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

PMF Template 1.2.1

Job Description

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| **JOB TITLE** | Project Manager – Disability Inclusion  | **Reports To** | Cluster Team Leader | **Job Level** | 6 | **Location** | Nawalparasi Cluster |
| OBJECTIVES OF THE JOB*The job holder will …..in order to…..* | To lead and oversee the effective management (overall impact of project quality and budgets) and implementation of Disability Inclusive Development (DID) project; and provide technical support towards the attainment of Cluster Strategic Plan (CSP), Areas of Excellence (AoE) and UMN’s strategic goals. |

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| **AREAS OF RESPONSIBILITY** | **DECISION MAKING** | **QUALIFICATION & EXPERIENCE** |
| **Project Management (Designing and Reporting):** * Work alongside UMN partner(s) to manage DID Project and achieve its goals, outcomes and outputs results effectively within the given timeframe.
* Visit project locations to ensure the quality of work, conduct regular meetings with the partner project team, and provide timely technical input or coaching support to accomplish the project plan on time.
* Proactively seek amendments to planned activities and results whenever necessary; otherwise, ensure delivery of approved activities, budgets, and planned results in coordination with cluster Finance Coordinator, Thematic Lead, and other relevant staff in Thapathali.
* Produce project high quality narrative donor reports and financial reports and annual work plans, with technical support of relevant personnel in PST and GMU within given timeframe by FMT.
* Support and contribute to developing the project concept and Participatory Bottom-up Project Design process, cluster strategic plan, proposal writing and ensure project management effectively.
* Provide support and contribute to produce different reports as necessary or assigned by the line manager.

**Monitoring, Evaluation, Accountability and Learning (FRM and CC):*** Be responsible for developing and implementing the Performance Management Plan (PMP) of DID project in close coordination with MEAL-CC unit which includes Monitoring Plan, Monitoring Calendar, Indicator Performance Tracking Table, Activity Tracking Table, Learning and Logbook.
* As Coordinator of the Project Monitoring Coordination Committee (PMCC), ensure that necessary monitoring structures are formed, monitoring activities are carried out as per the Monitoring Calendar, monitoring data are compiled, periodic review/reflection of monitoring data is conducted, and the findings are documented and reported.
* Ensure effective quarterly monitoring of Partner Organization based on Project Monitoring Plan and conduct semi/annual joint project monitoring with stakeholders and beneficiaries.
* Be responsible to initiate the process of baseline assessments, mid-term evaluations and end-term evaluations in a timely manner, and design and implement these assessments and evaluations in close coordination with MEAL unit.
* Identify relevant research topics related to the project and coordinate with the MEAL unit to conduct the research.
* Be proactive in identifying learnings, documenting them and sharing them within the Cluster team and across the organisation as appropriate.
* Ensure that UMN’s cross-cutting issues (gender equality, disability inclusion, conflict sensitivity, and environment and climate change) and key areas (Good Governance, Disaster Management etc) are considered and mainstreamed throughout the project cycle management, and in the organisations (UMN and Partners).
* Ensure effective awareness-raising and documentation of Feedback and Response Mechanism (FRM) in project groups, community, partners, local government, and other stakeholders.
* Be proactive in building your own capacity and the capacity of Partners in the knowledge and skills of monitoring, learning, documentation and FRM.
* Ensure partners maintain a high level of transparency and accountability using different accountability promoting tools in close coordination with Thematic Lead - GG.
* Ensure that partners have fulfilled all legal compliances (General Assembly, audit, membership renewal, PAN, Tax exemption, renewal of organization etc.) on time and the same is informed to UMN in written form.

**Financial Monitoring, Management and Donor Compliance:*** Be completely familiar with donor contract and familiarize partner(s) with donor contract. Ensure full compliance to donors and UMN requirements.
* Ensure that all UMN policies, guidelines, Code of Conduct are fully followed.
* Ensure that implementing partners’ policies and guidelines are followed and timely reviewed and revised in support of cluster GG focal person and TL-GG and other relevant personnel.
* Monitor Money Works budget and expenditure every two weeks or at least on monthly basis.
* Prepare and present project financial reports to QBRC.
* Prepare financial report for donors and submit to GMU and FMT as per the reporting schedule.
* Monitor financial expenditures of partners, physically. Check and verify all expenditures and supporting documents are in line with UMN policies, project agreement, and donor compliance.
* Conduct physical monitoring of project activities to ensure quality, quantity, beneficiaries' selection, and effectiveness on a monthly/quarterly basis as per financial and narrative project report and expenditure of partner.
* Ensure and support partners to plan and implement project activities and budgets on monthly basis. Expenditure of project should be no more than 15% in last quarter of each fiscal year of the project and spending 85% by 3rd quarter whereas possible.
* Ensure that partners have implemented the action plans made after POSA/POTA, internal/external audit (project-related issues), social audit, financial health check and others.

**Coordination and Relationship:*** Maintain proactive coordination and communication about any changes, problems, etc. with the line manager, relevant thematic leads and relevant UMN staff in cluster and Thapathali.
* Build and keep strong relationships with communities/beneficiaries/key community leaders through regular interaction. Ensure that the community (including poor and excluded marginalised people) has thoroughly participated in bottom-up project design and implementation.
* Coordinate and ensure right and proper selection process of the beneficiaries (poorest people living in poverty) in the project in participatory way and involvement of local partner, Palinka, community and relevant persons, with well decision and evidence of beneficiaries’ selection.
* Build and maintain strong relationships with implementing partner(s) through regular interaction, coaching, monitoring and feedback on performance and quality implementation for the community transformation.
* Plan, develop and support partner EC members and staff capacity wherever required, notably in technical areas as per project need on project management skills and any other relevant areas.
* Build strong relationships with key project stakeholders at the local, district and provincial government and other like-minded organisations. Coordinate, communicate, cooperate and collaborate with them for successful project implementation.
* Work together with other cluster staff to ensure integrated outcomes, and with UMN Thapathali staff to share learning and shape technical strategies.

**Technical:*** Develop a good understanding of the integration of various thematic areas for effective integrated programming. Technical capacity building of project staff understanding of these integrated programming systems and outcomes of DID project.
* Ensure technical quality of project activities by engaging in the project and through effective coordination with other technical experts within and outside the organisation for effective project implementation that includes training design, and facilitation, consultant hiring, IEC material design, donor reporting, project design, etc.
* Contribute to periodic updates and implementation of the Cluster strategy, and cluster vision/goal and enhance the integration of DID project.
* Contribute and ensure good governance, disaster management, child safeguarding and risk assessment in planning, implementation, and reporting.
* Identify relevant advocacy issues in DID project and support their incorporation into UMN, Cluster, and/or programme strategies.
* Contribute to developing the overall UMN strategy and relevant AoE;
* Contribute to identifying relevant best practices, approaches and strategies, pilot and document them and replicate/expand across the UMN working areas.
* Support thematic lead(s) to develop thematic strategies or strategic documents as required.
 | * Budget holder for DID project
* Contribute or assist to participatory project design process
* Contribute to Cluster strategy decisions
* Contribute to Technical Forum learning and decisions
 | * Master's Degree in Social Science/Rural Development or relevant academic degree
* Minimum three years of working experience in Disability Inclusion technical areas
* Excellent knowledge and understanding of current issues, and practices in Nepal in relevant areas.
* Strong experience of project management including planning, budgeting, monitoring, reporting, and developing proposals
* Experience with participatory whole-community assessment, design, implementation, and monitoring processes
* Up-to-date knowledge on poverty eradication, Disability Inclusion sectors’ strategies, policies, and development practices in Nepal and outside
* Cross-cultural work experience preferred
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| **DIMENSIONS** | **SKILLS, ATTITUDES, BEHAVIOURS**  |
| * Member of Cluster Team
* Member of UMN’s Technical Forum
* Supports organisational development and capacity building of UMN partner organisations
* Key Performance indicators
* Capacity building of project staff (partner level staff) on project management.
* Timely and indicators/result framework-based monitoring.
* Documentation and sharing and adoption of project learning.
* Transparent and effective financial practices or (management) of the project
 | * Seeking to be model and live the UMN values and vision, mission
* Deepest commitment to serving the poorest and excluded people—to finding innovative ways they can take part 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/facilitator, mentor, and coach and eager to build the capacity of others (specially partners, project staff and others as appropriate)
* Good persuading & influencing skills, able to enthuse others with having good interpersonal skills
* Social skills necessary to build effective working relationships with a broad range of people
* Learning attitude and a good team player
* Good in Nepali and English language skills (both verbal and written)
* Good computer and communication skills in order to present technical information in an appropriate manner
* Proactive and self- motivated
* Flexible in terms of work time, workload, and travel.
* Able to thrive in a situation of change and uncertainty
* Creativity on developing concept note and proposal writing
* Conflict and dispute management skills in community and project level.
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