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PMF Template 1.2.1

Job Description

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| Job Title | Project Manager - Social Harmony and Protection | | Reports To | Cluster Team Leader – Karnali Province Cluster | Job Level | E1 | Location | Birendranagar, Surkhet, Karnali Province Cluster Office |
| Objective of the job  The job holder will …..in order to….. | | To lead and manage community development projects effectively and efficiently, ensuring their quality and impact, adherence to scope and timeline, and alignment with UMN’s Strategic Plan and the Karnali Provincial Cluster Operational Plan, in partnership with the local implementing partner in Surkhet. | | | | | | |

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| Areas of Responsibility | Decision Making | Qualification & Experience |
| **Project Management (Designing and Reporting):**   * Work alongside UMN partner(s) to manage Faith & Development (F&D) Project and achieve its goals, outcomes, outputs and results effectively within the given timeframe. * Facilitate and ensure the quality of project implementation primarily through occasional field visits and remote coordination. Provide consistent coaching and technical inputs to partner staff through regular check-ins, learning sessions, and documentation through physically and virtually. * Ensure implementation of approved activities, budgets, and planned results in coordination with Admin and Finance Manager (AFM), Thematic Lead, and other relevant staff in Thapathali. * Prepare the project's annual plan and budget, ensure timely revisions, and proceed with necessary amendments or approvals. * Produce project narrative donor reports and annual work plans, with technical support of Thematic Lead and GPD within the given timeframe by the Funding Acquisition and Relationships Team (FART). * Contribute to Participatory Bottom-up Project Design process, cluster operational plan, proposal writing as needed * Provide support and contribute to producing different reports as necessary or assigned by the line manager.   **Monitoring, Evaluation, Accountability and Learning (FCRM and CC):**   * Support in developing and implementing the Project Performance Management Tool (PPMT) of the F & D project in close coordination with the MEAL Coordinator, Cluster Team Leader (CTL) and Thematic Lead, which includes the 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 the Partner Organisation based on the Project Monitoring Plan and conduct semi/annual joint project monitoring with stakeholders and beneficiaries. * Be responsible for initiating 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 the MEAL Coordinator. * Be proactive in identifying learnings, documenting them and sharing them within the provincial team and across the organisation as appropriate. * Ensure that UMN’s cross-cutting issues (GEDSI, Environment Sustainability and Climate Resilience and Governance and Advocacy) are considered throughout the project with support from relevant Crosscutting Focal Persons in Thapathali Office. * Support in effective awareness-raising and documentation of the Feedback and Complaint Response Mechanism (FCRM) in project groups, community, partners, local government, and other stakeholders as needed. * Be proactive in building your own capacity and the capacity of Partners in the knowledge and skills of monitoring, learning, documentation and FCRM. * Promote using digital platforms (e.g., KoboToolbox, Google Forms, or other tools) to support partner-led data collection and real-time monitoring.   **Financial Monitoring, Management and Donor Compliance:**   * Be completely familiar with the donor contract and familiarise partner(s) with donor contract. Ensure full compliance to donors and UMN requirements. * Ensure that all UMN policies, guidelines, and Code of Conduct are fully followed. * Ensure that implementing partners’ policies and guidelines are followed * Monitor Money Works budget and expenditure every two weeks or at least on a monthly basis. * Prepare and present the project’s programmatic and financial update through the Quarterly Project Progress Review Report (QPPR) with support from the AFM and the implementing partner. * Prepare financial report for donors and submit to GPD and FART as per the reporting schedule with support from the AFM. * 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 the financial and narrative project report and expenditure of the partner. * Ensure and support partners to plan and implement project activities and budgets on a monthly/quarterly basis. Expenditure of the project should be no more than 15% in the last quarter of each fiscal year of the project and spending 85% by the 3rd quarter if possible.   **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 the province and Thapathali. * Foster strong relationships with partner NGO staff and provide mentoring, coaching and guidance primarily through the Provincial Office, ensuring regular communication, structured feedback, and support mechanisms. * Coordinate and ensure proper selection process of the beneficiaries (poorest people living in poverty) in the project in a participatory way and involvement of local partner, Palika, community and relevant persons, with a well-made decision and evidence of beneficiaries’ selection. * Plan, develop and support partner EC members and staff capacity wherever required on project management skills and any other relevant areas with close support from relevant teams. * Build strong relationships with key project stakeholders at the local, district and provincial government and other like-minded organisations. * Work together with other province staff to ensure integrated outcomes, and with UMN Thapathali staff to share learning and shape technical strategies.   **Technical:**   * Actively engage in enhancing knowledge on the project’s thematic areas through participating in workshops, training, online resources and keeping updated with the emerging trends. * Ensure technical quality of project activities by engaging in the project and through technical support from the Thematic Lead-Social Harmony and Protection for effective project implementation that includes training design, facilitation, consultant hiring, IEC material design, donor reporting, project design, etc. * Contribute to periodic updates and implementation of the provincial strategy, and cluster vision/goal and enhance the integration of F&D project. * Contribute to good governance, disaster management, child safeguarding and risk assessment in planning, implementation, and reporting as needed * Contribute to developing the overall UMN strategy and cluster operational plan. * Contribute to identifying relevant best practices, approaches and strategies, document and replicate them   + Contribute to Thematic Lead- Social Harmony and Protection to develop strategies or strategic documents as required. | * Budget holder for Faith & Development project * Contribute to cluster operational plan | * Bachelor's degree in development studies preferably Peace and Development, development studies or equivalent. * At least 3 years' experience working with multi-faith leaders and inter-faith networks. * Knowledge in mobilising multi-faith leaders and communities in social issues or sustainable development * Experience in facilitation of relevant trainings and workshops at district and in rural settings. * Familiar with participatory tools & techniques and group mobilization. * Experience in effective project management through local partner organisation. * Cross-cultural work experience preferred |
| Dimensions | Skills, Attitudes, Behaviours |
| * Member of the Karnali Provincial Cluster Team * Member of UMN’s Learning Forum * Supports organisational development and capacity building of UMN partner organisations * **Key Performance Indicators** * Capacity building of project staff (partner level staff) on project implementation. * 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 * Frequency and effectiveness of remote communication and support mechanisms with partners. | * Seeking to model the UMN Values and Vision * Strong 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 with strong virtual facilitation and remote mentoring skills. * Good persuading & influencing skills, able to enthuse others * Social skills necessary to build effective working relationships with a broad range of people * Learning attitude * Good computer skill ability to use MS Office, digital tools and virtual project management platforms, such as MS Teams and SharePoint. * Proactivity and self-motivation * Flexible in terms of work time, workload and travel. * Able to thrive in a situation of change and uncertainty   . |