

## **OVN (Opportunity Village Nepal) or Shuba Awasar Gram Nepal**

### **Vacancy Notice**

Application Deadline: 5 April, 2019 (Chaitra 22, 2075)

No. of Vacancies: 1

Job Location: Kathmandu Office of the OVN with frequent travel to project sites

OVN is now seeking an experienced Program Manager (PM) to oversee the implementation and expansion of its new program approaches and development. The PM is a member of the management team and represents OVN as a core member of the programming team. Under the supervision of the OVN Director, the position holder will oversee the development and strategy of all program operations.

The position will lead, manage and advance the programming objectives and the mission of OVN and your strategic leadership shall enable you to advance OVN's reputation and impact while you proactively manage all projects and programs. The PM shall play an important role in leading the implementation of a rapidly developing program and should be a highly motivated and entrepreneurial individual who is excited by the opportunity to play a central role in the implementation of OVN Nepal strategic plan for 2018 – 2022.

The individual interested in this position must have commitment for women and children, high drive for results, integrity, demonstrable teamwork, good self-awareness and self-regulation.

Main responsibilities:

The PM shall lead OVN program in Nepal and shall hold OVN accountable to beneficiaries, government, donors and partners. Furthermore, the PM shall ensure quality of and synergies among existing and new programs, presentation of OVN programs and provide support and assistance to the Director in donor communication, liaison with government and external representation.

### **Responsibilities include but are not limited to the following:**

Management/ Coordination Functions:

- Preparing proposals according to the 2018 – 2022 strategic plan of OVN in close consultation and coordination with the OVN Director. Obtaining required legal permissions from the government agencies for all funding projects by working with the relevant Nepal government ministries and authorities
- Preparing all documents for Social Welfare Council Nepal, a statutory body that regulates all the NGOs operating in Nepal
- Researching and preparing proposals to seek grant opportunities run by Nepal government, institutional donors (UN bodies or INGOs) on a regular basis

- Formulating a tool for MEAL (Monitoring, Evaluation and Learning) for each thematic program and project
- Writing timely narrative and financial reports or active grants and preparing progress reports according to the requirements of the donors
- Overseeing the execution of overall programme and financial plans of OVN in Nepal and leading in preparation and implementation of the all the plans
- Furnishing weekly plan and weekly reports to the OVN Director for presenting to the governing board
- Planning out strategies to make OVN Child Protection Home a model Children's Home for other NGOs in Nepal
- Contributing to the staff capacity analysis, identifying capacity building needs and organizing capacity building trainings

#### Advocacy/Communication Functions

- Preparing a national advocacy plan for Nepal in collaboration with the relevant coalitions/networks, likeminded NGOs and INGOs
- Formulating tools/ training modules for TOT on advocacy at various levels
- Liaising with relevant coalitions/networks to coordinate advocacy statements and implementation at national level and feeding these to the Director of OVN

#### Communication/ Fund raising Functions

- Developing a communication strategy and fostering effective communication team work between OVN, government and non-government counterparts
- Establishing relationships with national and international organisations and with the private sector as a part of corporate social responsibility (CSR)
- Organizing fundraising events annually
- Creating linkages with government ministries and departments/other institutions for collaboration as and wherever necessary
- Carrying out any other work assigned by the OVN Director

### **Qualifications:**

#### **Essential:**

- An advanced degree in social sciences, or equivalent degree
- 4+ years of experience managing projects/programs at national or international level on community development and/or civil society projects
- Previous experience or understanding of the NGO sector in Nepal
- Proven project management skills with experience in managing multiple projects with a Result Based Management Approach
- Experience in Nepal and within the region and understanding of local dynamics is highly preferred
- Familiarity with conflicts settings, experience with working in insecure environments a significant advantage
- Strong critical analysis and problem solving skills
- Fluent and strong in English and Nepali both spoken and written

- Strong interpersonal skills and mentoring skills to work effectively with partners/clients
- A track record that demonstrates energy and creativity, and the ability to successfully prioritize and manage competing priorities
- A background in research, analysis, and policy, with a track record of developing strategies
- Demonstrated success in project planning, financial management, program monitoring, report writing, and identifying and procuring technical assistance
- Excellent verbal and written communication skills, including presentation skills
- Experience in data processing (Microsoft Word), spreadsheet (Microsoft Excel), E-mail, and Internet browser software
- Creative leadership and staff management skills, with a record of managing large, diverse teams

**Desirable:**

- S/he will be a person of high integrity, committed to meeting deadlines, willing to work extra hours with interest in addressing children, family and community development issues
- Willingness to travel to project sites when required
- Required to have operational, organizational and communication skills and ability to work harmoniously with colleagues, staff, and volunteers from diverse backgrounds
- Required essential interpersonal communication skills
- Ability to provide professional leadership and guidance to staff
- Ability to lead, guide, coordinate, and facilitate strategic planning processes and establish short and long-term goals within program areas
- Ability to contribute to a collective result and working together at own initiative to make a contribution to the achievement of shared objectives
- Ability to identify, analyze, understand and solve problems and actively seek logical, tangible and realistic solutions for problems