

MCC Nepal Job Description

JD Revised: 31 July, 2023

Job Title: Program Officer

Location: MCC Office in Lalitpur, 40-50% travel to working areas

Position Summary: The Program Officer will work closely with the MCC Nepal program team, Admin-Finance team and Country Representative to accompany partner organizations in project planning, monitoring and evaluation of MCC-funded projects. This Program Officer position supports the work of MCC Nepal Program Coordinators and may also provide small support to the Finance and Administration team.

Qualifications:

1. Commitment to MCC Nepal's values
2. Three+ years of experience in related work in the area of Program Monitoring, Evaluation and Reporting (PMER) or Monitoring, Evaluation, Accountability and Learning (MEAL)
3. Experience working within the INGO environment preferred
4. Experience working in rural areas of Nepal
5. Bachelor's degree in Community Development, Public Health, Sociology or related field or comparable experience

Required Skills, Knowledge and Competencies:

1. Demonstrated ability to build relationships with a wide variety of people from diverse socio-economic, cultural, and religious backgrounds
2. Strong written and oral communication skills in English and Nepali
3. Demonstrated competence in project design, outcome-oriented planning, monitoring and evaluation
4. Demonstrated competence in qualitative and quantitative research methods
5. Demonstrated competence to follow project budgets
6. Self-motivated, able to work alone to deadlines, knows when to seek help
7. Willingness and ability to frequently travel to remote project areas, including by walking
8. Working knowledge of Microsoft Office programs including Word and Excel

Supervision

This position is supervised by and reports to the Program Coordinator & Government Liaison.

Program Management Duties:

- Assist partner organizations with program planning, project design, and implementation of project activities that benefit vulnerable communities.
- Regularly visit partners' working areas for monitoring, coaching and capacity support in planning, monitoring and evaluation (up to 50% travel in project areas for activities implementation process monitoring, partners' procurement process monitoring, project impact monitoring and providing accompaniment).
- Work closely with partners to ensure high quality and timely program and financial reporting.
- Summarize MCC Nepal activities and outputs for the country program as a whole for purposes of reporting to SWC, preparation of annual reports etc.

Government Liaison Duties:

Support the PC and Government Liaison in the following:

- Stay up to date on government legislation, policies and procedures of relevance to INGOs.
- Maintain good working relationships with the Social Welfare Council and Central Project Advisory Committee.
- Work with the PC and Government Liaison to develop new Project Agreements and organize SWC-mandated evaluations.
- Ensure that MCC completes an annual CPAC meeting with SWC; prepare written reports and presentations for CPAC.
- Visa application and renewal process for expat staff

Other Duties:

- Assist in organizing workshops and capacity building events for MCC partners.
- Assist the MCC Nepal finance team with procurement activities for the country program in compliance with procurement policies, and supporting partners in their procurement processes under the guidance of the MCC Nepal finance team
- Assist program and admin team to provide orientation, guidance and support to MCC visitors
- Participate in professional development opportunities.
- Take on other responsibilities as may be required by the Country Representative.