**Job Title**: Project Coordinator  
**Grade**:  
**Posted Date**: 14th December 2020  
**Closing Date**: 20th December 2020  
**Length of Contract**: 28th December 2020- 19th December 2021 with possibility of extension  
**Department and section**: Program  
**Location**: Kathmandu and few fields visit as per requirement  
**Hours of work**: Full Time  
**Type of contract**: 12 months  
**Salary**: Negotiable  
**Direct reporting to**: Program Director

### Organizational Background

Beyond Beijing Committee Nepal (BBC) is a human rights feminist National Network organization. It has been advocating and working continuously on the Beijing Platform for Action aftermath of the Fourth World Conference on Women in Beijing since 1995. BBC aims to work towards the civil, political, economic and social empowerment of women and girls to achieve substantive gender equality, women’s human rights and sustainable development in Nepal. BBC has been actively engaging in CEDAW monitoring, ICPD Monitoring, UPR reporting, and MDGs’ implementation and currently the Agenda 2030 for Sustainable Development and Sustainable Development Goals (SDGs). BBC is a founder of Nepal SDGs Forum (CSOs Forum) and the Convener of Women and Girls' constituency and gender justice theme. It also functions as the secretariat of the Women Major Group for Sustainable Development in Nepal founded (WMG-SDN) in 2017.

**PERSON SPECIFICATION REQUIREMENT:**

**Qualifications:**

- Master's degree in Public Health.

**Experience:**

- At least two years of experience working in the development sector in project/ program design and development. Familiar with current SRHR laws, policies and guidelines and programs is desirable.

**Job Summary**

The purpose of this position is to support Program Director to oversee and ensure a high-quality project implementation of SRHR program, and achieve targets towards BBC’s and/or donor’s requirements through overall management of the implementing partners within SRHR programs in the respective areas and districts, under the direct supervision of Program Director. The project coordinator is responsible for
the projects plan for engaging in advancing policy and institutional reforms and enforcement at the sub-national and national level through advocacy efforts. The position will represent BBC in various forums in the respective sector/s including in government at municipal and district level and other stakeholders. The position will require to Thrive, Learn and Lead, to enhance the capacity and skill of the partner NGO, local government and other key stakeholders and also to ensure the quality of the project delivery at different level.

**Skills and knowledge:**

- Strong knowledge and experience in working in SRHR projects and programs
- Proven analytical skills and the ability to think strategically in relation to implementation of the program.
- Experience of program design and implementation
- Knowledge of project monitoring and evaluation
- Strong coordinate and communication skill
- Ability to coordinate with CSOs, Gov, NGOs and national and international institutions
- Experience of interpreting donor policies and guidelines and producing and/or making recommendations for producing high quality proposals
- Numerate with some understanding of budgets.
- Ability to prioritize task and meet multiple deadlines.
- Fluency in English and Nepali language (written and oral communication).
- Strong presentation and reporting skills.
- Excellent writing, documentation and dissemination skills.
- In-depth knowledge on gender equity and diversity, and rights-based programming.
- Ability to use computer applications.
- Liaise and engage with BBC’s network members and other CSOs, development partner and CSOs.
- Ability to accept changes and respect to multicultural environment

**Competencies:**

- Ability to adopt to changing programs needs, conditions, and work responsibilities.
- Ability to work independently, manage time and take self-initiative.
- Ability to work under intense pressure
- Maintains composure in highly stressful or adverse situations.
- Diplomatically handles challenging or tense interpersonal situations.
- Makes timely, informed decisions that take into account the facts, future goals, constraints, and risks.
- Ensures that others involved in a project or effort are kept informed about developments and plans.

Interested candidate are requested to send their updated CV along with interest letter in the following address **info@beyondbeijing.org**

Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.