

Karnali Integrated Rural Development And Research Centre (KIRDARC) Nepal Job Description

Job Title	: Program Coordinator-Adolescent MNH
Duty Station	: Tatopani Rural Municipality
Reports to	: Program Manager
Staff Reporting	: Technical Coordinator, MEAL and Documentation Officer, Finance and Supply Chain Officer.
Contract Length	: 3 Year year's

ORGANIZATIONAL BACKGROUND:

Karnali Integrated Rural Development and Research Centre (KIRDARC Nepal) is an NGO registered at the District Administration Office, Jumla under the Society Registration Act, 1978, and is affiliated to the Social Welfare Council in Nepal. It has been working for the empowerment of vulnerable, marginalized and disadvantaged people since its establishment in 1999

KIRDARC Nepal works in a right-based approach in the fields of human rights and peace building, education, health, water and sanitation, food security, livelihoods including infrastructure development, media and climate change etc. KIRDARC Nepal strives to enable marginalized people to claim and exercise their rights for poverty reduction and improved livelihoods through their organization, research, policy advocacy and judicious resource mobilization. Its recent five years' strategic plan (2019-023) has the following strategic outcomes:

ABOUT PROJECT	In response to Adolescent MNH related challenges and opportunities and using Save the Children's global expertise and learning in adolescent MNH, the Adolescent MNH project propose to work closely with adolescents, local partners, and the Nepali government to improve the ability of pregnant and parenting adolescents and their newborns to survive and thrive. The project, which we will call <i>Action aMNH</i> until a Nepali name is co-created with adolescents, will work in four municipalities across three districts (Jajarkot, Kalikot, and Jumla) in Karnali province. These districts and municipalities overlap with Save the Children's SAHAYATRA project, which we plan to build on, and are among the most vulnerable communities in Karnali province.
THEME/PROGRAMME:	<p>Objective 1: Improve pregnant and parenting adolescents' MNH knowledge, skills, and behaviors.</p> <p>Objective 2: Improve the quality and respectfulness of antenatal care, delivery, postnatal care, and postpartum family planning services for pregnant and parenting adolescents.</p> <p>Objective 3: Increase the meaningful engagement of adolescents in the mechanisms by which communities hold health services accountable for meeting their needs and rights.</p>

ROLE PURPOSE:

The Project Coordinator is responsible to lead and support adolescent MNH project and staffs at District/Palika level and provide overall backstopping to effectively ensure quality program delivery. Key role includes:

KEY responsibilities.

- Liaise with health-related government counter parts/actors like Municipalities Health Section, HFs, HFOMC, Schools and with CSOs/NGOs to ensure good and functional coordination & collaboration with other stakeholders.
- Ensure that project activities are implemented as per the plan. Led monitoring of plan vs actual, and reporting in key progress indicators.
- Lead co-creation event to facilitate elevation of the needs and appropriate strategies to address those needs for target beneficiaries.
- Conduct technical monitoring and provide technical guidance/coaching and backstopping and provide timely feedback to field level SRHR related project team.
- Coordinate closely with SAHAYATRA-III and other SC Projects and with other actors beyond project working on improving MNH situation and develop collaboration with them to create synergies and deliver better results.
- Lead and engage in local level advocacy to leverage resources in the sector of Adolescent MNH.
- Ensure documentation of high-quality progress reports, best practices, learning/challenges of the project.
- Coordinate with existing projects in general and health projects in specific by KIRDARC Nepal

Project reporting and documentation

- Prepared monthly project tracking and quarterly, semi-annually, and annual report and submit to program Manager and save the children and updating the information related to the project.
- Support to develop case studies/success story, action photos, learning, and challenges for the program documentation. Submit field monitoring reports to program Manager.
- Preparation support to submit event reports, data base along with indicator surveys. Undertaken field visits for monitoring and supervision of program personnel.
- Share the field visit reports to the line manager with area to be improved and betterment.
- Work closely with MEAL& Documentation Officer to ensure the project progress is in track and quality set in the project documents are met.
- Initiate corrective actions based on the feedback from MEAL & Documentation Officer.

Required qualification, skill, and experience

Master's degree in public health with 2 years (1 years for GEDSI group) of experience in maternal and neonatal health sector or bachelor's degree in public health with 4 years (2 years for GEDSI) of experience in managing maternal and neonatal/adolescent health project.

Additional job responsibilities

- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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Safeguarding obligation:

We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that the position holder conduct is in line with the KIRDARC and SCI's Safeguarding policies. Hence our selection process includes rigorous background checks, reflects our commitment to the protection of children, adult at risk and community from abuse, exploitation, and harassment.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the KIRDARC and SCI anti-harassment policy.

JD Prepared by:**JD agreed/received by:**