

Project Officer

For RISE UP Project



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Project Location :	Chaurjahari, Rukum West, Nepal
Service type :	RISE UP Project
Type of Contract :	Yearly contract for three years
Post Level :	Mid-level management
Reports to:	Community Development Programme Manager
Supervisory role:	4 -5 people

Organisation Background:

Human Development and Community Services (HDACS) is a faith-based NGO working in three main sectors of health, education, and community development since 1991. Currently, it manages various projects across Nepal especially in rural areas and provides services through hospitals, health camps, public health programs, disaster preparedness and response, school development programs, teacher training, educational daycare centres for children with special needs and community radio stations. The organisation is aiming to launch a One Health Project in Rukum West. HDACS is committed to attract and retain the best employees from all ethnicities, gender and backgrounds in its vision to transform the communities.

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Resilient Independence, Strengthening & Empowerment - Uplift Persons with Disabilities (RISE-UP Project) Rukum

The Rise Up project focuses on empowering individuals with disabilities in Chaurjahari Municipality by advocating for their rights, promoting inclusion, and fostering environments that enable them to lead fulfilling lives. The project works to ensure that persons with disabilities are valued equally within their families and communities by raising awareness, removing barriers, and encouraging positive attitudes. Additionally, it supports their active participation in family livelihoods by enhancing vocational skills, providing financial and medical assistance, and linking them to social security systems, ultimately enabling their meaningful contribution to society.

Responsibilities

Project Officer (PO) is expected to implement the project smoothly to empower people with disabilities resilient and establish inclusive community and government system in Chaurjahari. Some of the key responsibilities are as below:

- Coordinate locally all aspects of the Rise Up Project
- Provide day to day guidance to the project staff for the development of suitable short and long-term strategies in accordance the context to empower people with disabilities in the communities.
- Develop, identify and train on content to promote awareness on disability as well as empower person with disability under project criterion.
- Ensure project compliance on support, mobilization and reporting parameters.
- Work closely for system development with local government to establish the system that contributes on dignity of people with disability.
- Identify the specific and sustainable livelihood solution to promote income generation for the dependent family of people with disability.
- Provide training to faith leaders, students, health workers, teachers, media and or family of PWD to promote awareness as per need.
- Carry out information sharing, and liaison with local government and other concerned entities.
- Line manage staff and develop their capacity strategically achieve the project goal.
- Carry out local advocacy on disability friendly structures, facilities and interventions in the project area.
- Develop relationships with other I/NGOs as appropriate for wider impact through collaboration.
- Prepare periodic technical, financial and other reports i.e: KoboToolbox.
- Adhere with values of HDCS in all aspects of work and service.

Essential skills:

- **Communication:** Excellent verbal and written communication skills in English and Nepali are essential to work closely with team members and stakeholders.
- **Management:** Management skill on human, financial, social, moral and natural resource management.
- **Leadership:** As the primary point of contact for wider community from the project you must acquire leading capacity in all aspects.
- **Organizing and time management:** Ability on managing project activities and resources with proper time management with optimum utilization of resources effectively.
- **Reporting and Budget Monitoring:** Collecting information from project team on time and prepare reports in specific formats, review financial compliance as well as monitor the project impact.
- **Problem-solving:** Step in to handle significant problems, you should be prepared to work through and resolve daily issues independently.
- **Positive attitude:** A person with passion for bringing lasting solution for livelihood and dignity of people with disability in remote context is essential.

Qualifications:

- **Academic:** At least a bachelor's degree or above with specialization in the fields of Physio Therapy, Health Education, Agriculture, Natural resource management, Livestock, Nutrition Science, Development studies, Project Management, Environmental Science or other relevant field.
- **Professional:** Minimum 3 years of work experience in project management.
- **Qualities:** Mature, conscientious, Heart for serving marginal and people with disabilities, value driven, self-motivated individual team building capacity, Team work, Team Management, Good Coordination and collaboration skills, decision making skills, strategic thinker, Recording and Reporting, passionate to create inclusive community, committed to the HDCS values. Experience in working with people with disability, Livelihood and income generation to enhance human dignity etc.
- **Purpose:** Project Officer will be primarily responsible for overall activities of Rise- up project and coordination with different projects, People with disabilities and their organizations, local faith leaders, government units, cooperatives and hospitals. There will be a team of physiotherapist and facilitators. Project Officer is responsible mobilize the team to achieve the given project outcomes effectively