

# Hamro Sikshya (Our Education) Project

## Terms of Reference PROGRAM ASSISTANT (PA)

### **A. MAIN FUNCTIONS**

- A.1 Be the main support person for the Project Director at the Centre and the Regional Project Coordinator in the district in implementing project activities as per the agreed work plan;
- A.2 Be responsible for arranging meetings with government agencies and other stakeholders to ensure smooth and efficient implementation of project activities;
- A.3 Participate, as and when asked, with the project management in meetings with government authorities, local bodies and other stakeholders on project-related matters;
- A.4 Assist the project management in undertaking follow-up and monitoring of project implementation activities;
- A.5 Provide necessary information and data to the project management for the purpose of preparing periodic physical progress reports as per the agreed work plan;
- A.6 Maintain a strong working relationship with the project's district partners, district government line agencies and target groups to ensure smooth implementation of the project; and
- A.7 Undertake other activities as required by the project management.

### **B. TECHNICAL (not limited to)**

- B.1 Support the project-trained social accountability practitioners from CSOs and Youth Clubs in the application of social accountability tools;
- B.2 Organize logistical support to district partners to ensure that project activities are implemented smoothly;
- B.3 Ensure that the increasing number of people are showing confidence to register their complaints and that the grievances of people are getting addressed;
- B.4 Assist the project management in organizing community outreach programs; and

### **C. LIAISON**

- C.1 Maintain a strong working relationship with the district government line agencies, local authorities, other stakeholders and representatives of consortium partners on project-related matters;

### **D. WORK STANDARD**

- D.1 Be a model to other staff in work and as a person. This will be seen in for example quality of work, time-keeping, co-operation with others, attitude towards the programme & in general behaviour in and out of field work;
- D.2 Be able to manage all duties and people for whom he/she is responsible, without supervision and at a good standard, and to develop new aspects of the job as needed;

- D.3 Be honest in all matters (for example: financial, time keeping) and to promote honesty in junior staff. Financial honesty includes not seeking or obtaining financial advantage for him or herself or others through his or her work;
- D.4 Keep confidential information acquired in the course of work, especially those matters relating to people (employees and others);
- D.5 Have good written and spoken skills in English and Nepali languages;
- D.6 Maintain good relations with staff, community member, partner organization; and
- D.7 Build and maintain good public relations with those the programme, including officials, community members, aiming to emphasise the aims and philosophies of the programme and organization to create a good image

***E. MINIMUM QUALIFICATION AND REQUIRED COMPETENCIES:***

- E.1 Bachelor's Degree in any subject;
- E.2 Preferably some work experience in an NGO;
- E.3 Good understanding of Participatory Planning, Preparing Work Plan and Budget.;  
and
- E.4 Basic knowledge of English;