



“आत्मा साक्षी राखी मन, वचन र कर्मले सेवा गरौं।”
"Let's Serve with Heart, Word, and Deed, Keeping The Soul as Witness."

SOSEC Nepal

Central Office: Narayan Municipality -1, Dailekh

Phone: 089 -410187 / 410096 / 410093

Toll Free Num: NTC 16608942001 / NCELL 9801574888

Email: sosecdailekh@gmail.com, info@sosec.org.np, hirad@ntc.net.np

“बिहेवारी २० बर्ष पारी”

SOSEC Nepal, Dailekh Hatemalo – Program ` Manager JOB DESCRIPTION

JOB TITLE: Program Manager	
Name of Staff:	Working station: SOSEC Head office, Dailekh
Employer: SOSEC Nepal	Line Manager: Executive Director
Grade:	Type of Contract: Fixed Term Contract period:

Established in 1997, SOSEC Nepal is a non-political and non-profit social organization dedicated to supporting the marginalized populations in remote and underdeveloped areas of Dailekh. It is formally recognized by the DAO Dailekh under the Organization Registration Act of 2035, receiving registration number 59-054/055 on the 11th of Bhadra, 2054. Additionally, it holds affiliation with the Social Welfare Council (affiliation number 6099-054/055) and is registered with the NGO Federation (registration number Dai-3-MDR-054/55), along with a PAN number of 300965292.

The organization's primary objective is to improve the educational, health, and economic conditions of its target groups through social inclusion efforts and by empowering individuals to assert their rights. Since its inception, SOSEC Nepal has actively engaged with the community, forming partnerships and coordinating with various government and non-government agencies. Recognizing the limitations of governmental institutions in addressing all development needs, SOSEC Nepal believes in the vital role of civil society in community development.

To achieve its goals, the organization undertakes a variety of activities, including advocating for human rights, enhancing healthcare and education, promoting green enterprises, improving sanitation and agriculture collaborating with bilateral, multilateral, and other donor agencies dedicated to supporting marginalized communities. SOSEC Nepal emphasizes the importance of community participation in project implementation, actively involving local communities in its initiatives. Over the years, SOSEC Nepal has completed more than 55 projects in collaboration with diverse partners, while also encouraging communities to voice their concerns and participate in planning and prioritizing need-based interventions.

SOSEC Nepal is implementing the “Hatemalo” project in partnership with CBM with a focus on the socio-economic development of persons with disability. Creating, developing and empowering self-help groups, providing training for their capacity development, advocating with Local Government to ensure their rights, awareness and sensitization in the community, participation of PWDs in the local level planning process, and their active participation are the primary focus of the project. The project will be implemented in **Narayan Municipality, Dullu Municipality, Bharabi Rural Municipality and Naumule Rural Municipality** of Dailekh district aiming to target 1561 persons with disability.

1. JOB SUMMARY:

The Project Manager manages key clients of the project. Project management responsibilities include the coordination and completion of projects on time within budget and within scope and overseeing all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize the progress of the project. Prepare reports for the senior management regarding the status of the project. Besides this, the Project Manager provides support to the team through assessment, planning, monitoring and documentation, capacity building support (training and facilitation) and coordination with the project staff to implement the project's interventions. The post requires working closely with the management team members to promote people-centered security provision. **The position is based in the head office with frequent travel to project areas. The Project Manager will be charged 100% from the Hatemalo Project.**

2. SCOPE OF ROLE:

Reporting to: Deputy/ Executive Director

Staff reporting to this post: Program coordinator, MEAL officer, Finance Officer and Field staffs

Staff reporting Indirectly to this post: N/A

Budget Responsibilities: As per the Project Agreement

3. ROLE DIMENSIONS:

Kathmandu Office: 01-5910890, Surkhet Province Office: 083-414255

Women and Children Center, Kalikot: 087-440344 / 9858088222

Women and Children Centre, Dailekh: 089-410222 / 9858036222

Bal Helpline: 1098 (Ten-Nine-Eight)



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बाल हेल्पलाइन-नेपाल
CHILD HELPLINE-NEPAL

मि शुक्र फोन
१०९८
(दश-नौ-आठ)

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External:

Representation and lead in relevant donor agencies, government offices and partners at Province, Districts and local levels for cross learning, collaboration and sharing of project best practices and learning including technical and managerial oversight of the specific and integrated programs and implementation. The position will be required to represent at the District/national level as appropriate.

Internal:

Coordination and consultations with other sections for effective program design, planning, thematic integration, cross learning and execution required.

As a Manager, s/he shares the responsibility for the direction, recommendation and coordination of the Project Plan and report with that of the donor strategies and report and ensures its' efficient execution.

4. KEY RESPONSIBILITIES AND TASKS:

4.1 Strategy and Program Development

- Participate in the team discussions for the development of SOSEC's strategy for the wider region
- Share within the team the lessons and knowledge of thematic approaches, particularly experience with project modality, approach and interventions.

4.2: Project Planning:

- He/she is responsible for planning the project comprehensively.
- Clearly outlines the tasks, schedules, budget, resources and milestones needed to achieve the project goals.
- Share the project planning within the project, senior management team, partner organization and stakeholders.
- He/She is responsible for managing both human and financial resources with proper planning.

4.3 Program implementation

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that the project is delivered on time, within scope and budget
- Define project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation and develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques, report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks, establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Delegate project tasks to the project team based on individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with the management team as well as staff members
- Use and continually develop leadership skills, attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned
- Develop spreadsheets, diagrams and process maps to document needs

4.4 Budget Management:

- Project Manager is responsible for keeping the project within its financial constraints.
- Weekly/Monthly planning and tracking of the project activities and its expenses properly and effectively.
- Ensure any events of fraud, bribery and corruption from the project team and if such happens immediately inform to Sr Management team.
- Have a frequent overview of the financial reports to know the status and financial situation of the project.
- Ensure the fulfillment of financial compliance of the partner organization and the documents are well documented.

4.5 Risk Management:

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- Identify the potential risk within the project and prepare the mitigation strategies in coordination with Sr. Management team and partner organization.
- Prepare risk register of the project and orient the project team to take consideration of those.
- Coordinate with relevant stakeholders, concerned authorities and the Management team of the organization for the mitigation of such risks.

4.6 Communications and Advocacy

- Help develop appropriate advocacy strategies - in cooperation with national, district and local level CBOs and the CBM team.
- Analyze the official and non-governmental debates and discussions on issues relevant to the project.
- Represent Project in workshops; training and interactions.

4.7 Organization Development

- Develop SOSEC's ability to raise unrestricted funds from major donors, corporations and individuals, working with other team members on supporter engagement.
- Build a positive relationship between SOSEC and its financial supporters to maintain and grow their support.
- Assist the Fundraising unit of the organization to develop proposals on the relevant sectors.
- Review the policies and provide suggestions for the revision and or formation of new policies to strengthen the organization's accountability and transparency.
- Undertake other duties as the senior management team may from time to time require.

5 PERSONAL SPECIFICATION

- Master's degree or equivalent and 5 years of experience in the sector of Person with Disability empowerment or in a related area.
- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Fluency in both spoken and written English and good report-writing skills.
- Strong analytical skill
- Demonstrate, honesty, transparency, professionalism and strong communication with the program team
- Ability to treat individuals with fairness and respect, demonstrating sensitivity for ethnic, cultural and gender differences
- Conflict resolution and negotiation skills.

6. PROJECT MANAGER TOP SKILLS & PROFICIENCIES

- Developing and Tracking Budgets
- Coaching
- Supervision
- Staff Mobilization
- Project Management
- Process Improvement
- Planning
- Performance Management
- Inventory Control
- Verbal Communication

7. KEY BEHAVIOURAL COMPETENCIES (BASED ON SOSEC'S LEADERSHIP MODEL):

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Competencies	Description
Child Safeguarding	We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.
Decisiveness	We are comfortable to make transparent decisions and to adapt decision-making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation. We spot opportunities to influence effectively and where there are no opportunities, we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.

Agreed By:

Name:

Designation:

Date:

Supervisor:

Name:

Designation:

Date:

Approved By:

Name:

Designation:

Date:

Raising The Voice Of Voiceless
Estd: 1997

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SOSEC Nepal, Dailekh Hatemalo – Finance Officer JOB DESCRIPTION

JOB TITLE: Finance Officer	
Name of Staff:	Working station: SOSEC Head office, Dailekh
Employer: SOSEC Nepal	Line Manager: Project Manager
Grade:	Type of Contract: Fixed Term Contract period:

Established in 1997, SOSEC Nepal is a non-political and non-profit social organization dedicated to supporting the marginalized populations in remote and underdeveloped areas of Dailekh. It is formally recognized by the DAO Dailekh under the Organization Registration Act of 2035, receiving registration number 59-054/055 on the 11th of Bhadra, 2054. Additionally, it holds affiliation with the Social Welfare Council (affiliation number 6099-054/055) and is registered with the NGO Federation (registration number Dai-3-MDR-054/55), along with a PAN number of 300965292.

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To achieve its goals, the organization undertakes a variety of activities, including advocating for human rights, enhancing healthcare and education, promoting green enterprises, improving sanitation and agriculture collaborating with bilateral, multilateral, and other donor agencies dedicated to supporting marginalized communities. SOSEC Nepal emphasizes the importance of community participation in project implementation, actively involving local communities in its initiatives. Over the years, SOSEC Nepal has completed more than 55 projects in collaboration with diverse partners, while also encouraging communities to voice their concerns and participate in planning and prioritizing need-based interventions.

SOSEC Nepal is implementing the “Hatemalo” project in partnership with CBM with a focus on the socio-economic development of persons with disability. Creating, developing and empowering self-help groups, providing training for their capacity development, advocating with Local Government to ensure their rights, awareness and sensitization in the community, participation of PWDs in the local level planning process, and their active participation are the primary focus of the project. The project will be implemented in **Narayan Municipality, Dullu Municipality, Bharabi Rural Municipality and Naumule Rural Municipality** of Dailekh district aiming to target 1561 persons with disability.

1. JOB SUMMARY:

The Admin and Finance Officer will be based in District Headquarter Dailekh (SOSEC Office). He/she will work in the direct supervision/management of the Project Manager and senior management team of the organization. He/she will work closely with the different thematic and departments within the Hatemalo project. This position is the overall management of financial transactions of the Hatemalo project. The position holder will be directly working with the Project Manager, and budget holders on finance-related matters. He/she will also closely coordinate with the supply chain department on procurement and payment procedures. **The Finance Officer will be charged 100% of the Hatemalo Project.**

2. SCOPE OF ROLE:

Reporting to: Project Manager

Staff reporting to this post: Project Officers, Field staffs

Staff reporting Indirectly to this post: N/A

Kathmandu Office: 01-5910890, Surkhet Province Office: 083-414255

Women and Children Center, Kalikot: 087-440344 / 9858088222

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Budget Responsibilities: As per the Project Agreement

3. ROLE DIMENSION

External:

The finance officer holds crucial responsibilities in financial transparency and communication. He/She oversees financial reporting and compliance, ensuring that financial statements accurately reflect the organization's project performance for partner organization, regulatory bodies, and governmental agencies. Additionally, the finance officer engages in partner relations, strengthening relationships with stakeholders, and analysts, to convey the organization's financial standing and strategic direction. Besides this, tax planning and compliance to minimize tax liabilities while upholding legal obligations. Collaborating with external auditors, the finance officer facilitates audits to ensure adherence to standards and regulations. Furthermore, they conduct thorough financial analyses, providing insights to aid decision-making and mitigate risks, ultimately safeguarding the organization's reputation and financial stability on the external front

Internal:

The finance officer should play a key role in steering the organization's financial strategy and operations. He/She forefront of budgeting and forecasting processes, aligning financial plans with strategic objectives and monitoring performance against targets. Cost control and cash flow management are central to his/her responsibilities. The finance officer establishes and maintains healthy internal controls, safeguarding assets and ensuring compliance with policies and procedures. He/She manages treasury functions, including cash management and investment strategies, to optimize funding sources and minimize financing costs.

4. KEY AREAS OF ACCOUNTABILITY:

4.1 Administration

- Ensure the entire utility facilities run/ in place smoothly including the functions of generators, computers, photocopy, fax, vehicle, motorbikes and telephone.
- Develop and maintain the files of financial documents (hard copies and electronic copies)
- Develop and monitor a correspondence system with a reference structure
- Prepare documents to be sent for vendor's payment.
- Ensure and follow-up checklists of office license, renewal documents, vehicle, blue book, renewal for house rent, vehicle insurance
- Support program department on special events e.g., seminars, workshops, retreats, trainings, and orientations.
- Timely insurance of staffs, assets of the project and labours of construction work

4.2 Financial Management

- Involve in day-to-day transactions to enter in FAMAS system
- Prepare vouchers; ensure proper budget coding, generate payment vouchers and submit for approval.
- Prepare Monthly Bank reconciliation & Send TDS deposit in time.
- Work closely with Logistics/procurement & admin team to support the procedure & documentation
- Support program staffs in project planning, phased budget & DIP preparation, budget forecast
- Timely payments of vendor's bills and settlement of advance, liabilities and receivables etc and reconcile periodically.
- Fulfil all the recommendations from the voucher verification, all types of audits and management response in time in close coordination with the Project Manager, Officers and field staffs
- Capacity building to project staff on financial process documents and supporting documents for settlement.
- Visit and interact with community site at least 5%, and carry out document verification and coaching, prepare the field visit document verification/ monitoring report and share the report/ recommendation to relevant authorities including board and program management.
- Ensure an internal control system with segregation of duty is in place
- Ensure the financial transactions are supported by adequate supporting documents, authentic and correct.
- Ensure project complies with Government, Donor and CBM requirements as stipulated in the Sub-award agreement
- Ensure a proper filing system is in place with all required documents in the files and back-ups
- Carries any other tasks as assigned
- Comply with all Zero tolerance policy and procedures concerning child safeguarding, fraud and dishonesty and harassment.

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- Impart support to internal and external auditors as required

4.3 Logistics

- Ensure procurement process in the office e.g. booking tickets, hotels, purchasing, office monthly bills when needs arise
- Supervise and monitor inventory of office and project equipment;
- Supervise and monitor all contracts (office and house insurance, office and house lease contracts);
- Supervise the maintenance of furniture, equipment, vehicles;

4.4 Procurement:

- Develop an Annual Procurement and Supply Management (PSM) Plan and Consolidate an analysis of the procurement plan and finalize the framework agreement as per the requirement of different categories in coordination with the Procurement committee, project coordinator and other project sections.
- Ensure procurement of goods is of high quality, timely and cost-effective adhering to the established policy of the organization.
- Ensure market survey on an annual basis for regular items and analyze the price trend over the period and report to the Project manager.

4.5 Staff Monitoring & Capacity building:

- Monitoring and backstopping support to Project staff on financial procedures.
- Identify gap on Project staff and onsite coaching

5 PERSONAL SPECIFICATION

- Bachelor's degree in Commerce, Business Studies or Equivalent.
- Minimum 3 years of experience in independently handling budget, financial accounting, planning and analysis in NGOs.
- Demonstrated experience in the use of MS office packages (Word/Excel/PowerPoint) & Internet.
- Experience of working in a computerized accounting software like FAMAS.
- Ability to lead the financial management of the project/and make the linkages of this with overall financial management of the organizations.

6. KEY BEHAVIOURAL COMPETENCIES (BASED ON SOSEC'S LEADERSHIP MODEL):

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बालबालिकाको आपत्कालिन उद्धार, सहज संरक्षण तथा परामर्श सेवाको लागि

बाल हेल्पलाइन-नेपाल
CHILD HELPLINE-NEPAL

बालबालिकालाई के सोच्ने हैन, कसरी सोच्ने सिकाऔं ।

मि शुल्क फोन
१०९८
(दश-नौ-आठ)

“मर्यादित महिनावारी. हामी सबैको जिम्मेवारी ।”

www.sosec.org.np

“महिला हिंसा र बाल हिंसाको अन्त्य गरौं ।”



"आत्मा साक्षी राख्ने मन, वचन र कर्मले सेवा गरौं।"
"Let's Serve with Heart, Word, and Deed, Keeping The Soul as Witness."

SOSEC Nepal

Central Office: Narayan Municipality -1, Dailekh

Phone: 089 -410187 / 410096 / 410093

Toll Free Num: NTC 16608942001 / NCELL 9801574888

Email: sosecdailekh@gmail.com, info@sosec.org.np, hirad@ntc.net.np

"बिहेवारी २० बर्ष पारी"

Competencies	Description
Child Safeguarding/Safeguarding	We need to keep children safe in our selection process, which includes rigorous background checks, reflecting our commitment of the protection of children from abuse. Similarly, we also have to consider Safeguarding which represents that all individuals involved in a project are protected from harm or abuse, and that their rights and dignity are respected and upheld at all times.
Decisiveness	We are comfortable making transparent decisions and adapting decision-making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities, we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization
Relationship Building	We understand the importance of building relationships, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.

Agreed By:

Name:

Designation:

Date:

Supervisor:

Name:

Designation:

Date:

Approved By:

Name:

Designation:

Date:

Kathmandu Office: 01-5910890, Surkhet Province Office: 083-414255

Women and Children Center, Kalikot: 087-440344 / 9858088222

Women and Children Centre, Dailekh: 089-410222 / 9858036222

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