

## **National Disabled Fund (NDF) invites applications for the following position**

### **Position: Project Coordinator**

Number of staff needed: one person

Duty Station: NDF's Office Kathmandu with frequent field visits as the need of programs and project.

### **Job Profile of Project Coordinator (PC)**

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The Project Coordinator (PC) will be based in the Rehabilitation Centre of NDF at Kathmandu and work under the direct supervision of the Project or President/Secretary/Manager/Administration Officer of the organization. She/He will be responsible for daily operational management and supervision of all the aspects of the physical rehabilitation centre and particularly for overall management of P&O workshop, physiotherapy department, counseling department and community level activities and coordination with local stakeholders and authorities.

#### **1. Reporting Structure / Relationships**

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The PC reports directly to the Project or President/Secretary/Manager/Administration Officer of the organization. He/she will closely co-operate with the Centre Fund Raising Officer, Outreach & Liaison Officer, P&O, Physiotherapists, Counselor, Accountant, Logistician, and database/documentation persons, Receptionists, Bench worker, Community Workers, District Disability Workers, driver and Office Helper. PC will report any relevant information or evolution. He/she will always ensure prior approval from the line management for any decision; communication or action not clearly stipulated as his/her sole responsibility.

#### **2. Responsibilities**

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2.1 Related to service delivery management (Physiotherapy department and P&O workshop)

- Ensure efficient inter-departmental coordination and working relationship among rehabilitation team particularly among (Physiotherapist, Fund Raising Officer, Outreach & Liaison Officer, P&O, Counselor, database/documentation persons, Receptionists, CWs, DDWs) for effective management of the services delivery at the rehabilitation centre and in communities.
- Lead the monthly meeting among the rehabilitation team for planning, reviews and to ensure the effective implementation of the planned activities.
- Ensure effective implementation in developing function linkage (MOU) with sensitization/orientation municipality authorities and local authorities/government hospital (PTUs)/IDD celebration in joint collaboration with MOHP and other stakeholders, and "Rehabilitation Management System (RMS)" for quality provision of service delivery and management of centre activities.
- Ensure a holistic rehabilitation approaching the centre, with proper team work between P&O, Physiotherapist, Counselor and Community Workers.

- Coordinate for outreach activities like organization of mobile camps, mini-mobile camps and other community events/activities.
- Ensure availability of P&O consumables & mobility aids as per need of P&O unit(in coordination with Logistician).
- Coordinate the corrective surgeries as per the budget and targets and guidelines.
- Involve on procurement of P&O & PT consumables and mobility aids.
- Coordinate (if required) with the management of satellite unit to organize mobile camps and distribution of P&O services.
- Ensure the services are available to everybody irrespective of gender, economic condition, ethnic group & political parties; and particularly to marginalized and underprivileged persons with disabilities.
- Discuss the issues/gap and challenges of physical rehabilitation department with own management level and foster the appropriate solution to address those issues.

## 2.2 Related to HR management (Physiotherapy, P&O and Community Workers)

- Support line management (Manager or Coordinator) for the management and documentation on HR policy development, staff recruitment process, to conduct an exit interview of any outgoing rehabilitation staffs and to ensure proper handover between outgoing and incoming staff.
- Perform the formal appraisals jointly with Manager/Coordinator for all the staff (under the management of PC) at least once a year and ensure the proper documentation of whole process.
- Coordinate and manage capacity development and technical skill enhancement training for the physical rehabilitation staff.

## 2.3 Related to procurement and inventory management

- Supervise Logician to ensure effective stock & inventory management, daily logistic arrangements, repair and maintenance of P&O workshop and PT department.
- Monitoring the physical condition of store/warehouses and provide necessary guidance to the Logician for effective management of warehouse.
- Support Logician and directly involve in the procurement activities (verification of PSR, getting approval from higher authority if needed, quotation collection, verification of bid analysis, contract to the supplier etc.)

## 2.4 Related to planning, monitoring, database management and documentation

- Check the schedule of the staff with the monthly plan and guide them to meet their objectives and scheduled activities.
- Ensure that documents are valid, stored safely and submitted respecting the deadlines.
- Monitor the data entry, daily validation by different departments, and monthly validation of the global data entry on the database system.
- Understand the database management system, project indicators and extraction of the data from database and should be able to cross check the ITT send by the technical team for crosschecking it correctness.
- Monthly meeting with project staff on the project activities update and planning for next month.
- Do regular or monthly monitoring field visits

## 2.5 Related to fund raising and strengthening sustainability of PR services at the centre

- Coordinate to develop financial, technical and managerial sustainability strategy of the organization.
- Develop, implement and monitor fund raising strategy and action plan of the organization.
- Coordinate with possible funding agencies (GON, Donors, I/NGO, Private sector) and explore opportunity for funds.
- Promote public private partnership in view to sustain services from rehabilitation centers at district, regional and national level.
- Develop comprehensive financial sustainability plan with indicators and milestone and ensure for institutional accountability from management boards of the organization.
- Periodically review fund raising plan with potential source of funding, ensure the effective implementation through mobilization of current human resources and opportunities.
- Develop relevant fund raising scheme and make an approach for collecting fund with transparent pictures of contribution and participation.
- Organize different level of consultative meeting, interaction and lobby to promote the fund raising possibilities.
- Lobby with local as well as central government authorities for resources allocation and prioritization of physical rehabilitation in their program and budget.

- Maintain proper documentation of necessary information and documents, book of account and ensure the proper utilization of fund for sustainable rehabilitation services.
- Ensure quality reporting on expenditures to the donors and concern stakeholders with sufficient information and documents which promote the transparency and accountability of the centre.

## 2.6 Related to financial management

- Ensure effective financial management procedure (as per HI terms and condition for partners) is in place.
- Ensure compliance of institutional and state policies; and terms and conditions agreed in partnership agreement in financial transaction of the centre.
- Ensure financial report with sufficient supporting is produced and submitted to HI respecting the deadline.
- Ensure contributions are made as per commitment in the partnership agreement.
- Support HI staff by providing required supporting document during submission of financial report, HI audit and monitoring visits.

## 2.7 Related to communication and coordination with local stakeholders and authorities

- Establish the effective linkage and communication between the physical rehabilitation centre and local stakeholders (including DPOs, Government hospitals, other service providers, health facilities/professionals, authorities).
- Facilitate and support for establishment of community and district level supporting structure to promote the physical rehabilitation service/ Sector (i.e. VDRC, DDCC, Sponsorship committee)

## 2.8 Related to communication with HI

- Coordinate with the HI senior physiotherapist / HI senior occupational and HI regional physiotherapist in case of any technical assistance required for community worker, physiotherapy assistant and physiotherapist.
- Report to HI Project Officer -M&E, Project Officer-Partner Relation, Rehabilitation Operational Manager of the Physical Rehabilitation Project for the regular scheduled reporting dues, as per requested by HI and for other pertinent issues.