

**Job Description**

<b>Job Title:</b> Programme Coordinator	<b>Reports to:</b> Head Office (Kathmandu)	<b>Location:</b> Rukum East, Bhume R.M. ward no 3, with frequent travel to Kathmandu and other project area as per need
<b>Objective of the Job:</b> Implementation of project activities in project area in effectively fulfilling organization and project objectives.		
<b>Areas of Responsibility</b>		<b>Qualification &amp; Experience</b>
<p><b><u>General Responsibility.</u></b></p> <ul style="list-style-type: none"> <li>• Ensure of implementation of project activities as per plan,</li> <li>• Network and build relationships with relevant experts, civil society, government, communities and other stake holders,</li> <li>• Support head office in planning, implementation, monitoring and evaluation of their programmes and ensure provide timely reporting.</li> <li>• Report to head office about the progress of report.</li> <li>• Financial management of field office i.e. bill collection, payment to suppliers and bills record keeping.</li> <li>• Motivate field staff in effective implementation of project activities in project area.</li> <li>• Act as field office in charge.</li> </ul> <p><b><u>Technical Responsibility</u></b></p> <ul style="list-style-type: none"> <li>• Responsible to provide training to Feeding program staff on preparation of meal at school.</li> <li>• Ensure about the implementation of school menu by school cook in proper manner.</li> <li>• Procurement of feeding program ingredients and checking quality, monitoring of school kitchen in regular manner.</li> <li>• Ensure Children, Conflict and Gender policies are applied within cluster and with partners.</li> </ul>		<ul style="list-style-type: none"> <li>• Minimum Bachelor’s Degree any discipline but preferred to bachelor in Culinary art.</li> <li>• Knowledge of food nutrient value and preparation of food according to set menu.</li> <li>• Work experience in any hospitality industry for minimum 1 year.</li> </ul> <p><b><u>Skills, Attitudes, Behaviours</u></b></p> <ul style="list-style-type: none"> <li>• Proactive, searching out opportunities for influence and able to enthuse others</li> <li>• A good trainer, eager to build the capacity of school Children Feeding Index (CFI) staff.</li> <li>• Facilitation, interpersonal relation and listening skills.</li> <li>• Good communication skills in Nepali/English language, both written and verbal.</li> <li>• Able to present information in an appropriate manner.</li> <li>• Seeking to model the NIMS values and vision</li> <li>• Social skills necessary to build effective working relationships (esp. active listening, tolerance, humility) with a broad range of people.</li> <li>• Computer skills word, spreadsheet, email.</li> <li>• Willingness to learn.</li> <li>• Flexible in terms of work time, workload, work activities and travel.</li> </ul>