

Roles and Responsibility

<p>Position : Field Coordinator Level-7 Project –FNEL-ONGD</p>	<p>Report to : Executive Director (ED)</p>	<p>Location : 30% Center & 70% Field (Palpa and Gorkha)</p>
<p>Main Duties :</p> <ol style="list-style-type: none"> 1. Project implementation Planning, budgeting and facilitation. 2. Baseline Survey / End line survey 3. Training to PWDs and relevant stakeholders in the field. 4. Partners and staff level coaching and mentoring. 5. Coordination /Liaison /Networking/ in district level. 6. Report writing. 		
<p>Special task under main duties</p> <ol style="list-style-type: none"> 1. Plan, implement, monitoring and report with Photographs, success stories and captions to the project coordinator on the progress of field level activities of FNEL-ONGD 2. Plan and conduct assessment to identify the need of PWDs consulting with ED. 3. Planning for implementation of FNEL-ONGD, base line data collection, monitor progress and conduct periodical review among PWDs. 4. Plan, organize and report of group strengthening training for PWDs in program implementation districts. 5. Assist to Executive director and executive board members during field visit implementation and reporting Semi-annual, and annual review and Planning and internal/ external evaluation events. 6. Prepare and submit events, monthly, bi-monthly and an annual report of the programs including case studies. Photos as per expected results. 7. Coach and counsel the PWDs / groups to develop & maintain document, file system of livelihood improvement activities. 8. Provide budget to the individual / groups along with proposal, 	<p>Qualification and experience:</p> <ul style="list-style-type: none"> ○ Bachelor degree in Social science or equivalent with minimum 3 years work experiences in development sector 	<p>Behavior, Attune and skill</p> <ul style="list-style-type: none"> ○ Skill in facilitation Need Assessment, and baseline survey ○ Skills and knowledge on training facilitation coaching, consultation, proposal writing and report writing. ○ Able to maintain confidentiality ○ A mature moderate person with ability to get along with people in a just way ○ Be able to learn from different situations and people with who he/she is working. ○ Should be open minded and willing to take active part in the teamwork. ○ Do the work in a conscientious way since the work involves private and confidential matters ○ Represent the whole Forward Looking team in a good manner. <ul style="list-style-type: none"> ○ Be honesty, integrity, and openness in relationships

<p>agreement. Business plan after approval of program director.</p> <ol style="list-style-type: none">9. Actively participate in training, workshop and meeting organized by FL and donors10. Support to ED for selection, OJT/ Social mobilize and coach, develop and mobilize.11. Actively participate and present progress in Semi-annual and annual review and Planning meeting.12. Draft semi-annual and annual report of project and submit to the ED.13. Perform any other task as assigned by the ED.		<ul style="list-style-type: none">○ Flexibility and a commitment to learn○ Politeness, gratefulness, and respectable behavior.○ Active Listening and effective questioning skill○ Good team Player,○ Attitude of a peace builder in all activities.
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