Job Title: Project Coordinator

Duty Station: Gaindakot, Nawalparasi

Reports to: Executive Coordinator/Project Advisor

Contract: Annual

**Background:**

**About the organization:**SAHAMATI (An Institution Dedicated to Community Plus Humane Development) is a non-governmental, non-political, non-profit social development organization established in 2001. It aims to address the challenges of the 21st century through a community-centered approach, focusing on social justice, human rights development, and self-help promotion. SAHAMATI has built a network of social groups, organizations, and institutions and has been implementing community-centered programs in collaboration with various partners.

**About the Project:**WWF Nepal is in the process of implementing a project on Nature-based Solutions (NbS) with an aim to address the most pressing societal challenges of Khageri and Gindri/ Kerunge watershed of the Lower Narayani River Basin. The project will focus on empowering CSOs and IPLCs, implementing Nature-based Solutions (NbS) to improve conditions of watersheds, reducing disaster and climate change-related risks, and improving natural resources governance in two critical watersheds namely, Gindri catchment in Nawalpur and Khageri catchment in Chitwan. SAHAMATI is implementing partner for WWF Nepal's Nature-based Solutions (NbS) Resilient Lower Narayani Basin project through an open call selection process. The project is expected to commence soon. SAHAMATI's office in Gaindakot Municipality is strategically located near the project implementation sites in Gindri sub-watershed in Nawalparasi (BardagahtSusta East District) and Khageri basin of Chitwan District.

**Position Summary:** The Project Coordinator is responsible for providing strategic leadership, effective management of the program portfolio, and overseeing project personnel. The coordinator will work under the supervision of the Executive Coordinator/Project Advisor, and contribute to strategy development, program growth, project design, implementation, monitoring, and evaluation.

**Responsibilities and Expected Outcomes:**

* Plan and implement program activities under the guidance of the program advisor.
* Maintain smooth relations and coordinate activities with the project team.
* Ensure timely completion of activities and resource allocation to the targeted beneficiaries.
* Meet deadlines for activity completion and ensure proper expenditure.
* Submit required reports and deliverables with desired quality and standards.
* Assess local cooperatives for potential partnerships and identify capacity-building needs.
* Regularly review financial status and ensure accurate budget forecasting.
* Ensure project staff perform assigned responsibilities and work towards achieving desired results.
* Conduct a regular field visit to coordinate with working partners, government agencies (SWMO, DFO, PCTMCDB, BMC), and other organizations working on similar issues.
* Guide and supervise field staff to ensure program quality through regular field monitoring.
* Collect project data, analyze progress, and prepare timely progress reports with visible field presence.
* Resolve conflicts or misunderstandings among program staff and maintain a community feedback log.
* Provide suggestions for program improvement based on consultation with stakeholders.
* Foster a working and learning environment within the field staff team.
* Ensure administrative arrangements and prevent disruption of program activities.
* Develop proposals for the next period.
* Coordinate and participate in meetings, trainings, workshops, and seminars on behalf of SAHAMATI.
* Ensure compliance with organizational activities, rules, and regulations.
* Maintain coordination within the team, SAHAMATI, WWF, and other relevant agencies.
* Ensure adherence to the organization's code of conduct and human rights regulations during project implementation.

**Academic Qualification:**

Master's degree in Environment Science, Watershed Management, Forestry,Natural resources Management or relevant fields.

**Experience**:

Minimum of 6 years of working experience in watershed, natural resources management sector with demonstrated research and documentation capabilities.

Experienced on nature-based solutions (NbS)

Experience working with local communities in both conservation and development contexts.

**Sector Knowledge:**

* Sound knowledge on NbS.
* Knowledge of government policies related to water,watershed and forest management, climate adaptation, and environmental issues.
* Academic knowledge of field research, participatory action research, participatory tools implementation, knowledge management, finance, and governance.
* Knowledge of environment, climate change adaptation, water source conservation, livelihoods.
* Knowledge on GESI and human rights-based approaches.
* Knowledge of local development planning process and budgeting.

***Project Management capacity***

* Understanding of operational issues, planning, monitoring, and quality delivery of activities.
* Strong interpersonal and people management skills.
* Knowledge of project risk analysis and management.
* Ability to identify marginalized and vulnerable groups.
* Capable of report writing, case study preparation, and meeting deadlines.
* Technical and financial progresstracking, compliance oversight and monitoring
* Assets management skills.

**Skill Required:**

* Training needs assessment and facilitation of training, workshops, and meetings.
* Knowledge of monitoring and evaluation plans, result-based monitoring, and specific tools and methods related to water, ecology, and environment.
* Skills to incorporate findings/feedback into projects and maintain a database of target groups.
* Influencing skills for local representatives and stakeholders.
* Stakeholder mapping and mobilization.
* Meeting facilitation and documentation.
* Identification of local advocacy issues and priorities.
* Presentation skills.
* Coordination skills with stakeholders, academicians, and experts.
* Research, report, proposal, and case study writing skills.
* Presentation, facilitation, and negotiation skills.
* Proficiency in English and Nepali for documentation and reporting.
* Excellent computer skills in Word, Excel, and PowerPoint.
* Data analysis skills.

Please note that this job description may not encompass all the responsibilities and additional tasks may be assigned by the Team Leader and Executive Coordinator based on the situation.