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| JD TEMPLATE VERSION | July 2021 |
| JD LAST REVIEWED ON | July 2022 |

PMF Template 1.2.1

Job Description

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| Job Title | Project Officer- Child Rights | | Reports To | Cluster Team Leader | Job Level | 5 | Location | Nawalparasi Cluster |
| Objective of the job  The job holder will …..in order to….. | | To provide technical support to the local partner for the implementation of the project ”Strengthening Child Rights in Pratappur (SCRIP)” in Pratappur RM, Nawalparasi as per UMN's strategy through effective capacity-building of local partners, relationship-building and project management to achieve the project objectives and goal. | | | | | | |

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| Areas of Responsibility | Decision Making | Qualification & Experience |
| **Project Management:**   * Build strong relationships with key local project stakeholders, and local implementing partners, and work closely with cluster team, partner and local government. * Conduct project teams' capacity needs assessment, develop the plan and build the technical capacity of local implementing partners and project staff in implementing the project. * Proactively seek amendments to planned activities and results when necessary; otherwise, ensure delivery of approved activities and planned results. * Be completely familiar with the donor/supporting partner contract and familiarize the local implementing partner with the contract. Ensure full compliance with donor and UMN requirements and reporting by meeting the deadlines. * Ensure that the projects are implemented according to the approved CFP (activities and budgets) with maintaining the technical standard of all interventions taking technical support as needed from the Education Thematic lead in Thapathali. * Proactively monitor budget expenses at POs level and directly responsible for project budgets. Quarterly update actual budget expenses to Cluster Team Leader and QBRC Team in close cooperation with Finance Coordinator. * Prepare and submit internal and donor reports quarterly, semi-annual and annual. Ensure that all UMN policies, including for cross-cutting issues and safeguarding, are followed. * Regular monitoring of project at the implementation level and provide technical coaching and support as necessary.   **Technical:**   * Develop understanding and technical expertise on rights-based, resilience and value-based approaches and facilitate to develop the capacity of partner and project staff and implement them in the project. * Provide technical support to partners in planning and implementation, of the project and provide close follow-up and monitoring of the activities and timely progress reporting of the projects. * Participate and contribute to preparing and implementing the cluster team plan and development of new concept notes and proposals related to the need and cluster CSP/ICSP as per the need of the cluster. * Support partners in planning, implementation, and evaluation of their plans. Support partners to regularly follow up and monitor their programmes and plans and promote timely reporting as necessary. * Contribute to the implementation Cluster Strategic Plan of UMN Nawalparasi Cluster. * Provide technical support to Child Club/Youth Club and RM to develop/review guidelines/policies related to Child rights. * Develop the capacity of partner and project team on child and youth-led monitoring committee and mechanisms and support to implement in the project and its communities * Document the learnings and share best practices and experiences gained in Child rights within and outside UMN. * Support and involve carrying out action research on child marriage and protection issues as identified and required in the project * Support partner and ensure quality standards of the project are developed and implemented accordingly * Support Education Thematic Lead in developing training packages, training manuals and IEC materials which are appropriate for the SCRIP project. * Support and coordinate with RM, District and Provincial Child rights network/ forums. | * To contribute input into the Cluster Team | * Bachelor’s Degree in Education (Preferrable in English)/ Law (preferable in Child Rights as special subject)/ /Social science. * At least 3 years of working experience in Child Rights and Community Development. * Knowledge and experience in rights based and resilience approach * Sound knowledge on Child rights situation, child rights in Nepal. * Experience in concept note/proposal development and proposal writing. Familiar with participatory tools & techniques and group mobilisation. * Experience in material development, training and facilitation of workshops/trainings at district level and in rural settings. * Familiar with up-to-date child protection strategies, policies, and development practices in Nepal and outside. * Experience in managing projects through local implementing partner organisation/s. * Skilled in coordination and networking with local, district and province level stakeholders. * Experience of working in a cross-cultural environment. |
| Dimensions | Skills, Attitudes, Behaviours |
| * Member of the Cluster Team, Education Team * Represent UMN at relevant technical forums as appropriate, and at the local level, district and provincial level | * Persuasion, motivation and influencing. * A good trainer/facilitator, eager to build the capacity of others. * Cultural sensitivity, flexibility and openness to learning and change. * Have demonstrated self-motivation and proactive; searching out opportunities for influence and to motivate others. * Social skills are necessary to build effective working relationships with a broad range of people. * Good and effective communication skills, both written and verbal in Nepali and English, in order to present technical information and at an appropriate manner and level. Good command of written and spoken English is desirable. * Sound computer skills including Word and Excel, PowerPoint etc. * Ability to translate professional English to Nepali and vice versa (basic) is desirable. * Seeking to model the UMN values and positive attitudes to work and reach up to the ultra-poor community. |