



[Livelihood Project Manager]



CBM Global Nepal

Milap Road, 620/29 Sanepa 2/KA, Lalitpur Municipality, Nepal
Tel: +977 1 5441090/91

www.cbm-global.org

Recruitment Pack

CBM Global Nepal

CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Drawing on over 100 years' experience, we work with the most marginalised in society to break the cycle of poverty and disability and build inclusive communities where everyone can enjoy their human rights and fulfil their full potential. CBM initiated its work in Nepal since 1982 and supports a diverse mix of national partners engaged in Inclusive Eye and Ear Care, Rehabilitation, Education, and Social Inclusion of persons with disabilities.

Our Vision: an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission: fighting to end the cycle of poverty and disability.

Our Values:

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**

The Role

Livelihood Project Manager

Reports to:

Country Director

Job Overview

The Livelihood Project Manager is responsible for the management and implementation of anticipated USAID Inclusive Livelihood Project in line with the CBMG's Strategy, Nepal Country Strategy and within the CBMG's Programme Quality Framework and through appropriate Programme Management systems.

This position is responsible to oversee the project cycle management, partnership, partner capacity building with OPDs and local stakeholder, project budget, communications, reporting and M&E. S/he will act as a focal person for project implementation with donor, stakeholders, and partners on behalf of CBMG.

Based: This position will be initially based in Nepalgunj and will shift to Kathmandu afterward.

Hours: Full Time

Salary range: Competitive

Responsibilities and Duties

1. Project Management:

- a) Lead and coordinate implementation of the project activities and subsequently manage its execution.
- b) Plan various stages of project implementation according to the project workplan and milestone reporting and ensure smooth implementation of work plan activities. Any changes or potential delays must be flagged out by PM to the Country Director for further interventions.
- c) Guide implementation of the project and the methods of follow-up.
- d) Liaise with all internal and external stakeholders of the project.
- e) Assess the activities undertaken and ensure efficient use of resources.
- f) Ensure that technical quality and standards are considered during project implementation.
- g) Collect technical information and analyse associated opportunities and risks. Assist the Country Director and CBM Project Delivery team in project risks management.
- h) Ensure that security procedures are respected by each member of the project team.
- i) Oversee the execution of the budget as per approved budget lines, and donor compliance requirement.

2. Partnership:

- a) The PM will be responsible for managing partnerships. S/he will collaborate closely with the project implementing partners, as well as the donor.

- b) Ensure partners and other stakeholders have a clear understanding of project goals, and inspire, support and motivate them to achieve envisioned goals.
- c) Guide and support partners to develop robust and achievable work plans to achieve project targets, follow up on those work plans, and ensure that the issues and challenges in the project are identified and remedial actions are taken in a timely manner.
- d) Participate in technical meetings to ensure visibility amongst local authorities; working groups involving NGOs and UN Agencies and all other inter-governmental institutions; and pass relevant information to the Country Director.
- e) More generally, the project manager is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of CBMG's mandate, and values.
- f) Develop a good working relationship and knowledge of partner portfolio to identify strengths, capacities, needs, potentials.
- g) Communicate with partners as the first point of contact on behalf of CBMG.
- h) Identify needs and organise training and capacity building for the partners in coordination with the programme manager.
- i) Liaise with International Office, USAID project partners, consultants, advisors and co-workers connected to the project in coordination with the Line Manager.
- j) Solicit partner feedback to improve support.
- k) Initiate and support development of innovative project / programme.

3. Grant Management:

- a) Manage project finances in close coordination with Project finance and administration officer and Finance Manager.
- b) Guide and supervise project staff.
- c) Prepare and follow work plans with each project member and partner organisation.
- d) Ensure a positive working environment and good team dynamics.
- e) Undertake regular appraisals of directly supervised colleagues and pass appraisal forms to the HR and Administration Manager with recommendations.
- f) Monitoring and working with stakeholders to identify project risks and ensuring mitigating actions are identified and implemented in a timely manner, further, providing management information on key risks on all aspects of the project.

4. Monitoring and Evaluation, Accountability and Learning:

- a) Oversee the development and management of learning systems and ensure that learning is incorporated across project.
- b) The PM along with relevant team will be responsible for monitoring technical quality of program interventions, and accountability.
- c) Identify Best Practices and Lessons Learned. Collect stories and information and tools employed for project implementation and share as relevant to the country director and communications team.

5. Report Writing:

- a) Creation of reports, ensuring the quality and accuracy of technical information provided as well as the confidentiality of internal information as required.

- b) Ensure report quality by coordinating with the Project Delivery team for further review and inputs. Planning must be done keeping in mind the external deadlines and leave and holiday plans of the relevant staff.
 - c) Project reporting requirements: Set up a clear timeline of reports to be submitted to Project Delivery Team and project Donor.
 - d) Draft narrative reports and contribute to the development of financial reports through regular budgetary follow up.
 - e) Communicate systematically to the Country Director and other project stakeholders on project progress and planning.
6. Technical capacity building:
- a) Ensure capacity building of partner organisation and technical staff in the relevant sectors including livelihood and project cycle management,
 - b) Facilitate to develop capacity building plan of partner and project team being based on the Partnership Assessment (PA),
 - c) Document and share experiences and good practices followed in partners organisations,
 - d) Develop training materials and train the partners on different aspects disability inclusion as and when appropriate,
 - e) Plan and organize workshops/ trainings in a time bound manner and represent CBMG at conferences, workshops and seminars when assigned.
- a)
7. Humanitarian Action:
- a) In case of Emergency in the country and requirement of the organization you should be flexible to deploy in the emergency response management initiatives as per the requirement of the organization.
8. Safeguarding:
- a) Accountable for ensuring that all children and adults who come into contact with CBM's programmes, are safeguarded to the greatest extent possible.
 - b) Responsible for ensuring compliance to all aspects of the CBMG Safeguarding and Prevention of Sexual Exploitation, abuse and harassment policies and associated standards and procedures.

Key outcomes expected from this role

1. Project delivered to an exemplary standard, meeting all targets as detailed in the project design.
2. High quality reports submitted on time, meeting the needs of all stakeholders.
3. Problems and challenges that arise in the project identified and addressed promptly, minimising impact upon project achievements.
4. Project learning identified, documented and shared.
5. Project strategy and implementation aligned to CBMG and Country Office Strategy.
6. Effective collaboration with partners and other stakeholders ensuring smooth project implementation and achievement of project goals.

Person Specification

All of the following requirements are **essential**, unless marked with a * when they

are **desirable**, and will be assessed from a combination of information provided from the application form and interview process.

CBM Global Nepal welcomes applicants from diverse backgrounds and people with lived experience of disability.

Experience and knowledge

- Demonstrated expertise as a Project Manager with a minimum of 5 years of experience of managing large complex livelihood project in INGO/s.
- Experience of working on USAID program; familiarity with USAID regulations.
- Experience of leading collaborative efforts with multiple stakeholders—i.e., between other USAID Partners, INGOs, Local NGOs and Government.
- A good track record in managing teams effectively.

Skills/competencies/personal qualities

- Livelihood project management skills,
- Practical computer skills (Microsoft word, Excel, PowerPoint and internet),
- Good Communication Skills in English (oral & written),
- IT related skills desirable*,
- Knowledge of disability related issues will be an asset*,
- Abide by and display CBM core values in all aspects of work,
- Flexible approach to work demands,
- Ability to work in teams and collaborate with staff at all levels,
- Willingness to learn, change and adapt,
- Well organized with the ability to multitask,
- Cultural awareness and sensitivity,
- Self-professional management skill in little supervision.

Qualifications, training, and education

- Masters/PG degree in livelihood/management related social science, or any other related field

Employee Benefits

- All full-time employees are entitled to the following benefits.
 - 10% Provident Fund and 10% Gratuity monthly contribution to the Social Security Fund.
 - Festival Allowance equivalent to one month salary (on pro-rata basis).
 - Leave entitlement of 18 days annual leave, 12 days sick leave and 3 days casual leave per year.
 - Group Accidental Insurance equivalent to NPR.7,000,000.
 - Medical Insurance to staff and immediate family equivalent to NPR.400,000.
 - Mobile Phone with office number (monthly top-up provided).
- As part of its commitment to its work with people with disabilities, CBM Global Nepal aims to help successfully employ and retain people with disabilities and those with health conditions. We have a comprehensive equality and diversity policy.

Useful Information

Shortlisting and Interviews

CBM Global Nepal is an equal opportunities employer, committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted, we will contact you and invite you to attend an interview. You may have to complete a written test or any other skills test as part of the recruitment process.

Diversity Policy Statement

Our workplace promotes an inclusive and accessible environment that supports all staff to thrive, with provision of reasonable accommodation for employees with disabilities where needed.

We believe that the success of any organisation depends upon its people and their diverse abilities, skills, languages, cultures, and backgrounds. The greater diversity in the staffing of people with different lived experiences helps promote innovation, creativity, and smarter solutions to the constantly changing environments in which we work.

Employment Checks

CBM Global Nepal is committed to the safety and best interest of all children and vulnerable adults accessing CBM Global supported services and programmes. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.

All applicants must have the right to work in the country. All offers of employment are made subject to the following criteria: Proof of eligibility and satisfactory employment screening, and two to three references satisfactory to CBM Global Nepal.

How to apply

Closing date: 21 August 2022

Please follow this [LINK](#) to apply.

Kindly upload your completed Application Form and the Curriculum Vitae (no more than two pages) in our ATS system (link above). The Application Form can be downloaded from the ATS system or CBM Global website. There is space on the Application Form to include a cover letter, so there is no need to provide a separate cover letter.

For any queries or confusion, please write to recruitment.nepal@cbm-global.org

We look forward to receiving your application.