

## JOB DESCRIPTION

Position Title	: Program Manager
Location	: Antenna Foundation Nepal, Jawalakhel, Lalitpur
Line Manager/reporting	: Executive Director

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### Major Responsibilities:

The Program Manager will be accountable with Antenna Foundation Nepal and his/her direct supervisor and will lead the various AFN's programs design, implementation and monitoring the qualitative and creative media content for Broadcast, Print and Online Media. The Program Manager will be expected to complete specific deliverables during the period of the contract in addition to being responsive to ad hoc issues that may arise. The specific duties and tasks of the Program Manager (PM) include:

### Duties & Responsibilities

Working in close coordination with the Executive Director of AFN, this position will be responsible for:

- Leading the AFN's media projects in close coordination and supervision of Executive Director (ED) and Finance and Admin Manager.
- As AFN **Project Manager** for assigned project responsible for liaising with funding agencies, implementing partners and government and non-government stakeholders in meeting project goals and objectives in timely manner
- Ensuring successful implementation of activities – ensuring donor's needs are understood and incorporated into project activities.
- Leading the writing of the first draft of the periodic reports of the assigned projects for review and inputs from Executive Director in the finalization of the same by furnishing additional field level information as required.
- Leading the smooth management of assigned project activities. This includes effective planning of activities, review of planned activities and budget in a timely manner, discussion of implementation needs within team, ensuring timely and quality implementation of project activities and the measurement of their impact, and the submission of deliverables (including periodic reports) in a timely manner.
- Taking the responsibility for all aspects of the day-to-day management and oversight of assigned projects.
- Interfacing with funding agency on program implementation, progress made on activities and operations.
- Traveling to the project districts and sites with the aim of providing oversight, monitoring, learning, sharing and making continual improvement of project implementation.
- Working closely with the Admin and Finance head of AFN for office procurement and financial activities ensuring compliance with AFN policies and donor policies.
- Leading (as and when required) the design, implementation and reporting of a large number of trainings that will be conducted as part of the assigned project.
- Providing direct input to Monitoring, Evaluation and Resource Development (MERD) Coordinator for design and implement monitoring and evaluation instruments, work plan and involve in field level monitoring as and when required.

- Developing promotional plan and idea to reach Media programs out to the larger audience and ensure that feedback for the radio program is well tracked and used while preparing periodic and project completion reporting.
- Participating in Management Team meeting and staff meeting in a regular basis.
- Supporting the ED and MERD for resource generation for the organization.
- Facilitation of meetings with stakeholders.

#### **Essential skills:**

- Strong communicator in both written and oral English and Nepali.
- Good intercultural communication skills – interfacing with major partners, government agencies, local staff and project beneficiaries.
- Experience of office, human resource and financial management.
- A team player with effective facilitation and mentoring skills.
- Ability to problem solve effectively.
- Ability to work flexibly, outside of normal office hours and in difficult conditions.

#### **Specific Knowledge, Skills, and Abilities Required:**

- An advanced university preferably Master degree in the mass communication and journalism, media, social sciences or any related discipline with specific experience related to social sciences and /or media program design and 5-6 years' experience of working around media for development issues.
- Project management and implementation skills, M&E knowledge, skills and experience including significant English language written reports showing evidence of high quality project reporting skills.
- A sound understanding of the relationships between grass roots development activity and information dissemination with a fairly good understanding of how ICTs can support development.
- A sound understanding of, and commitment towards, good development practice including participatory approaches, building of ownership, and inclusion of inputs from persons belonging to under-represented groups and the ability to consistently work as a member of a team.
- Capacity for engaging and motivating team members in effectively responding to their roles on project; including the ability to mentor and build their capacity on an ongoing basis.
- Excellent planning skills with the ability to rapidly respond to ad-hoc requirements.
- Ability to identify project weaknesses and problems, communicate those in a timely and appropriate manner (including reporting to donors) and work with project staff and management to ameliorate problems and improve project outcomes.