

# GERUWA RURAL AWARENESS ASSOCIATION (GERUWA)

Central Office: Gulariya, Bardiya

## JOB DESCRIPTION

### District Program Coordinator

Must spent 80% time in the office and 20% time in Field

Duty Location: Tdh program implementation areas of Bardiya district

Responsible to: Focal Person

The District Program coordinator should understand evolution of Tdh, its objectives and strategies as well as key components & objectives of SAFA water project. In above background carry out and accomplish the following tasks and responsibilities understanding the project objectives following the organizational policies.

### **General:**

The Team Leader/District program coordinator is fully responsible for overall management of program, supervision of team and coordination with Tdh, Geruwa, Municipal level, district level, HFOMC, community, line agencies and other stakeholders in order to successfully complete the work of SAFA water Project. Mainly TL/DPC should carry out the leading role of Partner organisation, staffs & technical and software activities carried out in the field.

### **Specific**

TL/DPC should play the role of liason officer between Geruwa and Tdh. The TL/DPC will be responsible to provide orientation to the team members about Tdh approach, modality, strategy and procedures considering the contract documents. In specific the tasks and responsibilities of TL/DPC shall be as follows:

#### **A. Planning and implementation**

1. TL/DPC must carefully study and understand the ToR and act as a manager for the overall implementation of activities.
2. TL/DPC Should takes lead role and facilitate to prepare the overall workplan in details with expected outcome with measurable indicators & individual work plan of the staff.
3. Ensure the implementation of programme activities in coordination with relevant stakeholders.
4. Ensure the engagement/participation of key health and WASH partners and stakeholders in different stages of project implementation as required
5. Brief share the project activities and objective of the activity at municipal, district, HFOMC and other stakeholders
6. Support to conduct or organize various trainings, meetings and workshops at District, municipal, health facility staff, community level and HFOMC member
7. Select the HHs in close coordination with local municipal staffs for Filter distribution at discounted rate
8. Make regular visit and also organize joint visit to the programme areas to monitor and observe progress of the project and also to provide micro level input to the relevant community networks
9. Utilize the developed protocols, manuals, formats and tools etc for the effective implementation of the project
10. Facilitate to assess and enhance the capacity of HFOMCs, HFs, HMGs, RM-WASH-CCs, W-WASH-CCs and utilize them to implement the WASH related activities
11. Initiate the discussion with the municipality to allocate 10% fund for WASH activities

12. Get informed and participate on the different forums relating WASH
13. Ensure that the cross cutting issues such as gender, DRR, Climate change adaptation, social inclusion are addressed and mainstreamed in all aspects of WASH and Health interventions
14. Throughout his/her works maintain sensitivity towards the issues of GESI and child protection policy.
15. He/she is responsible to follow the rules and regulations as well as code of conduct of Geruwa.

#### **B. Communication and Co-ordination**

1. Establish sound coordination with DPHO, DHO, RHCC, DACC, DWASH-CC, MWASH-CC, DEO, DDC, and other health related stakeholders.
2. Aware HFOMC to advocate for increased allocation of budget for WASH in HCF Regular coordination with municipality, district for increased budget for WASH in HCF
3. Regular coordination with municipality to get the information about allocation of fund for WASH in respective municipality
4. Maintain good coordination and linkages with related stakeholders to achieve the optimum result of the program.
5. Regular meeting and rapport with HFOMC and municipality (i.e. Health coordinator)
6. Attain meeting with board member at least once in a quarter to access the progress and solve any problem, which may arise.

#### **C. Monitoring, Evaluation and Supervision**

1. TL/DPC should have to coordinate during the monitoring visits by Tdh & monitoring team
2. TL/DPC should monitor, co-ordinate and supervise whole project staffs & evaluate the performance of each staff.
3. Regular field visit & follow-up for construction/rehabilitation in close coordination with HFOMC
4. Support to organize various community level activities/campaigns focused on increasing health knowledge and awareness in the community.
5. Collect and ensure proper distribution of IEC/BCC materials in the community

#### **D. Reporting**

1. Prepare required progress reports i.e. events, monthly, quarterly, semi-annually & Annually on given standard format and submit to Tdh Nepal for review.
2. Review all project activities and report on monthly basis.
3. Documentation of good practices of the program, prepare success stories and share
4. Collection of WASH information, photos, case studies
5. Collect information, prepare monthly and event based report and send to Line Manager on time.