

Job Title: Sneha Kendra(Women-friendly Space) Incharge
Reporting To: Program officer/Program thematic leader
Department: Program
Location: Doti and Bajura (Purbichauki, Sayal and Gaumul)

Brief Position Description: *Women's Rehabilitation Centre (WOREC)* is a non-governmental organization working for the protection and promotion of human rights. Established in 1991, WOREC is one of the leading national organizations that works to prevent violence against women, its causes and consequences, and to ensure economic, social and cultural well-being of women as well as other marginalized groups by promoting their access to rights and social justice.

WOREC, in cooperation with the United Nations Population Fund (UNFPA) and in coordination and cooperation with local municipalities of Doti and Bajura, is going to organize a comprehensive program establishment of Sneha Kendra and other capacity-building and awareness-raising activities (women-friendly space (WFS), the purpose of the program has raised awareness among women and adolescent girls in the earthquake-affected areas of Doti and Bajura to reduce the mental stress caused by the earthquake and provided them with psychosocial counseling and reproductive health problems and a short term shelter support for the GBV survivors who affected by GBV during the emergency and normal situations. Regarding this context, WOREC will establish a Sneha Kendra (women-friendly space (WFS) and provide the necessary support and awareness-raising sessions to aware women and girls who are at risk due to the earthquake from the risk of GBV. A six-month program to provide humanitarian response services to people in disaster-affected zones in three Palikas, namely Purbi Chowki, Sayal, and Gaumul, located in the districts of Doti and Bajura. This includes providing safe space for pregnant, lactating, and menstruating women, as well as elderly and disabled individuals. It also offers GBV awareness and counseling, essential support, networking for other GBV services, and increased visibility for the organization and its services.

The program has four components; the first component establishes a Sneha Kendra (Women Friendly Space (WFS) program to provide services such as awareness-raising sessions on GBV, SRHR, HTPs, PFA, and Family planning including health and hygiene, temporary shelter for required GBV survivors to the disaster-impacted zones of Doti and Bajura. The second component is to provide orientation to the community to raise awareness about psychosocial first aid, GBV, sexual and reproductive health and rights, WASH, and harmful traditional practices. The third component involves coordinating with GBV service-providing agencies to provide referral services to individuals who require specific assistance and services such as legal aid, medical support for RH problems, and safety and security issues, while the fourth component focuses on providing psychosocial counseling to individuals who require psychosocial support. In addition, WOREC will be airing the Radio message, developing referral pathways, and capacity building to the Rupantaran facilitator and GBV service providers on GBV and humanitarian content.

For this program, WOREC will be hired WFS manager based in Doti and Bajura's location. Because this program will be implemented in Doti and Bajura's earthquake-affected areas. She will closely monitor the field-level intervention and should provide the required support to the team as per their need. The WFS manager will be accountable for the quality of WFS services, awareness-raising activities, capacity-building training, and outreach activities as well as overall project intervention in the assigned location of project areas.

WFS manager will be responsible for the overall management of Women friendly space, staff management, awareness-raising session, support to community-level activity implementation, reporting, data compilation, and monitoring.

Job Description:

- The employee shall conduct activities, mobilize field-level team, and volunteers, and oversee financial affairs, as directed by the management committee.
- Maintain constant contact and coordination with stakeholders and agencies to ensure the integration of services.
- Prepare and submit daily, weekly, and fortnightly progress reports as required to the local level and district disaster management committee in the conservation area.
- Arrange security measures for WFS, continually assess the situation, and ensure safety by seeking assistance from local police in case of any potential risks.
- The manager is responsible for accurately accounting for the WFS expenses, and maintaining detailed records on a weekly, fortnightly, or monthly basis, subject to approval by the management committee.
- Enforce the code of conduct and promptly report any violations to the management committee, along with recommendations for appropriate action.
- Fulfill any other duties assigned by the management committee.

Required qualifications and experience:

- 3-5 year's experience in GBV, SRHR and the humanitarian sector, along with demonstrated expertise and experience in Women friendly space management.
 - Bachelor's degree in social work, social sciences, psychology, Gender studies, or other equivalent/relevant area
- Skills and Knowledge:
- Ability to undertake work, analysis, and networking under potentially difficult and sensitive conditions.
 - Awareness of the potential sensitivity of the information in the context of WOREC's emergency response and ability to differentiate between information for internal versus external audiences.
 - Strong communication skills – oral and written
 - Negotiation and coordination skills
 - Good Inter-personal skills
 - Ability to work in multi-cultural teams and with different stakeholders.
 - Willingness to travel to the field.
 - Must have a strong adherence to the GBV principles and their practice in GBV response.
 - Highly developed cultural awareness and ability to work well in a multi-ethnic and multicultural environment.
 - Ability to establish collaborative relationships with staff, partners and other stakeholders.
 - Ability to travel to support project activities.

Qualified candidates may send cover letter detailing their experience and motivation for the current position with an updated CV to vacancy@worecnepal.org by 14 th June 2023.

The application without cover letter and CV will not be considered for the position. Please write the name of Position in the subject/Head of email to which position you are applying.

Only the shortlisted candidates will be called for written test and interview..