**WOREC**

**Job Description of Program Officer**

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| **Job Title: Program Officer - 1** | **Department: Program** |
| **Reporting To: Project and Grant Coordinator** | **Location: Rukum** |
| **Brief Position Description:** The **Program Officer** will work under direct supervision from the **Project and Grant Coordinator.** She will also perform the duties and responsibilities of coordination with the Program Coordinator, Women Friendly safe Space team, and other program team members of WOREC's program districts. She should provide support during the event organization, overall data collection, and report collection from the field. This position will also work to collect the monthly GBV data from the safe Spaces run with the support of the humanitarian response project in different districts and also will collect the case stories, and success stories from project districts; compile the stories; edit them to make them concise and readable and share with concerned Program Coordinator. Preparation and documentation of reports and data on legal aids, livelihood option supports, and behavioral change-focused services will be tracked by this position. These all works will enhance the overall data management and reporting aspect of the project in close coordination with the district. |
| **Job Description:****Specific Duties and Responsibilities*** Ensure the effective implementation and institutionalization of organizational policies, rules, and regulations within the district.
* Manage and oversee the performance of field staff, consultants, volunteers, and office assets in accordance with established organizational policies and regulations.
* Collect the monthly gender-based-violence data from the Safe Space being operated with the support of the project.
* Collect the case stories, and success stories from project districts; compile the stories; edit them, and share with the project and Grant Coordinator
* Maintain the data of psychosocial counseling cases, data of services from safe house and OCMC and VAW cases received from different referral mechanisms working with the project.
* Document and report to the project and Grant Coordinator about the reports and data of legal aids, livelihood option supports, and behavioral change-focused services to be provided to GBV survivors during the project Period
* Schedule meetings, appointments, trainings, and workshops as per plan of the project and/or under the guidance of the project and Grant Coordinator
* Ensure proper coordination with provincial and District level stakeholders, local government and other partners for the smooth running of the program.
* Ensure the efficient use of the program hall, setting, design banner, and implement fixtures suitable to the mission of the events and activities, and in accordance with the instruction of the project and Grant Coordinator
* Work in close coordination with the Safe Space In-charges, Program Coordinator/District Coordinators and project and Grant Coordinator
* Follow up with the field office/ WFS to collect the necessary documents for reporting.
* Conduct frequent field visit, support team for project delivery, mentor and monitor for quality of the activities and ensuring compliance.
* Ensure all the work carried out are in accordance with the relevant law and regulation and even the organizational policies such as ‘admin & finance policy’ and HR policies.
* Review and analyze all vendors/suppliers, supply, and price options and work for all procurements and related program support activities.
* Ensure that all office and safe Space facilities & and equipment are functional all the time and be in charge of arranging any repairs, replacements & and maintenance in Coordination with the project and Grant Coordinator
* Facilitate to the Finance and Admin Departments for timely submission of the documents by ensuring all the adequate support.
* Contact the participants of the events, activities, trainings and work for the invitation, and ensure their meaningful participation.
* Monitor the progress and ensure quality by tracking program implementation and reporting on timely basis and making necessary adjustments to ensure the successful completion of the project.
* Support Programme Coordinator and District Coordinator in the development of annual plan and prepare annual, quarterly and monthly plan of activities and coordinate with human rights activists for the implementation of activities effectively in order to achieve expected outcomes,
* Prepare and submit monthly, quarterly, and annual reports to the Concerned Supervisor.
* Prepare donor reports as project requirement and have communicate with the concerned funding agency with the supervision and guidance of the project and Grant Coordinator
* Organize training, workshop, and interaction programs with handling logistics as required.
* Carry out the activities from a feminist perspective and from a women's human rights perspective.
* Work according to the organizations and project’s need.
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**Required Qualifications:**

* Bachelor’s Degree in Social Sciences: Rural Development, Sociology, Social Works, Law or related discipline.
* At least 2 years of related working experience in handling projects and programs.
* Knowledge on training coordination, network building, understanding of development sector and rights-based approach.
* Working knowledge of financial principles.
* The candidate should have knowledge of local and regional context of human rights, social justice and women's ESC rights.
* Ability to write and communicate effectively in both Nepali and English languages.
* Computer literacy.

Applying Procedures: WOREC encourages women and candidates from Dalit/Janjati and sexual minority to apply from the respective districts.

Qualified candidates may send cover letter detailing their experience and motivation for the current position with an updated CV to vacancy@worecnepal.org by 28 June 2024

The application without cover letter and CV will not be considered for the position.

Only the shortlisted candidates will be called for written test and interview. No telephone calls will be entertained.

For details visit: http://worecnepal.org/career