

the ant JOB DESCRIPTION for Project Coordinator

Position	Project Coordinator
Grade / Level	II B
Project	Education
Location	Bjini, Chirang
Qualification	Postgraduate in any discipline
Minimum Employment	Minimum 1 year experience in Education, project coordination or relevant role in NGO
Remuneration	28,000/- pm gross salary incl statutory deductions
Job Summary	<p>This is a full-time Project Coordinator position based in Chirang. The purpose of the position is to:</p> <ul style="list-style-type: none"> • Provide oversight & management to the education project that expects to improve learning outcomes from the schools and to work closely with relevant government entities at district and local level • Establish effective working relationship and networking with consultants, experts, relevant Govt. agencies, NGO, CSOs for project implementation. • Ensure effective implementation in terms of impact, reporting, and timeliness • Overseeing the infrastructure development work in the school
Key Responsibilities	EXPECTED END RESULTS <i>(Specific indicators will be reflected in annual and quarterly performance plans)</i>
Provide overall project management:	<p>Project goal and impact are achieved through effective and efficient project management</p> <ul style="list-style-type: none"> • Project entry, exit, and sustainability planning as required. • Yearly budget, details of project implementation plan approved in line with project design and donor requirements. • Project budget utilization achieved as per project planning and donor requirements. • Baseline survey, project review and evaluations are in place according to the schedule. • Use performance management to ensure high quality output and performance of staffs. • Project stakeholders provided comprehensive documentation and each stakeholders clarified on the agreed upon project activities. • Regular meetings conducted with project team and progress of the project is presented/communicated to immediate supervisor/ED with analysis on needs for required adjustments and change and follow through on agreed upon items for changes. • Develop and ensure appropriate tools and strategy to monitor the progress and quality and impact of the project and is implemented. • To assist in resolving issues that may come up during project implementation. Immediately communicate significant issues that may come across to immediate supervisor. • Lead the recruitment process in the project team whenever the case arises to hire new staff to manage the projects.
Capacity Building:	Organises training, reflection, lessons learned workshops

the ant JOB DESCRIPTION for Project Coordinator

	<p>leading to increased project impact.</p> <ul style="list-style-type: none"> • Facilitate for building capacity of project team and community groups • Dissemination of lessons learnt and best practices from project intervention to stakeholders at the district level • Support staff so that they have enough capacity/necessary skills to engage with • Ensure that systems are in place to support effective project implementation processes and documentation, and that staff understands this system and follow it accordingly.
<p>Networking and advocacy:</p>	<p>Developing and sustaining work relationship with internal/external stakeholders of the ant.</p> <ul style="list-style-type: none"> • Develop strategic relationship and partnership with key stakeholders at District and local level • Interact, build and nurture effective working relationships with relevant govt. agencies, NGOs, CSOs in order to foster coordination, collaboration and partnership. • Establish adequate referral linkages of project target groups with appropriate service providers, and other stakeholders.
<p>Financial Management:</p>	<p>Accountability and quality management system in place</p> <ul style="list-style-type: none"> • Internal control mechanisms are in place. • Ensure and monitor the allocation of resources in the most efficient and cost effective way while aiming for the highest quality of implementation. • Monitor on monthly basis actual expenditures and compare them with the implementation budget requirements, review the budget if needed in consultation with the immediate supervisor/ED.
<p>Child Safeguarding Policy :</p>	<ul style="list-style-type: none"> • Ensure that staff (both full time and part time staff) receives orientation on policy and training on child safeguarding. • Ensure that all project staff have ensured all their staff (fulltime & part-time) prior to or at the time of issuing any employment contract receive and understand: <ul style="list-style-type: none"> ➤ the child safeguarding policy; ➤ how to report child protection concerns; ➤ sign the attached Declaration of Acceptance. • Accountable to Programme Coordinator in her absence Director for ensuring the above • Ensure that children's activities are safe for children and all steps are taken to ensure their meaningful and safe participation.
<p>Documentation and Reporting:</p>	<ul style="list-style-type: none"> • Monthly, quarterly, semi-annual, annual and other program and financial reports prepared and in place and documented in time aligning with project design and donor requirement. • Develop reports as and when required. • Maintain database management for the project as per requirement. • Qualitative reporting and implementations ensured. • Capture evidences of good practices in regular basis.

the ant JOB DESCRIPTION for Project Coordinator

	<ul style="list-style-type: none">• Development of educational toolkits, curriculums, games and teaching learning materials. Wherever required, professional/experts in the subject should be hired.• Building a resource for educational teaching kits and make it available to staff for learning and using it in the project activities.
Professional/Personal Development:	Continue studying to match studies with praxis and also attend training and workshops from time to time and practise learning at work contributing to better outcomes of the project/programme.
Other:	<ul style="list-style-type: none">• Expected to follow the code of conduct of the ant and the SOPs on various issues available.• Anything else requested by the Project Advisory Committee Member/Director to support the quality of programming for the ant.