**District Coordinator**

**Vacancy Announcement**

**Women’s Rehabilitation Centre (WOREC)** is a national level NGO working for women's human rights and to ensure women empowerment through protection and promotion of human rights and social justice focusing on campaigns against violence against women, and women's economic, social and cultural rights nation-wide. Our working districts with offices are spread over Morang, Sunsari, Udayapur, Dhanusha, Mahottari, Sarlahi, Dang, Kailali, Rukum and additional working districts are Rupandehi, Kapilvastu, Kanchanpur, Jajarkot, Kathmandu, Bhaktapur, Kavrepalanchok and Saptari district. The Central Office is located in Lalitpur.

**Position title: District Coordinator 3**

**Duty Station:** Kailali, Dang, Sarlahi

The District Coordinator (DC) reports directly to Executive Director (ED) works in close coordination with program and finance department. The DC takes lead role and works in close coordination with the Program manager, Coordinators, Program Officers and other staffs in achieving the goal and objectives of WOREC. She is mainly responsible for organizational development and management, program development, implementation and quality management, documentation, stakeholder communications and coordination with local stakeholders. She oversees the district program themes: Human Rights and Social Justice, Ecological Justice and Women’s Leadership and Quality care in an integrated approach including planning, implementation, monitoring and tracking all projects that have specified deliverables.

**Key responsibilities:**

* Ensure the effective implementation and institutionalization of organizational policies, rules, and regulations within the district.
* Manage and oversee the performance of staff, consultants, volunteers, and office assets in accordance with established organizational policies and regulations.
* Develop and implement capacity-building plans for staff members, stakeholders, partners, and community-based organization (CBO) members to enhance their effectiveness in assigned roles.
* Provide managerial support and mentoring to staff for effective performance and motivation, ensuring alignment with district objectives.
* Support the central team, including administrative and HR personnel, in managing information systems, office maintenance, and staff orientation/induction processes.
* Guide and oversee financial management activities, ensuring compliance with accounting policies and procedures, accurate financial record-keeping, and timely reporting to management and funders.
* Collaborate within a team to identify, develop, and submit campaign and project proposals to potential donors and partners, aligning them with the organization's mission and district needs.
* Lead the planning, implementation, monitoring, and reporting of projects in the district, ensuring adherence to timelines and quality standards.
* Define program/project scopes in consultation with senior management and field staff, providing support and guidance to program officers and other team members.
* Coordinate planning, implementation, and reporting activities for projects, as well as developing annual and periodic plans and reports based on past experiences and innovations.
* Execute program/project activities smoothly, ensuring adherence to timelines, budgets, and quality standards by creating detailed work plans, delegating authority and responsibilities effectively, and mobilizing staff capabilities.
* Foster strong coordination with district and local government agencies to strengthen relationships and engage in advocacy efforts to advance organizational agendas.
* Conduct field visits, provide technical support, and oversee project supervision to ensure adherence to quality standards and address any challenges.
* Organize regular quality review meetings to ensure that work meets established standards and identify areas for improvement.
* Prepare and submit high-quality periodic and final reports on project progress and outcomes in a timely manner.
* Evaluate project outcomes according to predetermined indicators established during planning, identifying successes and areas for improvement.
* Establish and maintain effective program communication channels with staff, stakeholders, and partners, ensuring concerns are addressed promptly and effectively.
* Strengthen and maintain relationships with community-based organizations, women’s group and network local governments, provincial government agencies, non-governmental organizations (NGOs), and networks working on human rights and social justice.
* Represent the organization in alliances, networks, forums, meetings, and trainings with local government agencies, NGOs, and civil society organizations, advocating for organizational priorities and sharing best practices.
* Facilitate the proper documentation of cases, success stories, organizational initiatives, and project information, ensuring that all relevant data is appropriately documented and secured for future reference and reporting purposes.
* Leads a grassroots movement, rallying community members to collectively advocate for social justice, driving tangible change through strategic planning, leadership, and effective engagement.

**Qualifications and Experience:** The candidate must possess a master's degree in Social Sciences, Development Studies, Gender Studies, Agricultural Science, or a related field. A minimum of 3 years of experience in project management within the domains of human rights, social justice, or agriculture is required. The candidate should demonstrate proven experience in advocacy, policy engagement, and capacity-building initiatives. Excellent communication, interpersonal, and leadership skills are essential. Proficiency in project management software and tools is necessary. The role requires the ability to travel frequently to project sites across the specified provinces.

**Skills and Abilities:** The candidate should exhibit strong project planning, coordination, and organizational skills. The ability to manage multiple tasks and meet deadlines is crucial. Excellent analytical and problem-solving abilities are required. The candidate must have effective stakeholder engagement and networking skills. A high level of cultural sensitivity and adaptability is important. Proficiency in English and Nepali is required, and knowledge of local languages is an asset. The role also demands effective communication, computer-based report writing, and resource management skills.

**Organizational Values**

**Accountability –** Our commitment to achieving our goals with purpose and focusing on results entails taking ownership of our actions and ensuring that we hold ourselves accountable. We also advocate for accountability among others for their actions.

**Intersectionality:** We recognize that gender intersects with other aspects of identity such as race, class, sexuality, and ability, we emphasize on addressing multiple forms of discrimination and oppression.

**Empowerment**: We facilitate empowerment of women, girls and marginalized community to have control over their own lives, choices, and bodies, free from societal constraints and expectations.

**Social Justice:** We advocate for a more just and equitable society, challenging systems of power and privilege that perpetuate inequality.

**Inclusiveness** – We value diversity and believe that every individual, irrespective of visible or invisible distinctions, has something valuable to contribute.

Applying Procedures: WOREC encourages women and candidates from Dalit/Janjati and sexual minority to apply from the respective districts.

Qualified candidates may send cover letter detailing their experience and motivation for the current position with an updated CV to [vacancy@worecnepal.org](mailto:vacancy@worecnepal.org) by 28 June 2024.

The application without cover letter and CV will not be considered for the position.

Only the shortlisted candidates will be called for written test and interview. No telephone calls will be entertained.

For details visit: http://worecnepal.org/career