

Municipal Officers

Position Overview:

PeaceWin has been implementing the activities/programme around Sexual and Reproductive Health and Rights (SRHR) and Gender Equality and Women Empowerment with the technical and financial support of United Nations Population Fund (UNFPA). The partnership between UNFPA and the PeaceWin aims to advance UNFPA's mandate under 9th Country Programme specifically in the output area of SRHR and GEWE. The activities/programme under the SRHR are the part of the Reproductive Health and Right for Accelerating Impact (RHEA) programme in selected Municipality of Bajura and Bajhang, Comprehensive Sexuality Education programme in selected programme Municipality/school of Accham, Baitadi and Bajhang and Family Planning, Supply Chain Management (SCM) related activities in all UNFPA Priority District and Province and Empowering Women Prosperous Nepal in Bajura, Doti and Kanchanpur.

Scope of the Work/Purpose of the Job:

The Municipal Programme Officers (MPO) will play a crucial role in ensuring the successful implementation of GBV prevention activities supported by UNFPA within the EWPN projects across designated municipalities, in accordance with the 2024 annual work plan and budget. Their duties include direct program implementation, as well as coordinating and collaborating with municipalities and other stakeholders at the local level. They will closely collaborate with local governments to optimize budget allocation and program alignment for GBV prevention efforts. Moreover, they will work in conjunction with EWPN implementing partners to improve access to GBV response services, prevention initiatives, economic empowerment opportunities, and women's leadership development programs.

Job Title	Municipal Officer (3 Positions)		
Place of work:	Belauri Municipality, Dipayal Singadhi Municipality and Badimalika Municipality		
Grade:	7 th	Project Code	
Contract type:	Temporary	Staff ID#	
Contract Period (Date)	From:	To:	
Direct Reports to	GBV Prevention Coordinator at PeaceWin and UNFPA Contact Persons.		
Indirect Report to	UNFPA's assigned personnel		
Work Relationships	<p><u>Internal:</u> Health Program Manager, Monitoring and Reporting Officer, GBV Prevention Coordinator, Admin and Finance Officer</p> <p><u>External:</u> UNFPA Province Office, Municipality, Civil Society Organizations (CSOs) and their networks, communities</p>		
Reporting	The Municipal Officer will implement programme activities under the supervision of the GBV Prevention Coordinator. Key responsibilities include implementing project activities, coordinating activities, and preparing event and monthly reports. The role involves program planning in close coordination with the municipality's plan, supporting activities related to GBV at the local level, networking, and coordination. Primary emphasis will be placed on ensuring high-quality and timely implementation of program activities.		

Jobs and Responsibilities:

1. Implement municipal and community-level programme activities under GBV prevention through coordinating and collaborating with local government.
2. Coordinate with local-level wards, schools, health facilities, and communities in delivering Rupantaran roll-outs, family dialogues, intergenerational dialogues, etc.
3. Conduct community advocacy to challenge harmful gender norms, gender-based violence, and harmful practices including child marriages, son preferences etc.
4. Coordinate with joint EWPN implementing partners at the local level to build access for women and girls on GBV response, prevention services, economic empowerment and leadership development opportunities.
5. Provide intensive support to the Community Facilitators, Peer Facilitators and GBV Champions to deliver GBV prevention activities at community levels.
6. Conduct advocacy and lobby with local municipalities to leverage programs and budget for gender equality and women's empowerment through influencing the local-level planning process.
7. Coordinate with relevant organizations and community-based organizations for the effective implementation of the program activities.
8. Engage furthest behind communities, ethnic groups, women, and girls in the program and activities adhering the leaving no one behind.
9. Implement and uphold PeaceWin's Integrated Safeguarding and Accountability, Gender and Social Inclusion Policy, ensuring adherence to UNFPA's GESI policy.
10. Oversee the collection of disaggregated data and the implementation of affirmative actions to reach marginalized populations.
11. Implement precautionary measures to minimize environmental impact, including reducing unnecessary vehicle movements and minimizing the use of plastic and environmentally taxing materials.
12. Abide compliance with Prevention of Sexual Exploitation and Abuse (PSEA) policies and procedures, including recruitment vetting, training, reporting mechanisms, victim support, and corrective measures.

Qualifications, Knowledge and experience:

1. Bachelor's Degree in Gender Studies, Social Studies, or Social Science, with a working background in GEWE, GBV prevention, and GESI.
2. Extensive work experience (minimum 2 years) in GBV prevention, local level coordination and collaboration, advocacy, local-level planning process.
3. Good understanding of Nepal government GBV plans and policies or humanitarian settings.
4. Knowledge of gender equity and women's empowerment, gender transformative approach, GBV prevention, and sustainability principles is crucial, coupled with outstanding communication, coordination, and organizational abilities. Familiarity with the socio-cultural landscape of Sudurpaschim Province, Nepal, is advantageous.
5. The candidate should exhibit a steadfast commitment to preventing GBV, sexual exploitation, and abuse. Have knowledge and experience on reporting and facilitation.
6. Proficiency in computer software such as MS Excel, Word, or Office packages is required.

Key competences:

1. Follow the values of Accountability, Integrity, and Innovation.
2. Competency in PeaceWin working approaches and policies.
3. Follow processes of inclusion, PSEA, child rights, institutional system strengthening, behavioral changes, and mainstreaming gender and youth.
4. Demonstrate team spirit, motivation, mutual trust, and a positive working attitude in a mixed team.
5. Respect cultural awareness and effective communication.
6. Be ready to undertake field visits as required.

Required documents to be submitted with the application:

1. Detail CV in prescribed format
2. Citizenship Certificate

3. Certificates of Bachelor's degree and SLC
4. Letters of work experiences in related field

Candidate:

I wholeheartedly agree with the job description and am dedicated to successfully fulfilling the tasks outlined in the roles and responsibilities, qualifications, knowledge and experience, as well as key competences.

Name and Position:

Date:

Apart from the above-mentioned job descriptions, terms, and conditions, PeaceWin has the right to apply all other necessary conditions according to its policies, guidelines, and decisions.