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

प.सं. २०७६/०७/७ (बिस) चलानी संख्या: ६
मिति: - २०७६ ०४ ०७

विषय :- सहयोग तथा समन्वय सम्बन्धमा ।

श्री स्थानीय तह हर (६६ वटा)

प्रस्तुत विषयमा शिक्षा, विज्ञान तथा प्रबिधि मन्त्रालयको मिति २०७६ ०३ २९, च, न, १६५ को पत्राधुसार उत्क मन्त्रालयबाट लागू गरी कार्यान्वयनमा रहेको राष्ट्रिय प्रारंभिक कक्षा पढाई कार्यक्रमका प्रबिधि सहयोग उपलब्ध गराउने आएको RTI International ले विभिन्न १० जिल्लाका तपसील बमोजिमका ६६ स्थानीय तहरहरा उत्क कार्यक्रम संचालन गर्व १५ जना District Program Officer समेत नियुक्त गरेकोले आवश्यक समन्वय र सहयोगका लागि नेपाल सरकार (सचिवालय)को मिति २०७६ ०४ ०६ को निर्णयानुसार अनुरोध छ। कार्यक्रम लागू भएका जिल्लाका स्थानीय तह हर र District Program Officer को विवरण सहसाध संलग्न छ।

बोधार्थ:
श्री शिक्षा, विज्ञान तथा प्रबिधि मन्त्रालय, सिथङ्डरबार, काठमाडौँ ।
श्री सुचना तथा प्रबिधि शाखा (पत्र संदर्भीय मामिला तथा सामान्य प्रशासन मन्त्रालयको Website मा Upload गरी दिनुह।)

लिलाराज काप्तेल
(शाखा अधिकृत)

"निजामती कर्मचारीको प्रतिबद्धता: पारदर्शिता र चुस्तता"
सिथङ्डरबार, काठमाडौँ, फोन ४२००४१४, ४२००५२६ Web: www.mofaga.gov.np
भक्ष्य, विज्ञान तथा प्रौद्योगिकी मन्त्रालय

श्री संगीत मामिला तथा सामान्य प्रशासन मन्त्रालय
सिद्धर्मामा, काठमाडौं

विषय: आवश्यक पत्राचार गरि सहयोग गरिदिन् हुन ।

प्रस्तुत विषयमा यस मन्त्रालय द्वारा लागू गरी कार्य-निर्धारणमा रहेको राष्ट्रिय प्रारंभिक कक्षा पढाई निर्देशनका माध्यममा प्रारंभिक सहयोग उपलब्ध गराउने आएको RTI International ले ९० जिल्लामा स्थानीय तहसल समन्वय गरी कार्य गरेको राष्ट्रिय संस्थान तत्कालीन सूचीका १५ प्रणाली District Programme Officer नियुक्त गरेको निजीहरूको प्रारंभिक पढाई धीरे प्रवर्धित सम्बन्धी कार्य गर्ने आवश्यक पर्ने समन्वय र सहयोगका लागि समबन्धित जिल्लाका सूचीमा उल्लिखित स्थानीय तहसललाई पत्राचार गरिदिन् हुन मिति २०७६।०३।२५ को (मा. मन्त्रिस्तरीय) निर्णय अनुसार अनुरोध छ ।

वोधार्य:
श्री RTI International, उत्तरहोका, लाहिड्ड्डाट, काठमाडौं

२०७६।०३।२५
**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. He/She provides technical support to LEUs to implement activities under NEGRP and will build capacity at the LEU level. He/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. He/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

A 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 year 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 pails 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 defines 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.
<table>
<thead>
<tr>
<th>SN</th>
<th>Name</th>
<th>District</th>
<th>Duty Station</th>
<th>Number of Working LEUs</th>
<th>Name of Local Levels covered</th>
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<tbody>
<tr>
<td>1</td>
<td>Shanta Rai</td>
<td>Dhankuta</td>
<td>Sagurigadhi RM</td>
<td>2</td>
<td>1) Sagurigadhi RM and 2) Chaubise RM</td>
</tr>
<tr>
<td>2</td>
<td>Shrilal Sardar</td>
<td>Dhankuta</td>
<td>Chhatarpurpatti RM</td>
<td>3</td>
<td>1) Chhatarpurpatti RM, 2) Mahalaksmi Municipality and 3) Pakhrabas Municipality</td>
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<tr>
<td>5</td>
<td>Manju Sharma Pant</td>
<td>Mustang</td>
<td>Loh-Ghakar Damodarkunda RM</td>
<td>2.5</td>
<td>1) Lomantang RM, 2) Loh-Ghakar Damodarkunda RM 3) Bahrapuap Muktichhetra RM (5 schools)</td>
</tr>
<tr>
<td>6</td>
<td>Khadga Bahadur Kamal</td>
<td>Rupandehi</td>
<td>BUTWAL SUB-METRO</td>
<td>5</td>
<td>1) BUTWAL SUB-METROPOLITAN, 2) Devdaha Municipality, 3) Sanamana Municipality and 4) Tilottama RM and 5) Kanchan RM</td>
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<tr>
<td>7</td>
<td>Harichandra Chaudhary</td>
<td>Rupandehi</td>
<td>Lumbini Sanskriti Municipality</td>
<td>5</td>
<td>1) Lumbini Sanskriti Municipality, 2) Samrimali RM, 3) Marchwani RM, 4) KathmA RM, 5) Gadhwara RM</td>
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<tr>
<td>8</td>
<td>Purushottam Giri</td>
<td>Dang</td>
<td>Babai RM</td>
<td>4</td>
<td>1) Babai RM, 2) Shantinagar RM, 3) Dangbhearan RM and 4) Tulsipur Sub-Metropolitan</td>
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<tr>
<td>9</td>
<td>Indira Basnet</td>
<td>Dang</td>
<td>Lamahi Municipality</td>
<td>4</td>
<td>1) Lamahi Municipality, 2) Rajpur RM, 3) Gadiwa RM, and 4) Ratpi RM</td>
</tr>
<tr>
<td>10</td>
<td>Bireesh Shah</td>
<td>Surkhet</td>
<td>Lekbensi Municipality</td>
<td>3</td>
<td>1) Lekbeshi Municipality, 2) Chingada RM, and 3) Sinda RM</td>
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<td>11</td>
<td>Tej Prakash Rimal</td>
<td>Surkhet</td>
<td>Panchapuri Municipality</td>
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<td>1) Panchapuri Municipality, 2) Chaudane RM, and 3) Barihaaala RM</td>
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<td>12</td>
<td>Surendra Dhakal</td>
<td>Dolpa</td>
<td>Mudkehula Rural Municipality</td>
<td>4</td>
<td>1) Mudkehula RM, 2) Jagdulla RM, 3) Tripurasundari Municipality and 4) She Praksunde RM</td>
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<td>13</td>
<td>Ramkrishna Humagain</td>
<td>Bardiya</td>
<td>Rajapur Municipality</td>
<td>4</td>
<td>1) Rajapur Municipality, 2) Gurwa RM, 3) Thakuribba Municipality, and 4) Madhubhan Municipality</td>
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<td>14</td>
<td>Anup Nepali(Badi)</td>
<td>Kailali</td>
<td>Tikapur Municipality</td>
<td>6</td>
<td>1) Tikapur Municipality, 2) Lamkiriha Municipality, 3) Janaki Municipality, 4) Joshpur RM, and 5) Mohanial RM and 6) Bardagoriya RM</td>
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<tr>
<td>16</td>
<td>Teka Bahadur Bohara</td>
<td>Dadeldhura</td>
<td>Parasum Municipality</td>
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<td>1) Parasum Municipality and 2) Aalal RM</td>
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<td>17</td>
<td>Ram Chandra Joshi</td>
<td>Dadeldhura</td>
<td>Ganepathdura RM</td>
<td>3</td>
<td>1) Ganepathdura RM, 2) Navadurga RM, and 3) Bhageshwar Rural Municipality</td>
</tr>
</tbody>
</table>