



https://nepal.mercycorps.org/?post_type=jobs&p=7444

PROJECT MANAGER (contingent to donor funding approval)

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 operating in Nepal since 2005, implementing programs in food security, agriculture, market development, financial services, girl's education, climate change adaptation and disaster risk reduction. We take a systems-based approach in our programming, with the aim of improving the lives and potential of vulnerable individuals and communities across Nepal.

Program / Department Summary

Nepal is exposed to a variety of natural hazards and human induced disasters. More than 80 percent of the total population of Nepal is at risk from natural hazards, such as floods, landslides, windstorms, hailstorms, fires, earthquakes and Glacial Lake Outburst Floods (GLOFs). With three distinct topographical features, from the snow covered mountains, the mid hills and the Terai, Nepal has a diverse set of climatic conditions. During the monsoon season, the plains of the Terai are highly prone to flooding, while the hills and mountains are highly susceptible to landslides and debris flows, including those caused by landslide damming, excessive erosion of hill slopes and rock falls.

Climate-induced heavy rainfall triggered numerous flash floods and landslides in Nepal during the 2021 monsoon season, claiming many lives, destroying homes and damaging infrastructure. According to data from the Ministry of Home Affairs, between June and 27 October 2021, 673 people lost their lives, 69 were missing and 181 were injured in water-induced disaster incidents. Reduction and Management Authority (NDRRMA), along with UN and other agencies, have forecasted a caseload of 97,999 households and 465,495 people will be affected by the monsoon this year in Madhesh Province, which is almost a quarter (23%) of the total national caseload.

Mercy Corps with support from FCDO will prepare for the efficient deployment of cash and voucher assistance (CVA) in all eight flood-prone districts in Madhesh Province. This prepositioning will enable Mercy Corps to be able to respond quickly to flood induced disasters through local partners in the flood affected areas when humanitarian capacity is overwhelmed. Additionally, to respond to the disaster risks facing vulnerable populations in the Province, and to build the capacity of the local government, Mercy Corps will provide technical support to enhance emergency preparedness capacity engaging with civil societies and private sectors.

General Position Summary

The Project Manager will provide overall leadership, management and support the strategic vision to the implementation of the project, ensuring that Mercy Corps meets its targets and deliverables on time and within budget. The Project Manager will supervise project staff and ensure accountability to Mercy Corps policies and donor rules and regulations. S/he is responsible for managing relationships with

Hiring organization

Mercy Corps

Duration

3 months (with possibility of extension)

Salary Grade

M2

Job Location

Kathmandu (with 50% based in one of the districts in Madhesh Pradesh)

Valid through

03.08.2022

Apply

Apply

local partners, stakeholders from the GoN, project participants, and donor representatives, displaying expertise in emergency response & preparedness including cash and voucher assistance and cluster coordination. As gender and social inclusion (GESI), child safeguarding, and environmental sensitivity are cross-cutting components of all Mercy Corps programs and projects, the Project Manager is required to own these components and ensure these components are integrated into the response interventions.

Essential Job Responsibilities

The specific duties and responsibilities of the Project Manager includes the following points primarily, but is not limited to the following:

Strategic Vision

- Provide overall strategic direction, leadership, technical and operational management of the project team to ensure the timely and qualitative delivery of project objectives.
- Support development of cross-team coordination mechanisms to ensure effective collaboration and integration across key project areas and functions.
- Recognize opportunities for innovative action and create an environment where alternative viewpoints are welcomed.
- Contribute to and oversee learnings of the project and share them with stakeholders
- Develop and organize activities to leverage existing and secure new resources and support for programs.

Project Implementation

- Execute standby agreement with civil society organizations, Technical and Financial Service Provider (T/FSP) for emergency responses.
- Ensure market capacity assessments are undertaken timely to identify conditions for implementing cash and voucher assistance
- Work with the local government to agree on post-disaster vulnerability targeting criteria including the Minimum Expenditure Basket
- Hold orientations to partners provincial and local stakeholders including government on CVA and disbursement mechanisms including on vulnerability targeting, response modalities including on Community Accountability and Reporting Mechanism (CARM), GESI, safeguarding and protection.
- Support mobilization of Technical and Financial Service Providers for deployment of digital CVA modalities.
- Ensure and enable CVA implementation process are duly followed as outlined in the project Standard Operating Procedure (SOP) from planning, preparation, registration, redemption to Post Distribution Monitoring (PDM)
- Plan, design and implement capacity building initiatives of provincial and local governments, civil society and private sector to strengthen capacity and prepositioning of system and procedure for timely CVA, improve coordination and harmonized response.
- Ensure current communication channels of Emergency Operation Centers at different levels (PEOC, DEOC and LEOC) for Emergency Response are strengthened.

Project Management

- In close collaboration with the project team, finance, operations, and administrative staff ensure that all components of the project are

implemented in alignment with donor and Mercy Corps policy guidelines.

- Ensure project implementation is on time, target, and budget, using effective M&E systems to reach desired impacts.
- Create and maintain systems ensuring effective and transparent use of financial resources for timely and informative reporting in line with donor and Mercy Corps policies and procedures.
- In coordination with the MEL focal point, ensure that robust MEL knowledge management and quality assurance systems are in place, adhered to and used as decision making tools to inform adaptive management, while also capturing best practices and lessons learned across programs.
- Use findings from the project and collaborate with FCDO and the Cash Coordination Group (CCG) to advocate mainstreaming of CVA in Provincial and Local Government Emergency Planning.
- Ensure timely preparation of high-quality progress, project, and donor reports in both content and form from the project implementation team.
- Cultivate a deep understanding of CVA in the project context and provide input into best practices
- Contribute to the dialogue on CVA in Madhesh Province engaging wider variety of actors
- Fulfill Mercy Corps' Program Management Minimum Standards based on the Program Management at Mercy Corps guidelines.
- Ensure all interventions adhere to Mercy Corps' CARM policy, Gender Policy, Safeguarding Policy, Do No Harm principles, and beneficiary accountability standards.

Team Management

- 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 project staff.
- Identify technical skills gaps of field staff to provide necessary support through training, workshops, and materials as per need.
- Build capacity of field and implementing partner staff as required
- Provide technical support to the project and partner staff to review the learnings and understand best practices, produce notes and record it.
- Assist the project team to organize project related events and produce reports, in coordination with the field staff.
- Provide ongoing technical assistance to local partner staff, MC staff and community stakeholders on the implementation of the activities
- 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.

Finance & Compliance Management

- Monitor adherence to the grant agreement, Mercy Corps and donor policies and procedures and relevant external rules and regulations.

Influence & Representation

- Liaise with local and provincial level government officials, peer agencies, civil society organizations and private sectors other relevant stakeholders to ensure support for and acceptance of CVA.
- Coordinate with the CCG and Mercy Corps Technical Support Unit (TSU) to leverage support and acquire technical guidance on a regular basis. Learn and share project progresses and lessons in the CCG and TSU led regular

meetings/conferences.

- Identify, build and manage collaborative partnerships with partners, grantees, donors, local governments and other stakeholders.
- Communicate effectively to ensure overall project targets and donor obligations are met.
- Demonstrate flexibility, resilience, and ability to maintain positive relationships and composure.
- Maintain high ethical standards and treat people with respect and dignity.
- Exhibit an awareness of their strengths and development needs

Security

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

Accountability to Affected People

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 beneficiaries and communities as equal partners in the design, monitoring and evaluation of our 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.

Others

- Ensure proper integration of child safeguarding and GESI aspects into sector specific project planning and implementation.
- Mercy Corps as a humanitarian agency is expected to respond as and when a 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.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Conduct themselves 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 their supervisor and or Country Director.

Supervisory Responsibility

Supervisory Responsibility: Field Coordinator (Madhesh Pradesh)

Reports Directly to: Director of Programs

Works Directly with: Emergency Response Senior Manager, Policy and Advocacy Specialist, CCG Coordinator, MEL Coordinator

Knowledge and Experience

- Bachelors' degree in Development Studies, Environmental Science, Engineering, Economics, or any other relevant fields.
- At least 5-7 years' experience of humanitarian/emergency response

especially in implementation with a strong background on capacity building of stakeholders.

- Experience of the humanitarian coordination system, humanitarian standards and principles, and humanitarian accountability initiatives.
- Experience of emergency preparedness with a good understanding of the emergency cash preparedness process.
- Solid experience on managing cash transfer modalities including both cash and vouchers, with specific experience and/or knowledge of digital cash transfer options.
- Experience working in partnerships, coordination among different stakeholders and organizations at local and provincial level is required.
- Prior experience working on FCDO funded programs is highly preferred.
- Thorough understanding of humanitarian contexts in Madhesh Province.
- Working experiences and understanding on short-term emergency response, M&E, social protection, and SBCC will be an added advantage.
- Demonstrated ability to work in complex environments under tight deadlines.
- Strong coordination skills, including capacity to coordinate with teams remotely.
- Strategic thinking, analytical skill, high level coordination, networking, and facilitation skills is a must
- Prior experience in budget management and reporting required
- Excellent spoken and written English and Nepali language skills and ability to interact effectively with international and national staff.
- Ability to communicate in local language is strongly preferable
- Established the ability to manage and communicate effectively with team members of varied working styles.
- Experience working with governments, civil society, national and international organizations.
- Ability to effectively represent Mercy Corps and its interests to key stakeholders.
- Ability to work effectively with an ethnically diverse team in a sensitive environment.

Success Factors

The successful Project Manager will combine exceptional management skills and experience in maintaining donor and partner relationships in the emergency settings. The Manager will be able to build and maintain strong rapport with key stakeholders at the provincial, local and national level. They will have an outstanding ability to develop, implement and lead the Emergency Cash Response. They will also have proven experience with cross-cultural team and capacity building, individual staff development and strong mentoring skills. Prioritizing, problem solving, ability to seize opportunities, attention to detail and strategic vision are essential.

The most successful Mercy Corps staff 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/short term assignment 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.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate

5% of their time to learning activities that further their personal and/or professional growth and development

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to [Mercy Corps Code of Conduct Policies](#) and values at all times. Team members are required to complete mandatory Code of Conduct e-learning courses upon hire and on an annual basis.