PMF Template 1.2.1

Job Description

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| Job Title | Project Manager- DRR and WASH | Reports To | Cluster Team Leader, Mugu | Location | UMN, Mugu Cluster Office |

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| Objective of the job | To ensure successful implementation of Local Empowerment of Actions for Disaster Risk Reduction (LEAD) and Drinking Water project and contribute to the UMN's Cluster strategy through effective capacity-building, relationship-building, project management with technical expertise. |
| Areas of Responsibility | Decision Making | Qualification & Experience |
| **Relationships and Processes*** Build strong relationships with key local project stakeholders and cooperate with them for successful project implementation.
* Coordinate and represent UMN in relevant local networks and forums.
* Ensure that the community (including poor and excluded people) is thoroughly involved in bottom-up project design and implementation.
* Build strong relationships with implementing partner(s) and maintain them through regular interaction, coaching, and feedback.
* Develop partner staff capacity wherever required, notably in DRR and WASH system strengthening, planning, implementation and monitoring and any other relevant areas from the partner organisational development plan.
* Work together with other Cluster staff to ensure integrated outcomes, and with UMN Thapathali staff to share learning and shape technical strategies.

**Project Management*** Overall management of DRR and WASH project to achieve its goals and outcomes effectively within the given time frame.
* Hold accountability of budget and ensuring timely achievement and its proper utilisation.
* Monitor monthly expenditure against budget and present quarterly plan vs achievement and quarterly plan in Quarterly Budge Review Committee (QBRC) meeting in coordination with Admin and Finance Officer
* Ensure that approval for any variances/changes is obtained before implementation.
* Work closely with Project Officer for the effectively teamwork to achieve overall goal of the project.
* Provide technical support and guidance for the effective mobilisation of field-based project staff of partner
* Proactively seek amendments to planned activities and results when necessary and ensure delivery of approved activities and planned results.
* Be completely familiar with donor contract and familiarize partner(s) with contract and ensure that all donor compliances and requirement are fulfilled timely
* Use money works to verify partner expenses, facilitate budget release, and ensure timely financial reports
* Maintain proactive communication about any changes, problems, etc. with line manager and all relevant UMN staff
* Produce all project reports (internal and donor), annual work plans, and budgets, get feedback from Thematic Lead Livelihood on time
* Coordinate with respective thematic leads, and units at Thapathali for technical support as per need.
* Coordinate and ensure timely monitoring and evaluations in coordination with Monitoring Evaluation and Learning team, Thapathali
* Produce high-quality stories and photos in technical support of UMN Communications Team.
* Ensure that all UMN policies are followed and Cross Cutting issues i.e., Climate Change, Conflict Sensitivity, Gender and Disability are incorporated in the project.

**Technical** * Assessing and developing new concept note, proposals, and project design in coordination with cluster team and Grant Management Unit
* Provide necessary technical input and support in relevant components/activities of other projects in cluster as per need.
* Develop a good understanding of DRR and WASH gaps and need of the local communities in cluster to support effectively. Similarly, build partner staff understanding of these systems.
* Contribute to development and implementation of UMN/Cluster strategy, plans for UMN’s DRR and WASH theme and enhance integration of these work with other projects and partner activities.
* Identify advocacy issues relevant to DRR and WASH and support their incorporation into UMN, Cluster, and/or programme strategies.
* Support in developing training packages, training manuals and materials, ensuring UMN's DRR interventions are based in good practice and are innovative, and sharing learning in various forums including UMN’s technical forums.
 | * Budget holder for project
* Lead participatory design process of integrated projects
* Contribute to Cluster strategy decisions
* Contribute to Technical Forum learning and decisions
 | * Master’s Degree in Engineering/Environmental Science or in relevant field with three years’ experience in integrated project management with particular focus on DRR and WASH Or, Bachelor's Degree in Engineering/Environmental Science or in relevant field with five years’ experience in integrated project management with particular focus on DRR and WASH.
* Excellent knowledge and understanding of current DRR and WASH issues in Nepal
* Strong experience of project management including planning, budgeting, monitoring, reporting and developing proposals
* Experience with Integrated project management and participatory project designing, implementation, monitoring and evaluation
* Familiar with up-to-date poverty eradication strategies, policies, and development practices in Nepal and outside
* Experience in managing projects through local partner organisation
* Experience in working in remote areas in cross cultural environment
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| Dimensions | Skills, Attitudes, Behaviours |
| * Member of Cluster Team
* Member of UMN’s Technical Forum
* Representing UMN at relevant technical forums
* Ensures mainstreaming of cross-cutting issues in their projects
* Supports organisational development and capacity building of UMN partner organisations
 | * Seeking to model the UMN values and vision
* Strong commitment to serving the poorest and excluded people—to finding innovative ways they can participate in and benefit from UMN’s work
* Belief in the ability of the poor to analyse their own problems and transform their lives
* A good trainer, mentor, and coach and eager to build the capacity of others
* Good persuading & influencing skills, able to enthuse others
* Social skills necessary to build effective working relationships with a broad range of people
* Learning attitude
* Good computer skill and communication skills in Nepali and English language, both written and verbal, in order to present technical information in an appropriate manner
* Proactivity and self-motivation
* Flexible in terms of work time, workload and travel.
* Able to thrive in a situation of change and uncertainty
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