

## WOREC

### Job Description for Program Officer

Job Title: Program officer
Reporting To: Program and Training Manager & Thematic lead
Department: Program
Location: Doti

**Brief Position Description:** *Women's Rehabilitation Centre (WOREC)* is a non-governmental organization working for the protection and promotion of human rights. Established in 1991, WOREC is one of the leading national organizations that works to prevent violence against women, its causes and consequences, and to ensure economic, social and cultural well-being of women as well as other marginalized groups by promoting their access to rights and social justice.

WOREC, in cooperation with the United Nations Population Fund (UNFPA) and in coordination and cooperation with local municipalities of Doti and Bajura, is going to organize a comprehensive program establishment of Sneha Kendra and other capacity-building and awareness-raising activities (women-friendly space (WFS), the purpose of the program has raised awareness among women and adolescent girls in the earthquake-affected areas of Doti and Bajura to reduce the mental stress caused by the earthquake and provided them with psychosocial counseling and reproductive health problems and a short term shelter support for the GBV survivors who affected by GBV during the emergency and normal situations. Regarding this context, WOREC will establish a Sneha Kendra (women-friendly space (WFS) and provide the necessary support and awareness-raising sessions to aware women and girls who are at risk due to the earthquake from the risk of GBV. A six-month program to provide humanitarian response services to people in disaster-affected zones in three Palikas, namely Purbi Chowki, Sayal, and Gaumul, located in the districts of Doti and Bajura. This includes providing safe space for pregnant, lactating, and menstruating women, as well as elderly and disabled individuals. It also offers GBV awareness and counseling, essential support, networking for other GBV services, and increased visibility for the organization and its services.

The program has four components; the first component establishes a Sneha Kendra (Women Friendly Space (WFS) program to provide services such as awareness-raising sessions on GBV, SRHR, HTPs, PFA, and Family planning including health and hygiene, temporary shelter for required GBV survivors to the disaster-impacted zones of Doti and Bajura. The second component is to provide orientation to the community to raise awareness about psychosocial first aid, GBV, sexual and reproductive health and rights, WASH, and harmful traditional practices. The third component involves coordinating with GBV service-providing agencies to provide referral services to individuals who require specific assistance and services such as legal aid, medical support for RH problems, and safety and security issues, while the fourth component focuses on providing psychosocial counseling to individuals who require psychosocial support. In addition, WOREC will be airing the Radio message, developing referral pathways, and capacity building to the Rupantaran facilitator and GBV service providers on GBV and humanitarian content.

For this program, WOREC will be hired one program officer based in Doti. Because this program will be implemented in Doti and Bajura's earthquake-affected areas. He/She will closely monitor the field-level intervention and should provide the required support to the team as per their need. the program officer will be accountable for the quality of WFS services, awareness-raising activities, capacity-building training, and outreach activities as well as overall project intervention in the DOTI and Barura. He/She might be also responsible for the timely reporting and data collection, documentation, data compilation, and sharing with the project focal person of WOREC and other relevant agencies in the local Palikas and districts. He/She should produce the bi-monthly, monthly, and quarterly reports and share them with the program and training Manager of WOREC Kathmandu. Also provide support to field-level team members, activity implementation, mentoring, monitoring, and supervision from the district. She/He should also be responsible for the coordination with other organizations like ADRA, Redcross, DDMC, DHO, Safe house and OCMC, and other like-minded organizations.

### Job Description:

#### Program Design and Development:

- Contribute actively to the design and development of program proposals, encompassing conceptual, methodological, operational, evaluative, and financial components.
- Collaborate with partners to plan and organize program activities in accordance with project documents.

- Ensure timely release and effective utilization of allocated funds to partners.
- Provide logistical support for all program events.

#### **Stakeholder Coordination and Capacity Building:**

- Coordinate with various formal and informal justice providers and deliver training sessions and orientations.
- Establish and maintain effective relationships with government and non-government authorities, including Nepal Police, local judicial committees, human rights defenders, other emergency service providers, GBV frontline actors, and health institutions.
- Organize and manage the training of the safe house, OCMC staff, police, health post in charge, and other key GBV frontline workers on survivor-centered approach, safe and essential data management, GBV case management, and documentation.
- Form the GBV working group in both districts and all three Palikas Sayal and purbichauki in Doti and Gaumul in Bajura. After the GBV working group formation program officer should organize the GBV working group meeting at districts and all three Palikas in close coordination with DDMC at the district and Disaster Response and management committee in Palika.

#### **Documentation and Reporting:**

- Facilitate and maintain comprehensive documentation of the organization's cases, success stories, initiatives, and work, including periodic and annual reports and a yearbook.
- Collect the data from outreach workers, psychosocial counselors, and the WFS manager, compile the collected data, and share it with the project focal person and organizations database team, and other program team members as per the need.
- Produce periodic reports (bimonthly, monthly, quarterly, and half-yearly) and share them with the focal persons and relevant agencies.
- Ensure proper documentation and security of all policy information.
- Coordinate and collaborate closely with NGOs, INGOs, and government stakeholders.

#### **Budgeting and Planning:**

- Develop an annual budget and operating plan to support the program's activities.
- Undertake any other responsibilities assigned as per the organization's needs.

#### **Monitoring, Mentoring Supervision:**

- Regular monitoring, mentoring, and supervision of the project team members
- Develop the monitoring report and share it with the organization's team
- Activity monitoring and implementation support also should be done.

#### **Required qualification and experience:**

3-5 years' experience in global development or humanitarian sector, including 2+ years' experience in Gender, GVB in emergency and protection in emergency contexts, along with demonstrated expertise and experience in Women friendly space management.

Bachelor's degree in social work, social sciences, psychology, Gender studies, or other *equivalent/relevant area Skills and Knowledge:*

Ability to undertake work, analysis, and networking under potentially difficult and sensitive conditions.

- Awareness of the potential sensitivity of the information in the context of WOREC's emergency response and ability to differentiate between information for internal versus external audiences.
- Strong communication skills – oral and written
- Negotiation and coordination skills
- Good Inter-personal skills
- Ability to work in multi-cultural team and with different stakeholders.
- Willingness to travel to the field.

- Training in managing GBViE programs such as those organized by Inter-agency Standing Committee (IASC) in Gender-based Violence in Emergencies preferred.
- Must possess a strong knowledge of IASC GBV Guidelines (2017)
- Must have a strong adherence to the GBV principles and their practice in GBV response.
- Highly developed cultural awareness and ability to work well in a multi-ethnic and multicultural environment.
- Ability to establish collaborative relationships with staff, partners and other stakeholders.
- Ability to travel to support project activities
- Demonstrate positive behaviors following WOREC's code of conduct and uphold the implementation of WOREC HR and PSEAH policy

**Qualified candidates may send cover letter detailing their experience and motivation for the current position with an updated CV to [vacancy@worecnepal.org](mailto:vacancy@worecnepal.org) by 14 th June 2023.**

The application without cover letter and CV will not be considered for the position. Please write the name of Position in the subject/Head of email to which position you are applying.

Only the shortlisted candidates will be called for written test and interview..