

# JOB DESCRIPTION

<b>Job Title and Level:</b>	<b>Division:</b>
Program Director (Level -12)	Program
<b>Location:</b>	<b>Responsible to:</b>
FPAN Head Office, Lalitpur, Nepal	Executive Director, FPAN
<b>1. JOB ENVIRONMENT AND PURPOSE</b>	
<b>1.1 Job Environment</b> <p>Family Planning Association of Nepal, established in 1959 and a member association of International Planned Parenthood Federation (IPPF), is the pioneer leading national Non-Government Organization (NGO) working in Sexual and Reproductive Health and Rights (SRHR). It has presence in 28 districts of Nepal with contribution up to 25 percent in family planning and reproductive health services. FPAN is governed through its Constitution, and IPPF strategic policy guidelines and code of good governance. FPAN's strategy, policy, plan and programme are approved by the Central Committee and endorsed by the Central Assembly.</p>	
<b>1.2 Job Purpose</b> <ol style="list-style-type: none"> <li>The post holder is a key management position, serves as the senior management team (SMT) and work closely with the Executive Director (ED) to set the overall direction of the program division. The post holder is responsible for the overall management of all program and projects (IPPF and special projects); developing plans, guidelines and strategies; providing comprehensive leadership to overall program/project management, and for resource mobilization for the sustainability of FPAN. The post holder is also responsible to build and maintain strong relationships with multiple stakeholders including national government, bilateral and multilateral agencies, foreign governments, private foundations and corporate sector, branch offices, IPPF technical team, donors, national and international stakeholders. The position is expected to visit field as required and as and when assigned.</li> </ol>	
<b>2. KEY TASKS</b>	
<b>2.1 Strategy and Vision</b> <ol style="list-style-type: none"> <li>To work with the ED, SMT, and other team members to develop organizational level program strategies and priorities, and help to formulate fair and relevant policies and strategies (human resources and development management and financial)</li> <li>To provide technical oversight of policies and technical guidance to program team to ensure quality of community and individual choice as well as the alignment of priorities.</li> <li>To utilize project, national and donor data to analyse project progress, update strategies and improve service delivery.</li> <li>To develop evidence-based innovations, tools and approaches to improve access to quality, voluntary family planning (FP) and other SRH services.</li> </ol>	
<b>2.2 Program Management</b> <b>Program Development</b> <ol style="list-style-type: none"> <li>To develop concept papers and project proposals related to SRH/FP programs in line with the strategies of the association in close coordination with the other Divisions/Section of FPAN.</li> <li>To contribute and implement cost effective way of program implementation based on the principle of low- cost- operating, localization, resilient, and rational optimum use of available resources.</li> <li>To drive in the preparation and implementation of marketing benefits of FPAN to the wider communities and sectors.</li> <li>To identify new business opportunities and maintain a business development tracking system.</li> <li>To support resource mobilization team or seek new funding for program from national</li> </ol>	

government, bilateral and multilateral agencies, foreign governments, private foundations and corporate sector.

11. To organise meetings with specialized committees for suggestions and inputs for program development.

### **Program Planning**

12. To develop long term, medium term and short strategic business plans and roadmaps of FPAN.
13. To develop sustainability plans of different projects implemented by FPAN.
14. To develop detail activity plan and budget for Program Division.

### **Program Implementation (IPPF Core Program and Special Projects)**

15. To design and implement innovative programs/projects to demonstrate the impact and guide to other SRH organizations for scaling up of the best practices in SRH.
16. To assist and advise program team to implement the program interventions according to annual plans and approved projects.
17. To oversee the preparation of grant budgets as well as timely financial reporting and disbursement of project funds.
18. To oversee and provide leadership for the effective implementation and reporting of all existing special projects and upcoming pipeline projects in future.
19. To communicate and coordinate with other division/sections in all matters relating to the program development, planning, implementation and supervision, monitoring of programs and ensure logistics and contraceptive supplies required for implementation of interventions

### **Program Monitoring, Evaluation, Reporting and Learning**

20. To monitor and supervise overall program activities of branches/projects and in relation to the special projects and prepare reports thereof for submission to the ED on quarterly/half yearly/annual basis as required.
21. To make annual assessment of program achievements in terms of the objectives for submission to the ED.
22. To prepare all information and other program issues requested by the specified funding agencies/donors and submit them to the ED.
23. To prepare secretary general's report for Annual General Assembly meeting and submit it to ED.
24. To ensure all programs produce quality reports and establish an effective, consistent and timely communication reporting system with internal and external partners (donor agencies, Social Welfare Council, Ministry of Health and Population and other government counterparts, local and international NGOs) on technical and financial progress of projects.
25. To consolidate all programs of branches/projects as well as central level activities relating to different issues and prepare the reports (Annual program and budget, half yearly review reports, Annual reports, Annual contraceptive requirements report, Program narrative reports) and submit to the ED for submission to the funding agencies:
26. To prepare IPPF allocations for the central as well as branches/projects for submission to ED.
27. To publish at least one paper per year in national or international peer review journal from work experience, best practices and using other information available in FPAN.
28. To document and disseminate lessons learned and best practices to internal and external stakeholders, including at international conferences and similar forums.
29. To ensure that knowledge management of key program documents, publications, evidence and other resources are well organized, and materials are produced for external distribution, published on the website (where relevant) and available to be used as marketing materials.
30. To ensure all program produce quality communication materials for the visibility of FPAN, both internally and externally.

### **2.3 Team Management**

31. To provide overall supervisory and managerial leadership for overall people management and development of the Program Division team members including its central office, district branches and special projects.

32. To supervise and monitor all program team members of Program Division including participating in the hiring, professional development and performance appraisal at all levels.
33. To work closely with program team members to ensure they are provided with appropriate support systems and responsive, quality service to support their efforts and facilitate team coordination.
34. To ensure that all program staff positions are appropriately, provided them with updated Job Description and timely filled the vacant position in coordination with HRD Division.
35. To mentor and/or train program team members to ensure that they have the appropriate skill levels for their positions and provide opportunities for continued professional development taking corrective actions and succession plans as required.
36. To ensure capacity building of program team to provide high quality SRH services in coordination with HRD Division.

#### **2.4 Finance Management**

37. To prepare and monitor annual program budget for the program division in consultation with ED, Finance Division and HRD Division and support program managers to manage their budgets.
38. To collaborate with all the divisions to ensure for timely financial reporting to the concerned donors.

#### **2.5 Influence & Representation**

39. To advocate for policy change in sexual reproductive health and rights.
40. To liaise with IPPF, government counterparts, donor agencies and other stakeholders for program collaborative partnership and implementation as and when assigned by the ED.
41. To represent FPAN at national and international forum, committee, working group, expert meeting, workshop etc. as and when assigned by the ED.
42. To maintain excellent relationships with donors, the government partners, and other key stakeholders
43. To maintain work relationship internally and externally. Internal: Interact and coordinate frequently with staff within the office and branch office  
External: Interact regularly with government counterparts, donor agencies and related I/NGOs.

#### **2.6 Others**

44. To perform other activities as and when directed by the ED.

### **3. RESPONSIBILITIES**

- The post holder directly supervises program/project officers/managers/coordinator and branch managers and may supervise consultants, temporary staff and interns from time to time.
- The post holder monitors the budget of all the program/projects and to update quarterly the SMT.
- The post holder provides input in reviewing/overseeing the financial planning and reporting of the program /projects in close collaboration with the Finance and HRD Division, as well as branch team members and other relevant stakeholders
- The post holder advises the project team members on progress related to the project and expenditure of the projects, as well as the most effective ways to capture and disseminate the results and lessons learnt from the projects.
- The post holder advises the project team members on all stages of the project cycle and gives guidance on communications with and between stakeholders.
- The post holder advises the project team, Finance Team, Resource Mobilization Team, HRD Team on progress related to the project activities.
- The post holder advises Organizational Learning and Evaluation Section team and Branch Team members.
- The post holder advises the SMT and stakeholders on all aspects of the project including project progress, opportunities or challenges.
- The post holder advises the ED and SMT on all matters pertaining to the project progress,

funding, donor relations, challenges and opportunities. Ensure that SMT are kept informed of major events or decisions in a timely manner.
<b>4. PERSON SPECIFICATION</b>
<p><b>4.1 Qualification and Professional Experience</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• PhD in a relevant field required (including Public Health/Medical Science/Management/Economics/ Population Studies/ Social Science/Legal Science or related field essential) from a recognized institution with minimum 3 years' experience of senior managerial position in the areas of program management, people management and partnership management especially on SRH/FP sector.</li> </ul> <p style="text-align: center;">or</p> <p>Post Graduate in a relevant field required (including Public Health/Medical Science/Management/ Economics/ Population Studies/ Social Science/Legal Science or related field essential) from a recognized institution with minimum 7 years' experience of senior managerial position in the areas of program management, people management and partnership management especially on SRH/FP sector.</p> <ul style="list-style-type: none"> <li>• Highly experienced in program management of multiple, complex and large-scale projects on national SRH/FP Program.</li> <li>• Highly experienced in supervisory and managerial leadership managing people.</li> <li>• Highly experienced in building relationships with national government, bilateral and multilateral agencies, foreign governments, private foundations and corporate sector in partnership management and business development.</li> <li>• Nepali Citizenship.</li> <li>• The post holder not exceeding 50 years of age as last date of application.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Project Management Certification.</li> <li>• Knowledge of project support functions (Finance, HR, Operations).</li> </ul> <p><b>4.2 Proven Ability</b></p> <ul style="list-style-type: none"> <li>• Experience leading and managing multiple, complex and large- scale projects especially on SRH/FP programmes.</li> <li>• Significant exposure to SRH/FP programme management at multiple levels, to include the development / implementation of FP policies, programmes and service delivery approaches in an operational context.</li> <li>• Comprehensive technical knowledge of integrated SRH service delivery approaches, health systems strengthening and health markets, with an understanding of service delivery.</li> <li>• A sound technical knowledge/scientific understanding of FP research, and experience of designing and managing evidence-based SRH/FP programmes.</li> <li>• Advanced application in the staff management of complex national, geographically dispersed and multi-disciplinary team.</li> </ul> <p><b>4.3 Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent project management, planning, goal setting, execution, and monitoring skills including experience of reporting to donor agencies, be able to conceptualize program development and implementation, should possess planning (using Logical framework approach), coordinating, monitoring and evaluation skills.</li> <li>• Excellent team management skills.</li> <li>• Excellent interpersonal and written skills; including with a proven ability to articulate; being tactful</li> </ul>

and diplomatic.

- Excellent influencing and negotiating skills and ability to effectively create good working relationship with stakeholders at all levels.
- Excellent analytical skills with the ability to identify key points from complex materials or information.
- Excellent organizational and time management skills to meet tight deadlines.
- Excellent verbal and written communication and reporting skills.
- Fluent English and Nepali in both written and spoken are essential.
- Strong IT skills – ability to use MS Office. Database skills desirable.
- Strong problem-solving, innovative, and creative thinking skills.
- Strong extension motivation (reaching out), Group building and Training & Facilitation skills.
- Good budget management skills.
- Ability to listen, respond and relate with respect, empathy and congruence.
- Ability to work independently and as part of a team. Flexible /Team Player.

#### **4.4 Personal Competence**

- Rights-based and gender-sensitive perspective.
- High level of discretion, capacity to deal with confidential information.
- High degree of flexibility and adaptability.
- High level of Integrity.
- Awareness of and sensitivity to the multi-cultural environment in which FPAN and IPPF operates.
- Cultural sensitivity.
- Willingness to travel nationally and internationally.
- Strong commitment to advance the sexual and reproductive health and rights.
- Supportive of a woman's right to choose and to have access to safe abortion services. This is an occupational requirement of this post.

Name : ..... Signed: ..... Date: .....  
Post Holder

Name : ..... Signed: ..... Date: .....  
Supervisor

Name : ..... Signed: ..... Date: .....  
Next Highest Authority