

Terms of Reference: Program and Operation Manager

Designation: Program & Operation Manager

Number of Vacancy: 01

Duty Station: Sancharika Samuha Nepal, Jwagal, Lalitpur, Nepal

Line Manager: President, SASN

Dotted Line Manager: Project steering committee, SASN

Direct Report: Program Coordinator, Finance Officer

Background

Sancharika Samuha Nepal (SASN) is a forum of women journalists and communicators that was established in April 1996 with the goal of promoting gender equality in media and enhancing representation of female journalists in media. The organization is affiliated with the Social Welfare Council, has a membership of about 4,000 women journalists, and has a presence in seven provinces in Nepal. SASN's vision is to create a society where men and women have equal rights, and its mission is to enhance the capacity of media to promote equity and equality-based development. The organization's objectives include mainstreaming gender issues in media, enhancing representation of female journalists in media and strengthening their capacity, and ensuring press freedom. SASN has developed relationships with various national, regional and international organizations, coalitions, alliances and social movements and has been active in various national forums. SASN's key activities include gender training for media professionals, publication of a monthly magazine, basic journalism/feature writing training, media monitoring, production of weekly radio and TV programs, and award ceremonies to encourage women journalists and women's issues. The organization also conducts lobbying, advocacy and public day celebrations to raise awareness about women's issues. SASN has also managed a number of projects in partnership with various organizations.

Work scope

Work scope: SAS is seeking a highly skilled Program and Operation Manager to drive the achievement of project goals and outcomes, while also supporting the enhancement of internal governance and communication within the organization. Reporting to the President and under the guidance of the Steering Committee, the Manager will be responsible for collaborating closely with all project and finance staff to ensure the successful execution of daily operations. The Program and Operation Manager will play a critical role in driving the organization's success by effectively managing and coordinating all aspects of the project.

Areas of Responsibility (AoRs):

The Program & Operations Manager will be responsible for the following key areas:

Program / Project Management:

- Lead and manage all aspects of program operations, including the administration, logistics, and procurement functions for assigned projects.
- Develop and execute a comprehensive project plan to achieve goals and objectives within established time frame.
- Develop and implement a clear and comprehensive project plan, outlining the specific responsibilities and duties of each project team member, to ensure efficient execution and successful completion of the project within the given time and budget parameters.
- Prepare and review project reports, analyzing progress and providing technical advice and solutions to ensure project success, reporting to the Board Committee. Continuously monitor progress and make recommendations for improvement.
- Explore opportunities for grants and partnerships with organizations that align with our mission, and support fundraising efforts through competitive bidding processes.
- Ensure the quality and accuracy of all written documents and communications with donors, potential funders, partner organizations, and stakeholders, to maintain professionalism and credibility in all external interactions.
- Represent Sancharika Samuha at various forums and actively participate in meetings and interactions with funding agencies to promote the organization.
- Develop and lead project plans, provide guidance to team and partners, ensure successful execution and continuous monitoring for improvements and goal achievement.
- Monitor progress of each project to ensure compliance with financial, administrative, and HR guidelines and work with the team to collect data and prepare progress reports for donors on a regular basis, as per the requirements outlined in each project agreement.
- Actively engage in initiating best practices, key learnings, unique cases, and other relevant documentation to share with the wider team

Operations Management:

- Act as the primary spokesperson and have overall operational and management responsibility for the organization and its programs.
- Design and implement people operations strategies, including recruitment, performance management, and professional development.
- Oversee budget management and ensure financial accountability, promoting and maintaining a culture of transparency and good governance.

- Craft, communicate, and enforce standard operating procedures (SOPs) for the actualization of all policies and procedures, revising as needed.
- Collaborate effectively with other team members to provide support and coordination for tasks that require interdepartmental collaboration and shared resources.
- Monitor, supervise, and advise on overall activities of the organization.
- Implement high-quality reporting systems as per donor requirements, tracking, assigning, and reminding stakeholders of their appropriate responsibilities.

Qualification

Education	<ul style="list-style-type: none"> • Relevant graduate qualification, preferably development studies, Social Science/Humanities, management, or equivalent experience
Work Experience	<ul style="list-style-type: none"> • At least 10 years of experience in coordinating with team members and stakeholders to implement development projects supported by international donor agencies. • Proven leadership in project administration with skills in strategic planning, management, supervision, reporting, and budgeting. • Experience working with international donors, and familiarity with project management concepts • Strong knowledge and understanding of the intersection of media, development, and gender, specifically in regards to women's rights and gender equality within media industries. • Demonstrated ability to develop and implement project plans and strategies, lead cross-functional teams, and achieve project goals and objectives. • Strong analytical, problem-solving, and decision-making skills, with the ability to adapt to changing project requirements and priorities. • Strong communication and interpersonal skills, with the ability to effectively interact with stakeholders at all levels of the organization and with external partners. • Additional skills include cross-project training and evaluations, interpersonal communication and leadership, ability to set priorities and multitask, adaptability to different work conditions, and the ability to collaborate with a wide range of public and private sector and NGO partners. • Excellent written and verbal communication skills in English, including strong presentation and public speaking abilities.

The above list of responsibilities is not comprehensive, and the Program & Operations Manager may be required to take on additional responsibilities, as determined by the President.

Application Dateline: February 28, 2023

Interested and eligible candidates are encourage to submit following documents via email to finance_admin@sancharika.org

- Resume
- Cover Letter
- Experience Letter