



Justice and Rights Institution (JuRI-Nepal)

Job Description for

Admin and Finance Associate

Project: Promoting Human Dignity Project (PHDP)-Phase II

Job Title: Admin and Finance Associate

Responsible to: Project Coordinator, Executive Director, JuRI-Nepal

Responsible for: Finance and Admin. Officer of the project.

Location: Lalitpur with frequent field visit to project districts.

Background:

JuRI-Nepal is implementing a five-year project (2019-2023) entitled *Promoting Human Dignity Project-II (phase-II)* that is built on the achievements, good practices and learnings from the first phase (2016-2018) of implementation to strengthen the enjoyment of Economic, Social and Cultural Rights (ESCR) by marginalized people and groups with special focus on girl's education and economic empowerment of women and youth. The actions will focus on carrying out evidence-based advocacy at national level. The project aims at strengthening the capacity of the local partners and networks on rights/evidence-based monitoring and advocacy through CSOs and engagement with governments so as to hold them accountable. JuRI-Nepal as national partner of IM, implements this project in Kapilvastu, Dang, Nawalpur and Gorkha districts jointly with partners and at the central level.

The impact or goal of the project is 'Women, youth and girls living in poverty and exclusion in Nepal have increased their ability to claim their social and economic inclusion rights and thereby enhanced their ability to sustain a life in dignity'. And, the outcome of the project is 'Strengthened the protection and promotion of social and economic inclusion rights of marginalized people, particularly the right of marginalized women, youth and girls to non-discriminations, participation, recognition, access to resources/opportunities, quality education and economic empowerment'.

Duties and responsibilities

Terms of Reference

Administrative and Financial management

- Prepare vouchers/journals
- Provide financial information and support
- Collect the monthly Time Sheet from the project staff
- Update the leave record of project staff
- Collect the travel authorization
- Maintain inventories ledgers
- Provide assistant to the Finance and Administration Officer of JuRI-Nepal to:
 - Prepare financial report
 - Review invoice and supporting documents
 - Update bank book/ cash book
 - Adjustment of entry
 - Maintain proper accounting of project expenditure and income
 - Maintain register and document the assets of the project

Financial Monitoring

- Follow up on overdue advance
- Review the program settlement documents
- Review the expenditures from service providers and project staff
- Reconcile cash book data and update
- Make frequent field visits to support and monitor the field activities, including training
- Assist Admin and Finance Officer for overall financial monitoring

Reporting

- Prepare monthly Bank Reconciliation Statements
- Prepare monthly receivable and payable reports
- Prepare/maintain tax reports and initiate tax adjustment
- Inform project staff and vendors about the outstanding balance
- Assist Admin and Finance Officer for financial reporting

Other responsibilities

- Support the Executive Director and Executive Committee of JuRI-Nepal as required.

Other responsibilities:

- Undertake other activities for the project as suggested by the Project Coordinator, Executive Director, Chairperson and Executive Board of JuRI-Nepal.



Justice and Rights Institution (JuRI-Nepal)
Job Description for
Legal Officer

Project: Promoting Human Dignity Project (PHDP)-Phase II

Job Title: Legal Officer

Responsible to: Project Coordinator, Executive Director JuRI-Nepal

Responsible for: Finance and Admin. Officer, Office Assistance and Field staff under the project.

Location: Lalitpur with frequent field visits to project districts.

Background:

JuRI-Nepal is implementing a five-year project (2019-2023) entitled *Promoting Human Dignity Project-II (phase-II)* that is built on the achievements, good practices and learnings from the first phase (2016-2018) of implementation to strengthen the enjoyment of Economic, Social and Cultural Rights (ESCR) by marginalized people and groups with special focus on girl's education and economic empowerment of women and youth. The actions will focus on carrying out evidence-based advocacy at national level. The project aims at strengthening the capacity of the local partners and networks on rights/evidence-based monitoring and advocacy through CSOs and engagement with governments so as to hold them accountable. JuRI-Nepal as national partner of IM, implements this project in Kapilvastu, Dang, Nawalpur and Gorkha districts jointly with partners and at the central level.

The impact or goal of the project is 'Women, youth and girls living in poverty and exclusion in Nepal have increased their ability to claim their social and economic inclusion rights and thereby enhanced their ability to sustain a life in dignity'. And, the outcome of the project is 'Strengthened the protection and promotion of social and economic inclusion rights of marginalized people, particularly the right of marginalized women, youth and girls to non-discriminations, participation, recognition, access to resources/opportunities, quality education and economic empowerment'.

Duties and responsibilities

Project planning, reporting, monitoring and evaluation (M&E)

- Contribute to develop annual work plan in coordination with the project teams and district partners;
- Develop detailed quarterly project work plans at the fields specifying the inputs, budget and timing for each activity;
- Provide support to Project Coordinator for the review and finalization of the project budget and Log Framework;
- Lead to establish an effective project M&E strategy, system and ensure its implementation, including the generation of appropriate qualitative and quantitative data by the partners relevant staff according to the established indicators and results to be aggregated and analyzed on a quarterly basis;
- Conduct field visits to all the partners, monitor the project implementation and gather specific information as well as provide feedbacks for improvements;

- Liaise with the partners to produce periodical (quarterly, semi-annual and annual) narrative and financial reports, coordinating inputs from project staff as necessary.
- Provide support to ensure preparation of progress and annual reports together with the project staff in line with the agreed template of the consortium and in lieu of GF requirement and coordinate with Project Coordinator and Executive Director to finalize the reports. And
- Ensure timely submission of the reports to consortium lead organization (SASN) and the Executive Board of JuRI-Nepal.

Project implementation

- Ensure effective implementation of PHD Project and provide overall support in the project management and monitoring through the development of required guidelines, plans and strategies.
- Lead the project implementation to achieve integrated, timely, effective implementation
- Ensure that local partners are sensitized on cross-cutting project areas of human rights with focus on GESI and RBA.
- Identify opportunities for complementarity and linkage and any gaps or divergence emerging between the project components and any other strategic issues for Project Coordinator's consideration;
- Effectively liaise with the financial and administrative team to facilitate effective, integrated project implementation.
- Ensure that project activities are implemented in compliance with organization's policies and donor's requirements.

Coordination

- Ensure close coordination with Project Coordinator and Executive Director of JuRI-Nepal and project staff in implementing, monitoring and evaluating the project.
- Coordinate with local partners to implement the project activities ensuring effective and efficient communication between the project team, partners and JuRI Nepal.
- Build effective working relationships with wider stakeholders, including the government, judiciary and CSOs at federal, provincial and district levels to ensure well coordinated implementation of the project.
- Coordinate with local judicial committee, mediation service providers to promote access to justice for the survivors of gender-based violence, domestic violence and denial of economic, social and cultural rights of women, girls and youths from marginalized communities.
- Lead to implement the right based approach (RBA) in selected model rural municipality. To this end, keep close relation with authorities at model rural municipality and district partner.
- Organize and facilitate periodic coordination meetings among national partners, ESCR Networks and other CSOs.
- Coordinate in the legal issues and matters related to the project activities in consultation with project coordinator and local partners to promote access to justice for the survivors of gender-based violence and caste-based discriminations among others.

Technical Legal Support

- Lead to a review law/policies/guidelines made at the federal, provincial and local level and provide comments/suggestions from constitution and human rights laws and principles.
- Lead to organize consultation, roundtable, peer review with government, judiciary, NHRIs, parliamentarians, CSOs, HRDs and media for advocacy on law/policies/guidelines.
- Provide technical legal support to the targeted project beneficiaries and partners in the legal matters.
- Initiate Public Interest Litigation (PIL) and represent in the court for their appropriate representation to ensure legal expertise, advice and services.
- Provide legal inputs in the project related activities as and when required in close consultation with project coordinator.

- Provide technical legal support to ESCR Networks to analyze law and policies as well as to design and carry out advocacy initiatives.

Capacity strengthening

- With the support from the Project Coordinator, Executive Director and relevant project staffs, coordinate, design and conduct ToT, training, workshops and other capacity building activities for the project staff and relevant stakeholders at national, provincial and local governments, judicial committees, partners, ESCR Networks including developing the training tools and methodologies jointly with Project Coordinator and consultants.
- Lead to develop capacity building interventions for the model rural municipality.
- Document and disseminate the achievements and best practices of the model rural municipality for replication.
- Support to follow-up and evaluate the impact of capacity enhancement activities conducted under the project as well as by external stakeholders that benefit the project staff;
- Provide support for constructive engagement with likeminded stakeholders, including the government, in evidence and rights-based advocacy and dialogues at national and local levels.

Monitoring and Evaluation

- Provide support to project coordinator to ensure regular participatory monitoring of the project implementation and its impact, including through the preparation of monitoring tools to be developed in coordination with national and local partners.
- Provide support to conduct strategic advocacy with the national level stakeholders, including the policy makers, media and civil society.
- Take initiatives to document and share lessons learnt and best practice of the project with partners, ESCR Network members and ensure exchange of information and experience with other projects.
- Receive information from partners, write event completion reports and periodic reports (quarterly, semi-annual and annual reports).
- Ensure that project achievements are in line with the indicators set in Log Frameworks and targets.
- Provide inputs to prepare appropriate monitoring tool to monitor overall impacts and project activities.

Knowledge management and sharing

- Ensure full transparency and access to information about project activities at the fields;
- Collect and document lessons learned in different formats for internal and/or external consumption, including the preparation of thematic knowledge management products;
- Plan and coordinate the dissemination of project knowledge management products and other relevant project information;
- Ensure that the project activities are planned and implemented in a gender sensitive and social inclusive manner and that all the implementing partners are sensitized and trained in gender and social inclusion.

Institutional development support to JuRI-Nepal

- Support to streamline the project approach and strategies with the overall strategic plan and policies of JuRI Nepal, including its GESI policy.
- Support the partnership and advocacy activities of JuRI-Nepal as to complement the advocacy initiatives under the project.
- Provide policy input to JuRI-Nepal as and when required.

Other responsibilities:

- Undertake other activities for the project as suggested by the Project Coordinator, Executive Director, Chairperson and Executive Board of JuRI-Nepal.