



नेपाल सरकार
सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय
(विकास सहायता समन्वय शाखा)

प.सं. २०७६/०७७ (विसस)

चलानी संख्या: 6

मिति :- २०७६।०४।०७

विषय :- सहयोग तथा समन्वय सम्बन्धमा ।

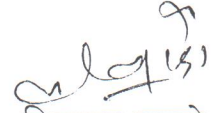
श्री स्थानीय तहहरू (६७ वटा)

प्रस्तुत विषयमा शिक्षा, विज्ञान तथा प्रविधि मन्त्रालयको मिति २०७६।०३।२९, च.नं.१८५को पत्रानुसार उक्त मन्त्रालयबाट लागू गरी कार्यान्वयनमा रहेको राष्ट्रिय प्रारम्भिक कक्षा पढाई कार्यक्रममा प्राविधिक सहयोग उपलब्ध गराउँदै आएको RTI International ले विभिन्न १० जिल्लाका तपसिल बमोजिमका ६७ स्थानीय तहहरूमा उक्त कार्यक्रम संचालन गर्न १७ जना District Program Officer समेत नियुक्त गरेकोले आवश्यक समन्वय र सहयोगका लागि नेपाल सरकार (सचिवस्तर)को मिति २०७६।०४।०६ को निर्णयानुसार अनुरोध छ । कार्यक्रम लागू भएका जिल्ला, स्थानीय तहहरू र District Program Officer को विवरण यसैसाथ संलग्न छ ।

बोधार्थ :

श्री शिक्षा, विज्ञान तथा प्रविधि मन्त्रालय, सिंहदरवार, काठमाण्डौ ।

श्री सुचना तथा प्रविधि शाखा (पत्र संघीय मामिला तथा सामान्य प्रशासन मन्त्रालयको Website मा Upload गरी दिनुहुन)


लिलाराज काफ्ले
(शाखा अधिकृत)

‘निजामती कर्मचारीको प्रतिवद्धता: पारदर्शिता र चुस्तता’

सिंहदरवार, काठमाण्डौ, फोन ४२००४१४, ४२००५२८ Web: www.mofaga.gov.np



23
3-20

नेपाल सरकार

शिक्षा, विज्ञान तथा प्रविधि मन्त्रालय

फोन नं. {

संख्या:-

कानी नं.:- १८२

दिनांक: १२.१२.१९
मिति: ३/३१

सिंहदरबार,

काठमाडौं, नेपाल।

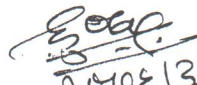
मिति: २०७६।०३।२९

दस्तावेज संख्या: २३३६६
दस्ता नं.: २०६६।३।१९
मिति:

श्री संघीय मामिला तथा सामान्य प्रशासन मन्त्रालय
सिंहदरबार, काठमाण्डौ

विषय: आवश्यक पत्राचार गरि सहयोग गरिदिनु हुन ।

प्रस्तुत विषयमा यस मन्त्रालय द्वारा लागू गरि कार्यान्वयनमा रहेको राष्ट्रिय प्रारम्भिक कक्षा पढाई कार्यक्रममा प्राविधिक सहयोग उपलब्ध गराउदै आएको RTI International ले १० जिल्लामा स्थानीय तहसंग समन्वय गरी कार्य गर्ने गरी यसैसाथ संलग्न सूचीका १७ जना District Programme Officer नियुक्त गरेकोले निजहरुलाई प्रारम्भिक पढाई सीप प्रवर्द्धन सम्बन्धी कार्य गर्न आवश्यक पर्ने समन्वय र सहयोगका लागि सम्बन्धित जिल्लाका सूचीमा उल्लिखित स्थानीय तहहरुलाई पत्राचार गरिदिनु हुन मिति २०७६।०३।२५ को (भा. मन्त्रिस्तरीय) निर्णय अनुसार अनुरोध छ ।


२०७६।३।१९
बैकुण्ठ प्रसाद अर्याल
सहसचिव

बोधार्थ:

श्री RTI International, उत्तरढोका, लाजिम्पाट, काठमाण्डौ

३-५-३१/१९
१२/३१

Job Description

Job Title: Program Coordinator 2 (Business Title: District Program Officer)

Job Summary: (Summarize in a paragraph)

The District Program Officer will support implementation of program activities at the Local Education Units (LEUs) level. H/She provides technical support to LEUs to implement activities under NEGRP and will build capacity at the LEU level. H/She will be responsible to liaise with government counterparts at LEU level and other stakeholders to foster good working relationships at the local government and with EDCUs. H/She reports to and works closely with the District Coordinator to assure technical support and quality assurance.

Essential Duties: *Main purpose of job (List primary duties that occupy a majority of incumbent time in order of importance)*

Materials and Teacher Training and Ongoing Support (40 %)

- Coordinate with DCs and LEUs to support trainings for teachers, head teachers and education officers at cluster level.
- Support the distribution and management of Teaching Learning Materials (TLMs) and Supplementary Reading Materials (SRMs) at LEUs and school level.
- Participate in head teachers' meetings in each Municipality and, as possible, provide input for promoting EGR activities and get updates on the use of TLM and SRM.
- Monitor and encourage Head Teachers / Primary-in Charge to support EGR teachers in EGR instruction in the schools (following TPS guidelines).

System Support, Monitoring, and Planning (45%)

- Collaborate with the DC to organize LEUs/cluster level orientations, review meetings, capacity building workshops.
- Support LEU to analyze and use Integrated Education Management Information System (IEMIS) data in planning, monitoring and decision making process.
- Support LEUs to prepare education profile, municipal education plan incorporating relevant Early Grade Reading (EGR) related activities.
- Support LEUs to disseminate early grade reading related policies, guidelines and other relevant EGR packages.
- Establish and maintain network/relationship with other organizations working in the education sector in the respective palikas.
- Support LEUs to implement G2G activities in line with budget and time.
- Coordinate with LEUs to plan and conduct joint monitoring visits to monitor the implementation of EGRP activities, including accessibility of materials, instruction, and Teacher Professional Support system.

Community Mobilization (5%)

- In coordination with DC and regional team, facilitate partner NGO to implement social and community mobilization interventions in concerned palikas.
- Facilitate partner NGO and schools to implement SMC grants activities, Annual School Improvement Plan (ASIP) update and other activities.

Program M&E and Assessment (10%)

- Support LEUs to plan and implement EGR related student assessments such as CB-EGRA, EGRA etc.
- Support DC and regional team by collecting and compiling M&E related data for internal M&E and PMP.
- Prepare reports on EGRP activities for assigned municipalities and submit to district coordinator for monthly/quarterly reporting.

All other tasks as assigned by District Coordinator and/or Regional Manager.

Minimum Required Education & Experience

Bachelor's degree in education, public administration or social science with 3 years of experience or Master's degree in education, public administration or social science with 1 years of experience.

- At least 3 years of experience in program design, implementation and support, preferably in education sector.
- Extensive field experience in targeted districts and palikas with marginalized and disadvantaged groups, and integrating cross-cutting GESI strategies.
- Demonstrated success in providing support to partners and local governments.
- Demonstrated ability to develop effective working relationships with government counterparts and other partners.
- Strong oral and written communication skills in Nepali required. Relevant local language(s) and English preferred.

Skills & Abilities

Skills and abilities required to perform the essential job duties of this job are listed below. An addendum that clarifies additional skills and abilities for incumbents in this job may be used in addition to this description:

- Proficiency in program operational management and support skills and abilities.
- Experience in program administration and support to government and non-government entities.
- Strong report writing skills and abilities.
- Knowledge and skill with MS Word, Outlook, PowerPoint, Excel.
- Excellent ability in communication (verbal and written) and presentation skills.
- Excellent interpersonal skills and ability.
- Proven ability to manage and support complex and geographically disparate portfolios.

Physical/Mental Demands

Physical and mental demands of this role include those that must be met by an employee to successfully perform the essential functions of this job, as outlined above. Examples include: remaining in a stationary position for long periods of time; operating a computer and other office machinery; thinking, learning, and concentrating effectively and frequently communicating with other people, both within RTI and outside of RTI; frequently moving about inside and travel between offices, ability to handle the stress associated in meeting frequent, multiple and tight deadlines, ability to work in excess of 40 hours per week as workload and deadlines may require, ability to have regular, reliable and predictable attendance.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

List of the DPOs and their Working District and Local Units

SN	Name	District	Duty Station	Number of Working LEUs	Name of Local Levels covered
1	Shanta Rai	Dhankuta	Sagurigadhi RM	2	1) Sangurigadhi RM and 2) Chaubise RM
2	Shrilal Sardar	Dhankuta	Chhatarjorpati RM	3	1) Chathar Jorpati RM, 2) Mahalaxmi Municipality and 3) Pakhribas Municipality
3	Rajesh Kumar Jha	Parsa	Pokhariya Municipality	7	1) Pokhariya Municipality, 2) Dhobini RM, 3) Kalikamai RM, 4) Chhipharmari RM, 5) Pakaha Mainpur RM, 6) Bahudarmari Municipality and 7) Parsagadhi Municipality
4	Bindeshwar Ram	Parsa	Jeerabhawani RM	5	1) Jira Bhawani RM, 2) Thori RM, 3) Jagarnathpur RM, 4) Pterwa Sugauli RM and 5) Shakhuwa Prasauni RM
5	Manju Sharma Pant	Mustang	Loh-Ghakar Damodarkunda RM	2.5	1) Lomanthang RM, 2) Loh-ghakar Damodarkunda RM 3) Bahragaun Muktichhetra RM (5 schools)
6	Khadga Bahadur Kamal	Rupandehi	Butwal Sub. Metro	5	1) Butwal Sub-metropolitan, 2) Devdaha Municipality, 3) Sainamaina Municipality and 4) Tilottama RM and 5) Kanchan RM
7	Herichandra Chaudhary	Rupandehi	Lumbini Sanskritik Municipality	5	1) Lumbini Sanskritik Municipality, 2) Samrimai RM, 3) Marchawari RM, 4) Kothimai RM, 5) Gaidhawa RM
8	Purushottam Giri	Dang	Babai RM	4	1) Babai RM, 2) Shantinagar RM, 3) Dangisharan RM, and 4) Tulsiapur Sub-Metropolitan
9	Indira Basnet	Dang	Lamahi Municipality	4	1) Lamahi Municipality, 2) Rajpur RM, 3) Gadhwa RM, and 4) Rapti RM
10	Biresh Shah	Surkhet	Lekbensi Municipality	3	1) Lekbeshi Municipality, 2) Chingada RM, and 3) Simita RM
11	Tej Prakash Rimal	Surkhet	Panchapuri Municipality	3	1) Panchapuri Municipality, 2) Chaukune RM, and 3) Barahatal RM
12	Surendra Dhakal	Dolpa	Mudkechula Rural Municipality	4	1) Mudkechula RM, 2) Jagdulla RM, 3) Tripurasundari Municipality and 4) She-Phoksundo RM
13	Ramkrishna Humagain	Bardiya	Rajapur Municipality	4	1) Rajapur Municipality, 2) Geruwa RM 3) Thakurbaba Municipality, and 4) Madhuban Municipality
14	Anup Nepali(Badi)	Kailali	Tikapur Municipality	6	1) Tikapur Municipality, 2) Lamkichuha Municipality, 3) Janaki Municipality, 4) Joshipur RM, and 5) Mohanyal RM and 6) Bardagoriya RM,
15	Tilak Ram Chaudhary	Kailali	Ghodaghodi Municipality	5	1) Ghodaghodi Municipality, 2) Chure RM 3) Kailari RM, and 4) Gaunganga Municipality and 5) Bhayani Municipality
16	Teka Bahadur Bohara	Dadeldhura	Parasuram Municipality	2	1) Parasuram Municipality and 2) Alital RM
17	Ram Chandra Joshi	Dadeldhura	Ganyapdhura RM	3	1) Ganyapdhura RM, 2) Nawadurga RM and 3) Bhageshower Rural Municipality