

Terms of Reference

Position: Program Coordinator/Principal Investigator

Background

Integrated Community Development Movement- Nepal (ICODEMON) is non-profit making, non-governmental organization established in 2000, aiming at improving the lives of most vulnerable people through implementing various activities in the field of education, public health, disaster risk reduction livelihood promotion and research. Among the various programs ICODEMON is currently undertaking a research project on road traffic accident with support of Grand Challenges Canada.

Job description in brief

The Program Coordinator/Principal Investigator will be responsible to provide overall guidance in planning, organization, and supervision and reporting of ICODEMON initiatives and activities. The person will take overall responsibility for management of the ongoing project activities, providing leadership as well as managing the resource generation related efforts for the organization. The person will provide strategic direction for the successful accomplishment of project activities (Road Traffic Accident: A Neglected Public Health Crisis) and ensure the growth of organization. The program coordinator will be accountable to the Chairperson.

JOB DESCRIPTION	
1. Position title	Programme Coordinator/Principal Investigator
2. Purpose of job	<ul style="list-style-type: none">• Work as a leader in the implementation of a research project on Road Traffic Accident: A Neglected Public Health Crisis the program activities.• Provide strategic leadership and ensure better coordination in the development of funding proposal and also in generating resource for ICODEMON.• Develop strategic framework for ICODEMON aiming at achieving goals and objectives of the organisation.• Ensure that team comply with the work standards, mission, policies and strategic directions of ICODEMON to complement the successful implementation of the ongoing programs through continuous staff appraisal and inputs.• Ensure compliance of rules and regulations stipulated in the grant agreement
3. Reporting to	The chairperson

<p>4. Outline of responsibilities and tasks</p>	<ul style="list-style-type: none"> ▪ Ensure the smooth running of the project activities ▪ Coordinating with the concerned stakeholders for the successful implementation of the programs. ▪ Providing strategic direction to the organization and provide back up support to project team ▪ Develop funding submissions for resource generation ▪ Prepare standard operating protocols, manuals, guidelines to ensure technical quality of the activities particularly IEC materials, emergency first aid manual ▪ Ensure that the programme is designed, implemented and managed through a participatory, integrated and development-oriented approach. ▪ Facilitate training and capacity building activities of the stakeholders with the help of the team as required ▪ Develop monitoring framework with indicators as outlined in the project document ▪ Carry out performance appraisal of office team and report accordingly ▪ Coordinate with different agencies on program related issues as per requirement ▪ Represent ICODEMON in various forums ▪ Monitor and supervise the program activities with practical indicators complementary to planned programs. ▪ Advise and coordinate with Chairperson, executive committee and partners in the development and implementation of the program activities and collaboration with the team, executive and steering committee develop appropriate, effective and efficient management systems, tools, guidelines and procedures to ensure that the program activities are of acceptable quality, cost effective, sustainable and responsive to the needs of the vulnerable population. ▪ Make sure the project activities and events are regularly updated at the organization webpage and social media pages. ▪ Together with other members of the office, prepare integrated annual operational and financial plans consistent with identified strategic directions and approved activities. ▪ Prepare narrative and financial report and submit to partner particularly Grand Challenges Canada ▪ Be a contact person between Grand Challenges Canada and ICODEMON ▪ Develop appropriate coordination mechanisms to ensure that the needs of partners and stakeholders are supported and addressed properly. ▪ Promote learning and knowledge management.
---	---

5. Personal specifications	Required	Preferred
<p>5. Qualifications</p> <p>1.</p>		

<ul style="list-style-type: none"> ▪ Preference will be given to those who have got PhD in relevant disciplines. ▪ Post-graduate degree in public health (MPH) or MBA or Masters in Social Science or Development Studies from a recognized university 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
<p>5. Experience</p> <p>2.</p> <ul style="list-style-type: none"> ▪ At least five years of experience in public health or development programme management, with a significant experience in development health programmes ▪ Managing and developing people and teams (at least 3 years) ▪ Relevant experience in research/project on road safety and road traffic accidents ▪ Designing development and/or community health programmes and project proposals employing widely accepted tools and formats ▪ Design and/or implementation of public health project monitoring and evaluation systems ▪ Conduct/design both qualitative and quantitative studies, baseline or end line surveys 	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪
<ul style="list-style-type: none"> ▪ Preparing programme and technical reports ▪ Ability to manage/ work in team 	<ul style="list-style-type: none"> ▪ 	
<p>5. Skills</p> <p>3.</p> <ul style="list-style-type: none"> ▪ Strong analytical skill ▪ Strong technical writing skills ▪ Fluent in English - reading and writing ▪ Computer skills (MS Word Package) 	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ 	
<p>5. Core competencies</p> <p>4.</p> <ul style="list-style-type: none"> ▪ Initiative, drive and direction ▪ Fund raising ▪ Relationship management and networking ▪ Working in teams ▪ Non-judgmental attitude ▪ Adaptability ▪ Leadership skills ▪ Generate innovative ideas ▪ Partners negotiation ▪ Donor dealing ▪ Ability to work in a team 	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ 	

<ul style="list-style-type: none"> ▪ Work independently 		
<p>5. Management competencies</p> <p>5.</p> <ul style="list-style-type: none"> ▪ Apply Result Based management ▪ Monitoring, supervision and control 	<p>■</p>	<p>■</p>