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| JD TEMPLATE VERSION | July 2021 |
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PMF Template 1.2.1

Job Description

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| Job Title | Project Manager – Resilient Livelihoods (Climate-change Impacts Mitigation & Adaptation for Environmental Sustainability Project) | | Reports To | Cluster Team Leader | Job Level | Level 6 | Location | UMN, Bajhang Cluster  UMN, Doti Cluster |
| Objective of the job  The job holder will …..in order to….. | | *Take an overall project management of CLIMATES project. Additional contribution includes implementation of UMN's Cluster strategy, technical backstopping in Resilient Livelihoods, Disaster/Climate Change adaptation and mitigation related issues, relationship-building and new concept development.* | | | | | | |

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| Areas of Responsibility | Decision Making | Qualification & Experience |
| **Relationship and processes**   1. Build strong relationships with communities and local government and key stakeholders in working Palikas. 2. Build strong relationships with implementing partner(s) and maintain them through regular interaction, onsite coaching, and feedback on performance. Facilitate to build their capacity, especially, apply the ‘work base learning’. Impart technical know-how and exogenous knowledge of the project to partner and cluster team, notably in ‘youth employability’ and any other relevant areas of the cluster and partner organisation development plan. 3. Build strong relationships with service providers, community groups, users committees and relevant network and forum for successful project implementation. 4. Work closely with Palika, district and Province level line agencies specially agriculture and employment sections. 5. Take opportunity to get involve with province and RM level Climate Change and DRR and Resilient Livelihoods strategy. 6. Work together with UMN Thapathali staff and other Cluster staff to ensure integrated outcomes and learning sharing and new project design.   **Project Management**   1. Work alongside UMN partner(s) to manage CLIMATES project. 2. Ensure that the community (including poor and excluded people) is thoroughly involved in project implementation, baseline monitoring, mid line and end line of the project. 3. Lead the development of concept notes and project proposals and new environment protection, climate change, disaster management related projects design with UMN partner(s) and communities 4. Proactively seek amendments in the project objectives, targets and results when necessary; otherwise, ensure delivery of agreed outputs and planned results. 5. Be completely familiar with donor contract and familiarize partner(s) with contract. Ensure full compliance with all donor and UMN requirements. Additionally, proactively explore how the UMN projects are contributing to the plan of local government and international priorities such as SDG. 6. Manage project budget, monitoring the spending on at least a monthly basis, and ensure that permission for any variances is obtained before implementation. Review and verify partner expenses, facilitate budget release, and make financial reports. 7. Maintain proactive communication about any changes, problems, etc. with line manager and all relevant UMN staff. 8. Produce all project reports (internal and donor), annual work plans, and budgets. 9. Ensure strong project monitoring and evaluation. Proactively document and share learning through all appropriate channels and systems. Provide high-quality stories and photos for UMN Communications Team. 10. Ensure that all UMN policies, including for cross cutting issues, are followed   **Technical assistance**   1. Develop a good understanding of climate change adaptation, environment protection, disaster risk management and natural resource management. Build cluster and partner staffs understanding of these components. 2. Develop initiatives and support partner NGOs to implement climate smart technologies, natural resource conservation, micro enterprises, climate induced hazard prevention and so on. 3. Contribute to development and implementation of the Cluster strategy and enhance the integration of ‘employment opportunity’ of target groups. 4. Identify advocacy issues relevant to disaster risk mitigation, climate change adaptation, environment protection and natural resource conservation and so on and support their incorporation into UMN, Cluster, and/or programme strategies. 5. Work with relevant Thematic Leader in Thapathali office for developing training packages, training manuals and materials; developing strategy and plans; uphold UMN's profile across palika, district and province with a good programming, based in good practice and innovation; coordinating with other UMN department functions eg. MEAL-CC when required; and sharing learning and best practice in various forums within and across organisation | * Budget holder for project * Lead bottom-up participatory process throughout the management cycle of CLIMATES project * Contribute to Cluster strategy decisions * Contribute to Technical Forum learning and decisions * Lead to develop relevant project concept, proposal and detail plan * Responsible for direction-setting, design, and decision around e.g. a project or one or more corporate processes | * Master's Degree in Environment Science, Climate Change, Sustainable Development, Disaster Management, Agriculture Science or relevant discipline **OR** Bachelor’s degree in Environment Science, Climate Change, Sustainable Development, Disaster Management, Agriculture Science or relevant discipline. * Minimum three years (for Master’s degree) or 5 years (for Bachelor’s degree) of working experience in integrated project management with particular focus on climate change impact mitigation, adaptation, and resilient livelihoods * Experience in networking, advocacy, partnership with community, local government, service providers, financial institute is strongly desirable * Strong experience of project management including planning, budgeting, monitoring, reporting and developing proposals * Experience with participatory bottom-up project assessment, design, implementation, and monitoring processes * Familiar with up-to-date poverty eradication strategies, right based approach, policies, and development practices in Nepal and international, * Experience in working in remote areas in cross cultural environment, |
| Dimensions | Skills, Attitudes, Behaviours |
| * Member of Cluster Team * Member of UMN’s Technical Forum * Representing UMN at relevant networks and forums * Ensures mainstreaming of cross-cutting issues in the projects * Supports organisational development and capacity building of Cluster team and Partner organisations | * Independently lead the assigned project. * Seeking to model the UMN values and vision * Heartfelt 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, self-motivated to keep updated on development trends * Good computer skill and communication skills in Nepali and English language, both written and verbal, to present technical information in an appropriate manner * Good understanding about various vocational skills and their accreditation procedure * Knowledgeable on ‘cash transfer’ programming * Proactivity and self-motivation * Flexible in terms of work time, workload and travel * Able to thrive in a situation of change and uncertainty * Respect for gender and cultural diversity |