**Job Description of Program Officer**

Job posted on 24 May, 2024 Apply before 30 Jun, 2024

Women's Rehabilitation Centre (WOREC)

DETAILS / REQUIREMENTS:

﻿﻿**Vacancy Announcement**

**﻿Program Officer**

**Job Description**

**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, Jagarkot, Kathmandu, Bhaktapur, Kavrepalanchok and Saptari district.  The Central Office is located in Lalitpur.

**Position Title: Program Officer**

**Duty Station:** Central Office, Lalitpur with frequent field visit

**Job summary**

The Program Officer (PO) is obliged to work in close coordination with concerned Line Manager and with Coordinators and WOREC's networks in achieving the goal and objectives of the program. The Program Officer is overall responsible to uphold the organizations to quality interventions ensuring feminist values and approaches and Right to Work and Mobility portfolio. Further, responsible for guidance & backstopping to the Volunteer team in the thematic issues. Representation in the thematic networks, campaigns, programs on WOREC’s behalf. Documentation and knowledge management through feminist perspective. Liaison with all concerned stakeholders, advocacy for the right to women’s mobility.

**Specific Responsibilities**

* Responsible to oversee Human Rights and Social Justice Program including Addressing Violence of Refugees, migration, decent work, return & sustainable reintegration of returnee women migrant workers and anti-trafficking programs. Support and supervise the district program officers of safe migration, refugee rights.
* Prepare weekly, monthly, bi-monthly and annual program implementation plan and report of program.
* Ensure that all planned activities are being implemented effectively, documented properly and reported timely by Community Volunteers, counselor and submit the reports to supervisor in timely manner.
* Lead the field-based team and provide technical inputs for addressing issues related SGBV of HRSJ.
* Plan, design and conduct staff capacity building program and provide technical support to all community-based Program counseling centers and respective staffs as and when required.
* Organize training, advocacy campaigns, workshop conferences/seminar and interaction programs in coordination with various national and international stakeholders and funding organizations.
* Maintain strong coordination and collaboration with /NGOs and government stakeholders and national, regional and international networks and inter-governmental organizations working on issues of migration.
* Coordinate and support to Kathmandu office team, support to establish organizational monitoring and evaluation system; orient and apply different monitoring forms/formats, tools and use check list for program/project monitoring.
* Ensue the documentation on case management related to SGBV cases.
* Develop content for IEC materials, communication materials, and training and orientation materials with the support of program focal person. To ensure branding and visibility of the organization.
* Represent the organization in local, national and international forums to issues of Human rights, women Trafficking, Women Rights, migrant workers and their Rights.
* Produce, develop, and edit communication and advocacy materials, including press releases, newsletter, website content, social media content and human- interest stories, articles as per need.
* Coordinate with the database section of central office and district offices district coordinator for collect the information about program.
* Follow the organizational policies including Gender Equality, PSEAH, Child Protection and practices in order to ensure the assertive and safe working environment.
* Support to all programs of organization as per need.

**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/Janajati and sexual minority to apply.

**Qualified candidates may send cover letter detailing their experience and motivation for the current position with an updated CV to**[**vacancy@worecnepal.org**](http://worecnepal.org/)**by 30th May, 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.

**Academic Qualification:**

* Bachelor’s Degree in Education, Social studies, social works, public health, with minimum three years of experience.
* Extensive knowledge of the SGBV, women rights, National and international laws of human rights, refugee law and rights, child rights
* Results-oriented team player with very good analytical skills and problem-solving attitude;
* Good verbal and written communication skills in English and Nepali language;
* Excellent computer proficiency (MS) office package (word, excel, PowerPoint)

For details visit:

[**http://worecnepal.org/caree**](http://worecnepal.org/career)