

Job Description: Project Coordinator

Position: Project Coordinator

Location: Project Office, Bangad Kupinde Municipality, Salyan

Reports to: Program Director

BACKGROUND

CEAPRED is implementing the - *Building Community Resilience for Food & Nutrition Security and Disaster Risk Reduction in Salyan District* project in partnership with AWO International, funded by BMZ. The three-year project (2026-2029) aims to improve livelihoods, food & nutrition security, and climate resilience of vulnerable smallholders and marginalized communities in all wards of Bangad Kupinde Municipality, Karnali Province. The project focuses on enhancing agricultural production through climate-smart technologies, diversifying income sources, strengthening disaster risk reduction capacities, and building the institutional capacity of Civil Society Structures Eg. Cooperatives, Disaster Management Committees (DMCs), Community Forest User Groups etc. to ensure sustainable community-led development.

POSITION DESCRIPTION

The Project Coordinator will provide overall leadership for the planning, implementation, coordination, backstopping the field staff, monitoring, and quality assurance of the project in the field. The role ensures the timely achievement of project outputs and outcomes in compliance with donor and organizational requirements. The Coordinator will lead stakeholder engagement, team management, budget oversight, and coordination with Bangad Kupinde Municipality, and other key relevant stakeholders.

JOB RESPONSIBILITIES**Project Planning and Management**

- Lead the preparation and implementation of the Detailed Implementation Plan (DIP), annual work plans, budgets, procurement plans, and activity schedules in accordance with the project proposal.
- Ensure timely, quality, and cost-effective implementation of all project activities, including training, infrastructure (irrigation, collection centres), and facilitation in input support.
- Coordinate implementation across all wards of Bangad Kupinde Municipality and address operational challenges through timely corrective actions.

Stakeholder Coordination and Partnership Management

- Build and maintain strong partnerships with Bangad Kupinde Municipality, ward offices, the Ministry of Land Management, Agriculture and Cooperatives (Province), and other government line agencies.

- Coordinate with existing Civil Society Structures eg. Cooperatives, Disaster Management Committee, Community Forest Users Groups etc. to ensure effective project delivery and sustainability.
- Represent the project in local and provincial coordination forums and promote collaboration.

Technical Oversight and Quality Assurance

- Provide technical and managerial leadership to ensure high-quality implementation of interventions in agriculture, livelihood, nutrition, DRR, and climate change adaptation (CCA).
- Ensure effective integration of GESI and climate resilience across all project activities where possible.
- Guide the team members for the establishment of water harvesting facilities, collection centres, and other community infrastructure.
- Ensure timely collection, verification, analysis, and reporting of project data against the logframe indicators.
- Support the baseline and endline studies and document lessons learned, success stories and innovations.

Financial and Administrative Management

- Oversee the project budget, expenditure monitoring, and procurement.
- Ensure that monthly expenditures is right on track as per the plan and suggest for timely adjustment if any possible deviation.
- Ensure efficient and transparent use of project resources in compliance with donor and CEAPRED requirements.

Team Leadership and Staff Management

- Supervise, mentor, and evaluate the project team members and provide support as and when required.
- Promote teamwork, collaboration, and a positive working environment within the team and office.
- Facilitate regular staff meetings for planning and review.

Reporting and Communication

- Prepare and submit monthly, quarterly, and annual progress reports to the Program Director and AWO International as required.
- Support donor/lead implementation partners' visits, monitoring missions, audits, and evaluations.

Compliance, Risk Management and Safeguarding

- Ensure compliance with AWO International/BMZ requirements, CEAPRED policies, and the regulations of the government of Nepal.

- Identify and manage programmatic, operational, financial, and safeguarding risks through appropriate mitigation measures.
- Oversee the implementation of the project's complaint mechanism.

QUALIFICATIONS AND EXPERIENCE

- **Education:** Master's Degree in Agriculture, Disaster Management, or a related field.
- **Experience:** Minimum of 5 years of experience in project management, including at least 3 years in a leadership role, preferably with NGOs/INGOs. Experience working in the Karnali Province or similar hill/mountain regions is desirable.
- **Skills:**
 - Strong leadership, management, and team-building skills;
 - Excellent communication, coordination, and networking abilities;
 - Experience in budget management and donor reporting;
 - Familiarity with the context of food & nutrition security, climate change, and DRR in Nepal;
 - Proficiency in English and Nepali;
 - Knowledge of local languages is a plus;
 - Proficiency in MS Office and report writing;
 - Motorcycle driving license is required.