

JOB DESCRIPTIONS

Job Title:	Project Team Leader
Responsibility Level:	Manager
Employee's Name:	
Grade/Steps:	Grade / Step
Supervisor:	Head of Programs/Country Coordinator
Workstation:	Project Office, Baglung
Job Type:	Full-time

Job Summary

The Project Team Leader will be responsible for overall management of the project implementation and ensure proper alignment with Provincial & national policies priorities and standards. The employee will ensure project activities are carried out in line with the project's Log Frame and project team and the implementing partner NGO fully understand project's goal and objectives and working modality. The employee will supervise the project team and ensure program quality. S/he will lead on strengthening the required technical and operational capacity of staff and implementing partner NGOs.

S/he will ensure strengthening of partnership relation with implementing NGOs, and promote collaboration with government agencies, and other stakeholders operational in the project areas. The employee will coordinate with relevant thematic staff for proper monitoring of the project activities and its results and ensure adequate documentation of the findings and learnings. Moreover, share/disseminate within project team, partners, local and provincial government and other stakeholders as appropriate. S/he will maintain regular close coordination with the Country Office team through regular updates & consultation for required technical and operational support. S/he will ensure adequate coordination, consultation and representation with Municipalities, Health Offices, Provincial health authorities, and other relevant stakeholders. Meanwhile, maintain and ensure a close working relationship with health facilities, HFOMCs, FCHVs, community-based and right holder organizations. It is expected that the employee maintains the highest professionalism and integrity while working with partners, government offices, project participants and the project team.

Specific job responsibilities

1. Project Management (Planning & Implementation)

Overall management of project to ensure smooth implementation of project activities, in compliance with government policies and quality standards with the following specific job responsibilities:

- ❖ Ensure Program quality standards as per national health policy, strategy and guidelines in coordination with Program Quality Coordinator (PQC) and Head of Programs (HoP).
- ❖ Ensure adequate consultation with communities, implementing partners, local government and develop a mutually beneficial institutional relationship.
- ❖ Plan and ensure adequate visibility and branding of the project in consultation with communication focal point.
- ❖ Promote participatory and inclusive approach in activity planning, implementation and periodic reviews with project team including NGO partner
- ❖ Initiate and explore possible collaboration with other relevant stakeholders in the project areas to promote synergies for optimum impact.
- ❖ Identify gaps in technical knowledge and skills among project staff, and partner NGOs, coach and supervise staff, and explore opportunities for staff capacity building as required coordinating with PQC, HoP and HR Officer.
- ❖ Support Finance Unit and HoP to prepare multiyear project Plan of Operations (YPO) based on the project proposal and contemporary needs.
- ❖ Lead on preparation of periodic project progress in terms of narrative and financial report including learning, challenges with support from MQAS.
- ❖ Ensure quality implementation of orientations & workshops, trainings, planning and review meetings, and follow up identified action points.

2. Monitoring and Supervision:

- ❖ Ensure the development and application of Detailed Implementation Plan (DIP) and program guidelines for project activity implementation in coordination with project Monitoring and Quality Assurance Specialist (MQAS) and PQC.
- ❖ Work with project MQAS to plan and ensure monitoring, supervision, and onsite support to the project team and partner for activity implementation.
- ❖ Update Country Office (CO) team about the new development, innovations, and changes in local governments' programs, policies and regulations
- ❖ Document and disseminate the impacts and outcomes from the project implementation to internal and external stakeholders and relevant government officials and institutions.
- ❖ Coordinate with CO for regular project updates and request for required technical assistance to ensure project targets are met with quality.
- ❖ Monitor project activities for proper utilization of funds to ensure cost effectiveness and regularly track the budget burn rates on monthly and quarterly basis to take appropriate corrective actions.
- ❖ Lead on tracking of project progress against YPO, analyzing, documenting and sharing of monitoring & supervision findings, including best practices.
- ❖ Ensure timely preparation and submission of half yearly and annual narrative report to country office and support preparation and review of quarterly financial reports.

3. GESI

- Take lead in GESI at project level with support from Partnership and Health System Specialist to ensure program quality from GESI perspective.
- Provide guidance and coach project team and partner to follow program implementation guidelines, technical curriculums, health service protocols &

mainstream GESI priorities as appropriate.

- Provide technical support and facilitate GESI strategy and action plan are followed and rolled out effectively and monitored regularly through the established system and processes.
- Ensure the project team members understand and comply with the GESI strategy and approaches and their associated role.
- Ensure 'Leaving No One Behind' approach is well applied and clearly articulated in the implementation of project activities. Link the project beneficiaries with the government social security schemes such as health insurance, disability allowances etc. to promote proper utilization and reduce out of pocket expenditure for the poorest.
- Guide project team on integrating GESI specific requirements and provide technical assistance to the district stakeholders and municipalities on GESI as appropriate.

4. Networking, Coordination and Advocacy

- ❖ Develop and strengthen the programmatic relationship with government agencies and other stakeholders at Municipal, and Province Level. Ensure active engagement at all relevant meetings and workshops at the Municipal, Province and National levels as appropriate.
- ❖ Coordinate with Provincial health authorities; Ministry of Health, Health Directorate and Health Training Centre for effective collaboration, identifying strategic engagement/support to Province health's planning and priorities particularly the equity-based planning and budgeting.
- ❖ Engage on evidence-based advocacy with local and provincial government to ensure resource leverage and appropriate priorities on NTDs and MNH issues,

5. Staff Management and Capacity Development

- ❖ Direct line management of project team members (including approval for leave, field travel, staff well-being and security, annual performance appraisal etc.).
- ❖ Identify the strengths and capacity gaps among team members. Provide direct feedback, coach & mentor as appropriate. Work with HR to plan for required capacity building for the specific positions.
- ❖ Ensure proper handling and management of project/office assets including office vehicle complying with the relevant asset management policy.

6. Financial and operational accountability

- ❖ Financial accountability should be maintained at the highest possible levels by applying appropriate procedures and requesting assistance to establish good practice on financial transactions
- ❖ Work with Head of Finance and Operations (HoFO) for expenditure tracking, financial audits, and ensure periodic financial reports are prepared in timely manner.
- ❖ Ensure transparency, integrity and compliance in all financial transactions.
- ❖ Lead proactively to identify and take corrective measures with support from country office on any issues related to pilferage, inappropriate use, wasting and misuse of assets, financial resources of FAIRMED and or implementing partner organizations.

- ❖ Ensure all the activities are implemented as per the YPO budget and timely approval of budget revision requests from PNGOs
- ❖ Request and ensure prior approval from Country Coordinator before hiring/contracting local consultants for specific tasks
- ❖ Ensure compliance at project level, with FAIRMED procurement policy for fair price, appropriate and quality service

Required Qualifications:

- ❖ Master's degree in public health, and or relevant field of studies
- ❖ Minimum five (5) years of relevant experience in managing the health programs/projects in NGOs/INGOs
- ❖ Extensive experience in leading role with staff supervision, partnership management and collaboration with government agencies and other stakeholders
- ❖ Good knowledge and understanding about MNH, Neglected Tropical Disease and Health System in context of national and subnational levels.
- ❖ Skills and experience in team management, supportive supervision, monitoring of program and finance.
- ❖ Excellent analytical skills in programming, budgeting, expenditure tracking, documentation and report writing.
- ❖ Demonstrated leadership and decision-making skills, excellent interpersonal skills and a good team player
- ❖ Demonstrated personal integrity and confidentiality.
- ❖ Well versed in computer applications such as Microsoft Office packages is desirable. Literate on data management applications such as SPSS, STRATA will be advantageous.

The Team Leader must not undertake any other direct or indirect business and work, honorary or remunerative in addition to the work performed for FAIRMED.

Without prejudice to the roles and responsibilities given above you are liable to do such other duties and functions, as are incidental and ancillary to your principal duties and functions.

Line Management: Project Staff

Spending Authority: As per Admin and Finance Policy of FAIRMED Foundation Nepal.

Approved by:

Agreed by:

Ms. Nirmala Sharma

Project Team Leader

Country Coordinator

FAIRMED Foundation Nepal

FAIRMED Foundation Nepal

Date:

Date: