

Geruwa Rural Awareness Association, Bardiya

Gulariya Bardiya Office

Project Coordinator

Must spent 30% time in Office and 70% time in field

Duty Location: Gulariya Municipality

Responsible to: Chairperson

Duties and Responsibilities:

1. Responsible for the overall management of Strengthening Community Resilient through DRR/CCA & WASH Project.
2. Support the program team in planning, implementing and monitoring regarding Total Sanitation, School WASH / Disaster Risk Reduction safe school Program.
3. Support Project team to manage Information and Knowledge management system to link Municipality and Community level initiatives on Total sanitation, School WASH and Disaster risk reduction safe school Program.
4. Skills to established sound coordination with DWASH-CC, MWASH-CC, DEO, DCC, RM, Municipality, HF, DRMC, SDMC and other Health, WASH, DRR related stakeholders.
5. Professional report writing skill, knowledge to prepare of monthly, quarterly, half yearly and annual report.
6. Skill to encourage subordinate staff and supervise them.
7. Regular coordinate and communicate with board member and Chairperson.
8. Prepare project annual plan and submit the plan to Plan Nepal Banke for review.
9. Evaluate the performance of project staff.
10. Attain meeting with board member at least once in a week to access the progress and solve any problem, which may arise.
11. Review all project activities and report on monthly basis.
12. Responsible to follow the rules-regulation as well as Geruwa code of conduct and agreement.