

Project Coordinator- KITAB

Location: [Asia & Pacific] [Nepal]

Town/City: Lalitpur

Category: Project Management

Job Type: Fixed term, Full-time

Project Coordinator - KITAB

PURPOSE OF POSITION:

To lead and manage a project that aims to upgrade the KITAB (Knowledge Improvement Through Access of Books) bazar platform through active collaboration with publishers, private sectors and other developmental sectors to ensure improved and more efficient supply chain of books all over Nepal.

KITAB Bazar is a technology-enabled market solution that will improve access of books along with standard through an efficient supply chain, a digital marketplace linking schools to publishers & a social network connecting teachers & a book purchase tracking system to support school progress.

The role will work in close collaboration with both internal and external stakeholders to achieve the defined outcomes as per the timeline.

KEY RESPONSIBILITIES:

- Ensure that the project commences on time, delivers the results as per the approved plans & budgets, and is implemented as per the quality benchmarks, industry standards, donor guidelines and requirements, government regulations, and organizational policies and procedures.
- Support the overall financial, and operational planning as well as in development of an appropriate project exit strategy.
- Oversee the timely submission of all deliverables to management, donors and sponsors, including regular reports (monthly, quarterly and annually), financial reports, and other reports and key documentation as required.

- Assist to develop, apply and ensure appropriate tools and strategy to monitor the progress, quality and impact of the project targets.
- The project progress reviews are carried out according to the schedule.
- Support in Pilot testing of the platform
- Provide project stakeholders with comprehensive documents and each stakeholder clarified on their role and responsibilities.
- Supporting the private sector/consortium of publishers for the project scale-up.
- Review monthly progress and plans of supporting partners
- Provide necessary support for planning, monitoring and implementations of project activities
- Work in close coordination with internal as well as external stakeholder to develop modules and provide training workshops
- Collect, write, and share at least five case studies/good enough practices.
- Prepare at least a one video illustrating project impact.
- Monthly, quarterly, semi-annual, annual and other program and financial reports prepared and in placed and documented in time aligning with project design and donor requirement.
- Prepare or present progress and completion reports.
- Maintain project database management as per requirement (in Horizon, Hard copies, Soft copies)
- Qualitative reporting and implementations models ensured.
- Capture evidences (such as media coverage, visibility materials, and success/change stories) of good practices in regular basis.
- Dissemination of lessons learnt and best practices from major program interventions.

EDUCATION, ABILITIES AND EXPERIENCE REQUIRED:

- Demonstrated experience preferably in project management in development field.

- At least 2 years working experience in national and/or international NGOs.
- Bachelors degree in Education, Social Science or relevant discipline
- Thorough understanding and experience about Nepal Government's strategies, policies, guidelines on early grade reading and ICT policies.

Others:

- Strategic, creative, and innovative thinking
- Fluent in Nepali, with good written and spoken English
- Committed to World Vision Ethos, Mission, Vision and Core values.
- Decision making and problem solving skills
- Experience in using logical frameworks and project monitoring
- Knowledge of Microsoft Office
- Willingness to work outside office hours especially when traveling
- Perform other organizational and business processes that are required to contribute to WVIN's strategic objectives and to maintain a healthy organizational life
- Demonstrate understanding of and commitment to World Vision's Core Values in the approach to work and relationships
- Ensure implementation of Child Protection Policy and Child Safe Organization practices

WORK ENVIRONMENT:

Full adherence to World Vision Child Protection & Adult Safeguarding, Code of Conduct and Conflict of Interest policies.

"This is a Fixed Term Contract ending March 2022 with no extension"

World Vision International Nepal is committed to diversity and inclusion within its workforce, and encourage candidates of diverse background, women and differently abled, to apply. Only short-listed candidates will be called for the subsequent selection procedure.

WVIN reserves all rights to qualify/disqualify applications in any case.