriate and relevant to the success of WVIN’s program and projects in the district. ▪ Represent WVIN’s program or projects in different forums as appropriate. Disseminate learning from WVIN’s projects to relevant external stakeholders through appropriate communications channels. |
| All staff are highly engaged and deliver optimum performance | 15% | <ul style="list-style-type: none"> ▪ Lead recruitment of positions required by WVIN’s projects and program in the district ▪ Ensure that all new staff complete orientation within 45 days and have a probationary review within 6 months ▪ Manage performance of staff through provision of timely and ongoing feedback, regular one-on-one performance conversations, as well as quarterly setting of performance scorecard and performance review ▪ Facilitate individual development of staff as per the plans |
| All risks associated with WVIN’s projects and program are managed | 15% | <ul style="list-style-type: none"> ▪ Lead the identification, assessment, prioritization, mitigation, tracking and reporting of all risks associated with the presence and operations of WVIN’s projects in the district. ▪ Ensure that all WVIN’s staff, projects and PNGOs in the district are in compliance with policies, guidelines and standards required for Financial Management, Supply Chain Management and Asset Management. Develop and implement appropriate control systems. ▪ Facilitate audit processes as required, and ensure that all audit recommendations are implemented. ▪ Lead the implementation of Child Protection Policy and ensure that child safe organization practices are followed. ▪ Implement anti-corruption and fraud strategies. ▪ Be responsible for the safety and security of WVIN’s staff and assets as per the Core Security Requirements ▪ Ensure that all WVIN’s projects and PNGOs have disaster preparedness measures as per their risk contexts. |
| All WVIN’s staff contribute to resource development, organizational life and | 10% | <ul style="list-style-type: none"> ▪ Lead WVIN’s staff engagement in key organizational strategic processes including but not limited to strategy development and review, annual business planning, review and reporting. ▪ Lead district level contribution to funding acquisition efforts and new project start-up. Ensure that proposal documents including budgets, DIPs and risk matrices reflect district and operational realities, as well as consultation with local stakeholders. |

POSITION DESCRIPTION

| | | |
|----------------------|--|--|
| strategic objectives | | <ul style="list-style-type: none"> ▪ Create and maintain a working environment that encourages critical thinking, learning and feedback, and strives to improve efficiency, effectiveness and quality of performance ▪ Provide accurate, detailed and timely responses to requests for information from donors, sponsors and funding offices. Communicate operational challenges and justification early to the management and resource development team for timely communications to donors, sponsors and funding offices. ▪ Perform other organizational and business processes that are required to contribute to WVIN's strategic objectives and to maintain a healthy organizational life ▪ Demonstrate understanding of and commitment to World Vision's Core Values in the approach to work and relationships |
|----------------------|--|--|

| Position Specification | | |
|-------------------------------|---|-----------|
| Education | Bachelor's Degree in any one of the following fields: Education with a specialty in Inclusive Education, curriculum and instruction, teacher education, education policy, child protection, psycho-social support (PSS), social safety nets management or other relevant international development fields with a bias toward education. | Essential |
| | Master's Degree in any one of the following fields: education with a specialty in Inclusive Education, curriculum and instruction, teacher education, education policy, child protection, psycho-social support (PSS), social safety nets management or other relevant international development fields with a bias toward education. | Preferred |
| Knowledge & Skills | Understanding of poverty issues, development theories and sustainable development practices. | Essential |
| | Demonstrable technical understanding of inclusive education issues and/or child protection and GESI issues, and how these play out in Nepal context in general or in the district specifically. | Essential |
| | Knowledge of World Vision's Technical Programmes and organizational policies and standards, including Sponsorship standards | Preferred |
| | Strong leadership skills including the ability to communicate vision, provide direction, motivate results, inspire commitment to organizational objectives and priorities, as well as encourage feedback, learning and continuous improvement. | Essential |
| | Strong people management skills including recruitment, performance management and talent development skill. | Essential |
| | Strong project management skills including the ability to plan and | Essential |

POSITION DESCRIPTION

| | | |
|------------------------------------|--|-----------|
| | budget; manage performance of partners and contractors; monitor, evaluate and communicate results; think strategically and analytically, as well as solve problems. | |
| | Effective written and oral communications skills including presentation and reporting skills. | Essential |
| | Good interpersonal skills and cross-cultural sensitivity. Strong collaboration skills to mobilize engagement and influence. Must be able to interact with a diverse groups of people. | Essential |
| | Computer literacy; Strong computer skills including Word, Excel, PowerPoint. | Preferred |
| Experience | A minimum of 5 years demonstrated technical and/or management experience in education or related field. | Essential |
| Work Environment | Will be required to travel up to 50% of the time for project monitoring and managing key relationships. | |
| | Willingness to work outside office hours especially when traveling and working with sponsor/donor visits and stakeholder consultation. | |
| | Committed to World Vision Ethos, Mission, Vision and Core values | |
| Core Capabilities | | |
| Achieving Capabilities: | Achieving Capabilities: Achieving quality results and service Practicing accountability and integrity Communicating information effectively | |
| Self-Managing Capabilities: | Self-Managing Capabilities: Learning for growth and development Maintaining work/life balance and effectiveness | |
| Thinking Capabilities | Thinking Capabilities Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity | |
| Relational Capabilities: | Relational Capabilities: Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups | |

| | | |
|-------------------------|--|--------------|
| Prepared by: | | Date: |
| Manager: | | Date: |
| Position Holder: | | Date: |

POSITION DESCRIPTION

| | | |
|-----------------------------|--|--|
| Date of Appointment: | | |
|-----------------------------|--|--|