

DEPUTY PROGRAM MANAGER

Position Description

Location Dhangadhi, Kailali with frequent travel to field

Position Status Full-time, Regular

Salary Level M1

Current Team Member N/A

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action - helping people triumph over adversity and build stronger communities from within. Now, and for the future. Mercy Corps has been present in Nepal since 2005.

Program / Department Summary

The STEM II programme is a 3.5 year, DFID-funded programme focused on supporting the education of marginalized girls in Kailali District in the Far Western Region of Nepal, which is part of a DFID-led global initiative called the Girls Education Challenge (GEC). The GEC is supporting a growing portfolio of almost 40 projects in around 18 countries being delivered by different I/NGOs, of which Mercy Corps Nepal is one. By the end of the programme STEM II is expected to reach around 5,000 in-school girls between grades 8 and 10, and out-of-school girls who dropped out during the same school grades since the year 2066 BS. Programme activities include: campaigning to promote girls' education; training school teachers, school management personnel and parents; providing after school classes; upgrading school infrastructures; offering vocational, financial literacy and business development training and business start-up/expansion loans; delivering critical academic support, life skills and sexual and reproductive health classes to girls; and providing training and employment opportunities to help girls transition from school into employment. Project implementation is preceded by a 6-month period comprising of Changeover Period (May to July 2017) and Inception Phase (July to September 2017) and, thereafter the Implementation Phase (October 2017 to September 2020) and a 3-month M&E and Research Phase until programme close-out in December 2020. The project is jointly implemented by Mercy Corps and BASE. The project will target 30 Secondary schools and OOS girls in Dhangadhi Sub-Metropolitan City, Tikapur, Ghodhaghodi, Gaurignaga Municipality and Bardagoriya and Kailari Rural Municipality in Kailali District.

General Position Summary

The Deputy Program Manager (DPM) will support the program Manager (PM) to provide overall leadership, management and strategic vision of the STEM program by maintaining day-to-day oversight of field activities, supervising STEM's Dhangadhi-based Mercy Corps Senior program Officers and M&E team, liaising with field level implementation partners, and ensuring resources are disbursed and activities are carried out so that STEM meets performance-based targets on-time, within budget as per DFID requirements and represents strong Value for Money (VfM). S/he will share project representation at the field level with the program Manager, ensure field accountability to Mercy Corps policies, donor rules and regulations, and lead efforts to formalise relationships with STEM stakeholders and key government agencies through meetings, agreements and the formation of committees where required.

As gender and social inclusion (GESI), governance and M&E are cross-cutting components of all Mercy Corps program(s), the Deputy Program Manager is required to own these components and ensure GESI sensitivity and integration, governance practices and M&E systems are integrated into his/her work area.

Essential Job Responsibilities

The specific duties and responsibilities of the Deputy Program Manager include, but are not limited to, the following:

STRATEGY & VISION

- Recognize opportunities for innovative action and create an environment where alternative viewpoints are welcomed.
- Develop and organize activities to secure resources for programs and convince stakeholders to provide support.

PROGRAM MANAGEMENT

- Provide oversight of the day-to-day implementation of STEM activities at the field level, ensuring partner and Mercy Corps Project Officers are adhering to the work plan agreed with the PM and performing at the expected quality.
- Ensure STEM implementation is responsive to marginalized girls, their families, their communities, secondary schools and implementation partners and aligns with Mercy Corps principles, values and strategic plan.
- Oversee the spending on activity level budget in consultation with the PM, and also ensuring collaboratively at the management level that program funds are spent efficiently and maximized so that activity milestones are met as per the work plan, with Value for Money principles in mind.
- Support the PM to oversee the performance of the sub-grantees (implementing partners) and public, private and civil society partners following up report submission as necessary and feeding up field-based concerns to the PM where they may exist.
- Support the PM to monitor adherence to the grant agreement, Mercy Corps and DFID policies and procedures and relevant external rules and regulations.
- Conduct frequent field visits to all program sites in Kailali district of Nepal and relay relevant issues and successes to the PM to inform the strategic vision of the program.
- Backstop the PM in ensuring that the program is in line with government education policies and advocate the program activities to the government and the community to make it sustainable.
- Support the PM to fundraise from private sector partners for program co-financing.
- Provide ongoing technical assistance to local partner staff, MC staff and community stakeholders on the implementation of the GEC activities (participate and contribute to training activities, etc).
- Draft/ assist with drafting MoUs, contracts and other such agreements for the project, liaising with legal advisors and Mercy Corps Operations and Finance staff where required to ensure that the implementation complies with local norms and mandatory government requirements.
- Support the PM in the selection of external agencies and partners for the project.
- Engage all SPOs, M&E staff and partner staff to ensure coordination within the program components, with the partner organization and the stakeholders to uphold program quality.
- Ensure weekly sharing events and monthly meetings are conducted within the MCN STEM II team, and quarterly meeting with the implementing partner, GTF SACCOs, and other extended partners.

Monitoring & Evaluation (M&E) and Reporting

- Ensure coordination between MCN M&E team and Implementing partner program
- Ensure upward and downward dataflow based on STEM's data flow system.
- Ensure data and program information is shared between the program and M&E team

- Support the PM and M&E Manager in the production of formal and informal reports on all aspects of the program in a timely and efficient manner.
- Support the M&E Manager to ensure that program data is used for learning by holding and leading quarterly meetings with all program partners.
- Prepare monthly work-plans and field visit plans of the MCN STEM II team that adhere to GEC program objectives and activities, and assist local partner staff in doing the same.
- Monitor GEC field activities regularly (both activities and spot checks) and provide comments/suggestions to the local partner staff on how the efficiency and effectiveness of the activities and budget use can be enhanced.
- Review the monthly progress reports received from the local partner staff and provide feedback/ suggestions either independently or in conjunction with the PM.
- Ensure timely activity reporting by the program team, and information on the quarterly activities are regularly updated on the cloud.
- Coordinate closely with the M&E Manager in developing M&E tools and systems (ensuring field fit and quality) and in gathering data from field staff to contribute to high quality donor reports, effective program management and the production of technical and branding materials in support of the PM.
- Provide logistic support to STEM II's external evaluation partner in conducting evaluation.

Team Management and Capacity Building

- Create a work atmosphere conducive to professional growth and development of excellent personnel at all levels, proactively seeking out capacity building opportunities and engaging in the career development of program staff.
- Implement and ensure all team members, including partners, are effectively using the performance planning and management system, establishing performance expectations and regularly providing constructive feedback.
- Contribute to country team-building efforts and ensure the integration of all team members into relevant decision-making processes.

Representation and Coordination

- Backstop the PM as a representative of Mercy Corps and STEM II at government, donor, NGO and other relevant events at the field level.
- Act as the focal point for day-to-day liaison and coordination with implementation partners and local government offices/ officials to assist the PM in the efficient execution of the program, seeking advice and support from other Mercy Corps programs to capitalize on pre-existing agency knowledge for the same end.
- Coordinate with program, finance and administration/logistics staff in Kailali to ensure operational systems are in place to support field activities including logistics (transport, warehousing and asset management), procurement, security, administration and human resources, in support of the PM.

Others:

- Ensure proper integration of GESI aspects into sector specific program planning and implementation working closely with GESI officers.
- Mercy Corps as a humanitarian agency is expected to respond as and when crisis and humanitarian situation engulfs. As an MC employee, all staff are expected to be part of humanitarian and emergency response in addition to their regular roles and responsibilities.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and not to jeopardize its humanitarian mission.
- Other duties as assigned by his/her supervisor and or Country Director.

FINANCE & COMPLIANCE MANAGEMENT

- Ensure compliance with donor and Mercy Corps regulations related to programming.

- Draft and/or review scope of work to hire and manage any technical consultants, including review for technical efficacy and contract budget.

SECURITY

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of policies.

ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

ACCOUNTABILITY TO BENEFICIARIES

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

Supervisory Responsibility: Programme Officers

Accountability

Reports Directly to: Programme Manager

Works Directly with: Education Coordinator, M&E Manager, M&E Team and partner staff.

Knowledge and Experience

- Bachelor's Degree in Education, Development Studies, Economics, or any other relevant fields. Master's Degree preferred.
- Minimum 5 years' relevant professional experience implementing development or education programs, preferably in Nepal's Terai region.
- Experience in budget management and reporting required.
- Experience in designing or managing programs with multiple stakeholders (including related government line agencies) involved in the implementation
- Familiarity with gender mainstreaming and education programs
- Awareness on the particular needs and related program considerations for vulnerable and marginalized girls
- Strong Monitoring and Evaluation skills
- Strong facilitation and consensus-building skills
- Strong team building and staff handling skills
- Must be able to work independently while being a strong team player.
- Excellent negotiation, representation, skills and the ability to work comfortably with an ethnically diverse staff in a very sensitive environment.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members.
- Ability to work effectively with an ethnically diverse team in a sensitive environment

Success Factors

A successful Deputy Program Manager would be able to lead, manage interventions of the STEM program by overseeing day-to-day oversight of field activities. S/he should be able to manage and or advice field based team member and provide any support as required. S/he should also be able to manage budget and produce

efficient report. The Deputy Program Manager will have proven experience with cross-cultural team and capacity building, individual staff development and strong mentoring skills with exceptional diplomatic skills. Multi-tasking, prioritizing, problem solving and simultaneous attention to detail as well as strategic vision are essential.

The most successful Mercy Corps team members have a strong commitment to teamwork and accountability, thrive in evolving and changing environments and make effective written and verbal communication a priority in all situations. Mercy Corps Team members represent the agency both during and outside of work hours when deployed in a field posting or on a visit/TDY to a field posting. Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues

Signatures

Team Member

Date

Supervisor

Date