



Justice and Rights Institution (JuRI-Nepal)

Job Description for

Knowledge Management, Monitoring and Evaluation Expert

Position 1: Knowledge Management, Monitoring and Evaluation Expert (1)

Job level: Senior level

Job location: Kailali (Approx. 60% time - with frequent visit to selected Palikas of Kailali and Doti) and remaining time in Kathmandu.

Offered salary: Competitive packages commensurate with the experience.

Job duration: one year with possibility of extension.

Background of the organization and project:

Justice and Rights Institute-Nepal (JuRI-Nepal) together with National Dalit Social Welfare Organization (NDSWO), is implementing *Pilot Project on Providing Comprehensive Capacity Development Support to Elected Women Representatives and Promoting Gender Responsive and Inclusive Sub-National Governance in Nepal's Sudurpaschim province* with the support from UN Women in Sudurpaschim Province. The key focus of the project include-- strengthen capacities of Elected Women Representatives on feminist leadership and gender responsive governance, enhance responsiveness of duty bearers and community leaders, strengthen capacities of women's organizations and networks as well as disabled people's organizations to effectively engage with sub-national governance and hold them accountable and strengthen capacities of community members (especially men and boys) to challenge discriminatory social norms and promote Gender Equality and Women Empowerment focusing in Sudurpaschim Province and selected 6 municipalities of Kailali and Doti district of Nepal.

Job specification:

- Education level: Master's Degree in social science, management, law and any discipline
- Experience required: At least 5 years proven track record of M&E of programs and Projects;
- Advanced knowledge on management of projects, especially focusing on M&E;
- Training of organizational performance assessment; And
- Proven experience of knowledge management.

Required Skills:

- Adept on Microsoft word, excel and PowerPoint.
- Well-developed interpersonal and communication skills.
- Data collection and analysis.
- Drafting and report writing skills.
- Knowledge on statistical analysis software.
- Planning, organizing and coordination skills.

Key Responsibilities:

- Develop and adapt M&E tools and frameworks in line with project requirements (upon review of project design documents, description of activities, project log frame, work plan and other relevant documents provided by UNWOMEN/JuRI/NNDSWO);
- Support in the development and establishment of a robust, comprehensive program database (linked to the project baseline data);
- Oversee maintenance and input of data into the project database. This includes entry of data and oversight of quality of data, their analysis and orient to the support staffs for securing data;
- Work with the project team in the evidence harvesting tasks to ensure smooth evaluation of the project by external evaluators;
- Support regular narrative reporting (internally and externally) to relevant stakeholders as required;
- Collaborate with Communications Expert to review and identify relevant information for dissemination to internal and external audience as per the project need;
- Support to prepare quarterly and annual report to the Program Manager;
- Work as 'Focal Person' to closely work with NNDSWO and provide backstopping support to field based staffs to ensure proper documentation and timely reporting; And
- Identify capacity needs and support development of project team capacity in relation to M&E.

Applying procedure: Qualified Nepali citizens can send application (cover letter and updated CV in jurinepalrecruitment@gmail.com or can drop printed copies of these documents to JuRI-Nepal, Jwagal, Lalitpur (house no 20, opposite of UN Park, Jwagal, Lalitpur) mentioning expected monthly salary no later than 17:00 Hrs, 3 September, 2019. Only shortlisted candidates will be communicated for further selection process.

The organization reserves the right to cancel or postpone the whole recruitment process without providing any reasons whatsoever. Especially female and candidates from underprivileged castes and ethnic groups are encouraged to apply.



Justice and Rights Institution (JuRI-Nepal)

Job Description for

Gender and Inclusive Governance Expert

Position 2: Gender and Inclusive Governance Expert (60% time) (1)

Job level: Senior level

Job location: Based in Kathmandu (with frequent field visit to selected Palikas of Kailali and Doti).

Salary and benefit: Competitive packages commensurate with the experience.

Job duration: One year with possibility of extension.

Background of the organization and project:

Justice and Rights Institute-Nepal (JuRI-Nepal) together with National Dalit Social Welfare Organization (NDSWO), is implementing *Pilot Project on Providing Comprehensive Capacity Development Support to Elected Women Representatives and Promoting Gender Responsive and Inclusive Sub-National Governance in Nepal's Sudurpaschim province* with the support from UN Women in Sudurpaschim Province. The key focus of the project include-- strengthen capacities of Elected Women Representatives on feminist leadership and gender responsive governance, enhance responsiveness of duty bearers and community leaders, strengthen capacities of women's organizations and networks as well as disabled people's organizations to effectively engage with sub-national governance and hold them accountable and strengthen capacities of community members (especially men and boys) to challenge discriminatory social norms and promote Gender Equality and Women Empowerment focusing in Sudurpaschim Province and selected 6 municipalities of Kailali and Doti district of Nepal.

Job specification:

- Education level: Master's in gender studies, social sciences, Law, development studies, economics or relevant subject;
- Minimum 10 years of relevant experience on gender, governance and social inclusion;
- Demonstrable experience of social inclusion issues specifically on disability rights;
- Demonstrable expertise in designing and implementing complex multi-stakeholder capacity development initiatives using adult learning and/or feminist pedagogies;
- Ability to facilitate team work and willingness to work using a participatory methodology, but also able to show the way forward;
- knowledge and practical experience of Project Cycle Management, and the administration of development projects in the field;

- Strong analytical skills, communication and facilitation skills; And
- Thematic expertise and facilitation skill on gender, governance and social inclusion issues.

Required Skills:

- Efficient on Microsoft word, excel and power point.
- Well-developed interpersonal and communication skills.
- Data analysis, report writing.
- Knowledge of statistical analysis software.

Main Purpose of the Job:

The Gender and Inclusive Governance Expert (GIGE) will be responsible to implement activities under the outcome – inclusive, gender responsive and accountable governance. Working in close coordination with the Program Manager and Program Management Team, major duties of the expert include implementation of project activities for ensuring project results, program coordination, and capacity building of stakeholders and project staffs, report writing, facilitate training and interactions as a thematic expert, institutionalization and policy support to selected LGs in collaboration with NNDSWO. This is a senior level position with the scope to build foundations and a clear vision for the project.

Key Responsibilities:

- Lead capacity building component from Gender, Social Inclusion and governance perspectives;
- Lead GESI unit of the organization to ensure GESI related targets (beneficiaries' level, gender ratio, etc.) set by the project for different outputs;
- Facilitate as a thematic expert focusing on the rights of local elected women representatives, women organizations and organizations working in the area of Persons with Disabilities to ensure their rights and to ensure inclusive governance at sub-national level;
- Lobby with the government, CSOs and other development actors to ensure the participation of women, community members and PwDs in decision making positions;
- Prepare GESI related case studies including both– success and failures of the project; And
- Coordinate with Program Manager, other thematic experts, Knowledge, Management and M&E Expert to prepare quarterly/annual progress reports reflecting GESI perspectives.

Applying procedure: Qualified Nepali citizens can send application (cover letter and updated CV in jurinepalrecruitment@gmail.com or can drop printed copies of these documents to JuRI-Nepal, Jwagal, Lalitpur (house no 20, opposite of UN Park, Jwagal, Lalitpur) mentioning expected monthly salary no later than 17:00 Hrs, 3 September, 2019. Only shortlisted candidates will be communicated for further selection process.

The organization reserves the right to cancel or postpone the whole recruitment process without providing any reasons whatsoever. Especially female and candidates from underprivileged castes and ethnic groups are encouraged to apply.