

Disability Rehabilitation Society (DRSD), Dhading
Job Description of Response Coordinator

Job title	Response Coordinator/Program Coordinator
Working hours per week	As per organizations policy
Programme	AASHA-Bringing Hope, Restoring Lives
Reports to	Executive Director, DRSD
Location	Dhading District
Job Summary	Disability Rehabilitation Society (DRSD) a non- governmental organization based in Dhading, is implementing an emergency response programme in Dhading districts to provide timely and needs-based humanitarian assistance to communities affected by the recent floods and to support the immediate recovery of essential services. The programme focuses on addressing urgent humanitarian needs through relief assistance, emergency WASH services, community engagement, protection, safeguarding, accountability and coordination with local authorities and relevant stakeholders. DRSD is recruiting Response Coordinators, with one position assigned to the targeted districts. Each Response Coordinator will be responsible for the overall day-to-day coordination and effective delivery of emergency response activities within their assigned district. The Response Coordinator will ensure that interventions are timely, appropriate, inclusive, accountable and aligned with approved programme objectives and DRSD organizational policies and procedures.
Purpose of the Position	The Response Coordinator will lead and coordinate the implementation of emergency response activities within the assigned district Dhading. The position will ensure effective coordination among DRSD field teams, local governments, humanitarian actors, service providers and affected communities. The Response Coordinator will oversee timely delivery of response activities, monitor quality and progress, identify emerging needs and operational gaps, and ensure proper documentation, reporting, accountability and compliance with organizational requirements. The position will also maintain regular communication and coordination with the DRSD central management team to ensure consistency, learning and effective implementation across the overall response.
Key Duties & Responsibilities	A. Emergency Response Planning and Implementation • Develop and regularly update detailed response plans and activity schedules based on emerging needs and project priorities. • Coordinate timely implementation of approved emergency response activities in the targeted areas. • Ensure that assistance is needs-based, inclusive, timely and of appropriate quality. • Regularly assess changing humanitarian needs and recommend necessary operational adjustments. B. Field Coordination and Community Engagement • Coordinate closely with affected communities, local governments, ward authorities and relevant sector stakeholders. • Facilitate community consultations, beneficiary identification and validation in a transparent and participatory manner. • Ensure meaningful participation of women, persons with disabilities, older people and other vulnerable groups. • Maintain effective coordination with Care Nepal and relevant humanitarian/NGO coordination mechanisms.

	C. Emergency WASH and Relief Response • Oversee implementation of emergency WASH, hygiene, sanitation and other approved relief activities. • Coordinate distribution and service delivery to ensure that assistance reaches the intended beneficiaries safely and on time. • Monitor field-level quality, appropriateness and utilization of relief and WASH support. • Identify gaps and urgent needs and communicate them promptly to management for action. D. Monitoring, Accountability and Learning • Ensure systematic collection and verification of beneficiary, output and activity data. • Track progress against project indicators, targets and implementation timelines. • Coordinate with the MEAL function to ensure monitoring, post-distribution monitoring, feedback and complaint mechanisms are functional. • Document key lessons, challenges, good practices and emerging needs during the response. E. Reporting and Documentation • Prepare regular activity updates, situation reports and progress reports for management and the donor. • Ensure timely documentation of field activities, beneficiary information, distributions, photographs and other supporting evidence. • Contribute to donor reports, case studies, success stories and emergency response learning documentation. F. Team Supervision and Operational Coordination • Supervise and support field staff, volunteers and mobilizers engaged in emergency response activities. • Coordinate with logistics, finance and administration teams to facilitate timely procurement, transportation and field operations. • Monitor activity-level expenditure and ensure implementation is within approved budgets and organizational procedures. • Support rapid resolution of operational challenges affecting response delivery. G. Safeguarding, Protection and Accountability • Ensure that all response activities comply with DRSD's safeguarding, PSEA, child protection, protection and accountability commitments. • Promote a safe, respectful and non-discriminatory working environment for affected people, staff and volunteers. • Ensure that complaints, feedback and safeguarding concerns are appropriately referred to and addressed through established mechanisms.
Professional skills and qualification needed for the position	• Bachelor's degree in development studies, Social Sciences, Disaster Management, WASH, Public Health or a related field. (Master Degree Preferred)

	• Minimum 3 years of relevant experience, preferably in humanitarian/emergency response, disaster risk reduction, WASH or community-based programmes. • Demonstrated experience in emergency field coordination, rapid assessment, community mobilization and implementation of relief activities. • Experience working with local governments, humanitarian organizations and community structures. • Strong skills in planning, coordination, monitoring, reporting and team management. • Good understanding of humanitarian principles, accountability, GESI and safeguarding. • Excellent communication and facilitation skills in Nepali; working proficiency in English. • Ability and willingness to work under pressure and in difficult field conditions, with frequent travel to affected areas.
Personal Competencies	• Strong sense of humanitarian responsibility and commitment to affected communities. • Ability to work effectively under pressure and respond to rapidly changing situations. • Strong coordination, problem-solving and decision-making skills. • High level of integrity, accountability and confidentiality. • Respect for diversity, inclusion, dignity and rights of affected people. • Flexible, proactive and willing to work beyond routine hours when required during emergency operations.
Reporting and Deliverables	• The Response Coordinator will be responsible for ensuring: • Timely implementation of the EFR work plan and activities. • Regular field monitoring and response updates. • Verified beneficiary and activity records. • Timely situation/progress reports and supporting documentation. • Effective coordination with local authorities, communities, Care Nepal and relevant stakeholders. • Documentation of feedback, lessons learned and response outcomes. • Compliance with DRSD and Care Nepal requirements, including safeguarding and accountability standards.
Duration & Commitment	• The position will be engaged for a period of Nine (9) months, with the possibility of extension subject to project requirements, availability of resources, performance, and organizational arrangements. • The position requires frequent field travel to affected areas and flexibility to respond to changing emergency needs and operational priorities.
Ethical Considerations and Safeguarding	The Response Coordinator will comply with DRSD's Code of Conduct, Procurement Policy, Safeguarding Policy, Child Protection Policy, PSEAH Policy and other applicable organizational and donor requirements. Any breach of these standards will be dealt with according to organizational policy and may result in disciplinary action, including termination.

Disability Rehabilitation Society Dhading (DRSD)
Job Description – Water, Sanitation and Hygiene (WASH) Officer

Position: Water, Sanitation and Hygiene (WASH) Officer

Working Hours: As per organizational policy

Programme: AASHA – Bringing Hope, Restoring Lives

Reports To: Response Coordinator / Programme Coordinator

Duty Station: Dhading District

Job Summary

The WASH Officer will provide technical leadership for the planning, design, implementation, and supervision of emergency Water, Sanitation and Hygiene (WASH) interventions, ensuring that facilities and services are safe, inclusive, technically appropriate, and delivered on time in accordance with project and donor requirements.

The position will be responsible for conducting technical assessments, preparing designs and BoQs (Bill of Quantities), supervising WASH-related construction and activities, ensuring compliance with quality standards, and providing necessary technical guidance to field teams, communities, and local authorities.

Key Competencies

- Strong commitment to DRSD's values, principles, and humanitarian principles.
- Good technical knowledge of water supply, sanitation, and emergency WASH.
- Strong skills in assessment, design, BoQ preparation, and technical supervision.
- Ability to ensure quality, safety, inclusion, and public health standards.
- Strong coordination, problem-solving, and time-management skills.
- Ability to work effectively in challenging emergency and field conditions.

Purpose of the Position

The WASH Officer will provide technical support in the planning, implementation, and supervision of emergency WASH interventions. The position will ensure that safe, inclusive, and quality water, sanitation, and hygiene services are available to affected communities in accordance with project and public health standards.

Key Responsibilities

1. Leadership, Management and Technical Responsibilities

- Provide technical WASH support to the project, conduct field assessments, design WASH facilities, supervise construction and installation works, and lead the testing and commissioning of WASH facilities.
- Prepare technical drawings and BoQs for WASH facilities and ensure that installation and operation comply with established technical standards.
- Prepare cost estimates, supply plans, and monitor WASH activities included in the project budget.
- Closely supervise and monitor project implementation in coordination with local authorities and selected contractors/suppliers.
- Integrate WASH interventions with other project sectors and work closely with PHP and other relevant sectors.
- Conduct assessment, mapping, repair, and rehabilitation of water supply systems targeted under the project.
- Conduct assessments of WASH facilities in institutions and identify gaps to inform appropriate interventions.

- Work closely with other members of the Response Team and Oxfam Team to ensure an integrated approach to addressing the needs of affected populations, including Protection and Gender considerations.
- Prepare realistic work plans and procurement plans for all WASH activities and ensure that implementation deadlines are aligned with donor timelines.
- Ensure that target communities, community water structures, local authorities, and partner organizations are engaged and consulted throughout the project cycle.
- Ensure that gender, disability, and inclusion issues are fully integrated into all programme activities. This includes establishing mechanisms to enable women and persons with disabilities to participate in decision-making related to sanitation activities.
- Ensure that all programme activities comply with **Sphere Standards** and other applicable national technical standards.

2. Reporting, Communication and Coordination

- Provide timely verbal and written progress reports to the Response Coordinator.
- Work closely with the Care Nepal Response Team and WASH Team to ensure the quality and timely implementation of the project.
- Coordinate closely with all relevant thematic focal points within the project, including Protection, Gender, MEAL, and GESI.
- Actively participate in field-level WASH coordination platforms, including WASH sector meetings, Technical Working Groups (TWGs), and joint assessments, as required.
- Represent DRSD in coordination meetings, community consultations, and stakeholder engagements as delegated by the Response Coordinator.

3. Staff and Human Resource Management

- Provide day-to-day management of contractors and daily/temporary workers as required.

4. Thinking and Understanding

- Demonstrate an analytical, logical, and systematic approach to issues and maintain a solution-oriented attitude.

5. Working Effectively with Others

- Demonstrate commitment to achieving the organization's goals and objectives.
- Participate effectively and appropriately in organizational initiatives and activities, while giving priority to organizational needs over individual targets.
- Understand and contribute effectively to one's role and responsibilities within the team.
- Support others when required and demonstrate initiative and a proactive approach.
- Understand what information needs to be communicated to whom and communicate messages and information appropriately and effectively.

6. Self-Management

- Demonstrate self-awareness, including an understanding of one's strengths and limitations, working style, personal convictions, sources of those convictions, and potential biases.
- Demonstrate adaptability and flexibility in responding to changes in work schedules and working conditions, while maintaining resilience and ensuring that frustration does not hinder progress.
- Independently manage financial tasks related to the assigned field area.

7. Professional Skills and Qualifications Required for the Position

- Bachelor's degree in **Water Resource Engineering, Civil Engineering, Public Health Engineering**, or a related field.

- At least 2 years of relevant professional experience as a PHE/WASH Officer, including experience in implementing hardware WASH activities in Nepal.
- Good skills in assessment, monitoring, evaluation, and planning to support effective programme design and delivery.
- Experience in budget monitoring, staff training, and staff and partner capacity development.
- Good knowledge of Humanitarian Accountability Principles and Humanitarian Needs Assessment.
- Ability to understand complex security situations and adjust operations accordingly.
- Ability and willingness to live and work in conflict-affected and remote locations under basic conditions.
- Ability to prepare and present concise reports, sometimes at short notice, highlighting problems and possible solutions.
- Proven ability to work effectively as a team member and cooperate with members of other teams, responding flexibly, promptly, and accurately to queries and issues.
- Good diplomacy, interpersonal, and organizational skills, with the ability to remain calm under pressure and maintain focus on strategic priorities.
- Ability to assess one's own capacity, as well as the capacities of team members and other stakeholders, and strong computer literacy, particularly in Microsoft Word, Excel, and PowerPoint.
- Commitment to Oxfam's principles and values of accountability, inclusiveness, and empowerment, including demonstrated experience in integrating gender and diversity considerations into programmes.
- Good written and spoken English and Nepali language skills.
- Experience in coordinating with local authorities and managing complex issues involving authorities and suppliers.

8. Personal Competencies

- Commitment to inclusive, gender-sensitive, and rights-based programming.
- Strong facilitation, coordination, and problem-solving skills.
- High level of integrity and accountability in programme delivery.
- Proactive, self-motivated, and results-oriented attitude.
- Willingness to travel frequently and work in remote and difficult conditions.
- Familiarity with and commitment to complying with the NGO/Red Cross Code of Conduct, People in Aid Code, other relevant codes of conduct, and safeguarding policies.
- Sensitivity to cultural differences and the ability to work effectively in diverse cultural contexts.
- Knowledge of local languages will be considered an added advantage.
- Strong attention to detail.

9. Duration and Commitment

- The position will be engaged for a period of Nine (9) months, with the possibility of extension subject to project requirements, availability of resources, performance, and organizational arrangements.
- The position requires frequent field travel to affected areas and flexibility to respond to changing emergency needs and operational priorities.

10. Ethical Considerations and Safeguarding

The WASH Officer will comply with DRSD's Code of Conduct, Safeguarding Policy, Child Protection Policy and other applicable organizational and donor requirements.

Any breach of these standards will be dealt with in accordance with organizational policies and procedures and may result in disciplinary action, including termination of employment where applicable.

Disability Rehabilitation Society Dhading (DRSD)
Job Description of Shelter Officer

Job Title	Shelter Officer
Working Hours per Week	As per organization's policy
Programme	AASHA-Bringing Hope, Restoring Lives
Reports to	Response Coordinator
Location	Dhading District
Job Summary	The Shelter Officer will provide technical and operational support for planning, implementing, monitoring and supervising emergency shelter and settlement interventions for disaster-affected communities. The position will ensure that shelter assistance is timely, safe, inclusive, dignified and appropriate to the needs of affected households, in line with project objectives, humanitarian standards and donor requirements. The Shelter Officer will conduct shelter and settlement assessments, support the identification and prioritization of vulnerable households, facilitate shelter assistance and rehabilitation activities, monitor construction and repair works, provide technical guidance to communities and local authorities, and ensure quality, accountability, protection, gender and inclusion considerations throughout the response.
Key Competencies	• Strong commitment to DRSD's values and humanitarian principles. • Good technical knowledge of emergency shelter, settlement and housing interventions. • Strong skills in shelter assessment, planning, implementation and monitoring. • Ability to provide technical guidance on safe, appropriate and disaster-resilient shelter solutions. • Understanding of Sphere Standards and relevant shelter/settlement technical standards. • Strong coordination, communication, problem-solving and time-management skills. • Ability to work effectively in challenging emergency and field conditions. • Commitment to protection, gender equality, disability inclusion and accountability to affected populations.
Purpose of the Position	The Shelter Officer will provide technical and operational support in planning, implementing and supervising emergency shelter and settlement interventions, ensuring that affected households receive safe, appropriate, inclusive and dignified shelter assistance in line with humanitarian principles and project standards.
Key Responsibilities	Leadership, Management and Technical Areas • Lead and support shelter and settlement assessments in disaster-affected areas and identify priority shelter needs and gaps. • Support the development of shelter response plans, activity plans, implementation strategies and procurement plans. • Conduct household-level shelter assessments and support the identification and prioritization of vulnerable and most-affected households based on agreed criteria.

	• Provide technical guidance on emergency shelter solutions, household repairs, rehabilitation and transitional shelter interventions as applicable to the project. • Support the preparation of technical specifications, Bills of Quantities (BoQs), cost estimates and material requirements for shelter activities. • Monitor and supervise shelter construction, repair and rehabilitation works to ensure compliance with approved technical standards, quality and safety requirements. • Ensure that shelter assistance and construction activities are implemented according to agreed designs, specifications, work plans, budgets and timelines. • Provide technical advice to communities, local authorities, contractors, suppliers and field teams on appropriate shelter construction and repair practices. • Promote disaster-resilient, locally appropriate and environmentally responsible shelter solutions. • Ensure that shelter interventions consider land, tenure, site safety, accessibility, drainage, environmental risks and other relevant settlement-related issues. • Support the distribution of shelter materials and/or cash-based shelter assistance where applicable, ensuring transparency, accountability and appropriate documentation. • Conduct regular field monitoring visits and identify implementation challenges, technical gaps and corrective actions. • Ensure that affected communities, particularly women, persons with disabilities, older persons and other vulnerable groups, are meaningfully consulted in shelter-related decision-making. • Ensure that all shelter interventions integrate protection, gender, disability and inclusion considerations. • Coordinate with WASH, Protection, Gender, MEAL, EFSL and other relevant sectors to ensure an integrated humanitarian response. Reporting, Communication and Coordination • Provide timely verbal and written progress reports to the Response Coordinator. • Prepare regular updates on shelter activities, achievements, challenges, beneficiary reach and implementation progress. • Maintain proper records of shelter assessments, beneficiary selection, distributions, construction/repair monitoring and completion of activities. • Work closely with the Response Coordinator and other sectoral teams to ensure quality and timely implementation of the emergency response. • Coordinate closely with Protection, WASH, EFSL, Gender, MEAL, Advocacy and other thematic focal points. • Coordinate with local government authorities and other relevant stakeholders. • Actively participate in Shelter/NFI or relevant humanitarian coordination meetings, technical working groups, joint assessments and other coordination forums as required. • Represent DRSD in coordination meetings, community consultations and stakeholder engagements as delegated by the Response Coordinator. Staff and Field Team Management
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	• Provide day-to-day technical guidance and support to shelter field staff, community mobilizers, skilled workers and other personnel involved in shelter activities. • Support the orientation and capacity building of field teams and community members on shelter standards, construction quality, safety and accountability. • Monitor the performance of contractors, skilled workers and suppliers where applicable and report any quality or implementation concerns. Accountability, Protection, Gender and Inclusion • Ensure that affected people are treated with dignity, respect and without discrimination throughout the shelter response. • Ensure meaningful participation of affected communities in assessment, planning, implementation and monitoring of shelter interventions. • Ensure that women, children, persons with disabilities, older persons and other vulnerable groups are considered in shelter design and assistance. • Establish and promote appropriate feedback and complaint mechanisms in coordination with the MEAL and Protection teams. • Ensure that shelter assistance does not expose affected households to protection risks or further harm. • Ensure compliance with organizational safeguarding, PSEAH, Child Protection and Code of Conduct requirements. Thinking and Understanding • Should be analytical, logical and systematic in approaching technical and operational issues. • Should be solution-oriented and able to make practical decisions in rapidly changing emergency situations. • Should be able to assess shelter needs and identify appropriate and feasible solutions according to local context. • Should be able to prioritize activities and respond effectively to urgent shelter needs. Working Effectively with Others • Should be able to work effectively with communities, local authorities, contractors, suppliers and humanitarian partners. • Should demonstrate effective communication, coordination and teamwork. • Should be able to support colleagues and field teams and contribute to achieving organizational and project objectives. • Should be able to communicate technical information clearly to both technical and non-technical stakeholders. • Should demonstrate cultural sensitivity and respect for affected communities.
Self-Management	• Self-aware and able to recognize own strengths and limitations. • Adaptable and flexible in responding to changing emergency needs and field conditions. • Able to work under pressure and meet tight deadlines during emergency response. • Willing to travel frequently to remote and disaster-affected areas. • Able to work independently while maintaining effective communication with the Response Coordinator and wider response team.

Professional Skills and Qualifications Needed for the Position	• Bachelor's degree in Civil Engineering, Architecture, Construction Management, Building Technology, Disaster Management or a relevant field. • At least 3 years of relevant experience in emergency shelter, housing, construction, rehabilitation or humanitarian response, preferably in Nepal. • Practical experience in shelter assessment, construction/repair monitoring, BoQ preparation and technical supervision. • Good knowledge of emergency shelter and settlement approaches and relevant humanitarian standards. • Knowledge of Sphere Standards, Humanitarian Accountability Principles and humanitarian needs assessment. • Experience working with local authorities, communities, contractors and suppliers. • Good planning, monitoring, reporting and coordination skills. • Ability to prepare concise technical and narrative reports. • Good computer literacy, particularly in MS Word, Excel and PowerPoint; knowledge of AutoCAD. Good written and spoken English and Nepali language skills.
Personal Competencies	• Commitment to inclusive, gender-sensitive, protection-oriented and rights-based programming. • Strong facilitation, coordination and problem-solving skills. • High integrity and accountability in programme delivery. • Proactive, self-motivated and result-oriented attitude. • Strong attention to detail and commitment to quality. • Willingness to travel frequently and work in remote/difficult conditions. • Sensitivity to cultural differences and ability to work effectively in diverse communities. • Familiarity with and commitment to NGO/Red Cross Code of Conduct, safeguarding policies, PSEAH and other relevant organizational policies. • Ability to remain calm under pressure and maintain professional judgment during emergencies.
Duration and Commitment	• The position will be engaged for a period of Nine (9) months, with the possibility of extension subject to project requirements, availability of resources, performance, and organizational arrangements. • The position requires frequent field travel to affected areas and flexibility to respond to changing emergency needs and operational priorities.
Ethical Considerations and Safeguarding	The Shelter Officer will comply with DRSD's Code of Conduct, Safeguarding Policy, Child Protection Policy and other applicable organizational and donor requirements. The Shelter Officer must ensure that all shelter assistance is provided in a safe, inclusive, transparent and dignified manner, with particular attention to the protection and privacy of affected people. Any breach of these standards will be dealt with according to organizational policy and may result in disciplinary action, including termination.

Disability Rehabilitation Society (DRSD), Dhading
Job Description of MEAL & GESI

Job title	Monitoring, Evaluation, Accountability & Learning (MEAL) Officer
Working hours per week	As per organizations policy
Programme	
Reports to	Response Coordinator
Location	Based in Field Office and frequent visit to project area Job Summary
Job Summary	The MEAL & GESI Officer will be responsible for the overall day-to-day coordination an effective delivery of the emergency response, ensuring that interventions are timely appropriate, accountable, inclusive and aligned with the approved project objectives an donor requirements. The MEAL & GESI Officer will play a central role in leading programme monitoring, data management, accountability mechanisms and learning documentation. The programme Monitoring, Evaluation, Accountability, and Learning (MEAL) & Gender equality and social inclusion (GESI) system is critical ensuring evidence-based implementation, strong accountability and documentation lessons for replication and scale-up. Key Competencies: ❖ Commitment to DRSDI's core values. ❖ Sensitivity and adaptability to cultural, gender, ethnic, religious and ag diversity. ❖ Strong planning, coordination, and multitasking skills, with the ability to manage urgent tasks efficiently. ❖ High standards of accuracy, confidentiality, and data management. ❖ Readiness to go the extra mile to achieve programme goals
Purpose of the Position	The MEAL & GESI Officer is responsible for developing, implementing, and strengthening the monitoring, evaluation, accountability, and learning systems of the Programme. She/he will ensure the systematic collection, analysis, and reporting of programme data, coordinate documentation of lessons and success stories. and support adaptive management to achieve programme outcomes and impact.
Key Responsibilities	❖ Emergency Needs Assessment & Baseline Support rapid needs assessments, beneficiary identification, baseline data collection, and verification of emergency needs and priorities. ❖ Monitoring of Emergency Interventions Develop and implement monitoring tools and regularly track activities, outputs. quality, coverage, and progress against the project logframe and workplan. ❖ Data Management & Analysis Ensure accurate and timely collection, verification, cleaning, analysis, and documentation of programme data, including sex-, age-, and vulnerability- disaggregated data. ❖ Accountability & Community Feedback Establish and monitor appropriate feedback and complaints mechanisms, ensure timely response to community concerns, and promote accountability to affected populations. ❖ Quality Assurance & Learning

	Conduct field monitoring, spot checks, post-distribution monitoring, and outcome reviews to identify gaps, good practices, and lessons for programme improvement. ❖ Reporting & Evidence Generation Provide reliable data and analysis for donor, management, and emergency reports, and document results, achievements, challenges, and lessons learned. ❖ Coordination & MEAL & GESI Capacity Building
Professional skills and qualification needed for the position	❖ Bachelor's degree with Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, Public Health, or a related field. ❖ At least 2 years of relevant MEAL experience, preferably in humanitarian/emergency response and WASH or community-based programmes. ❖ Strong skills in monitoring, evaluation, data collection, analysis, and reporting, including use of quantitative and qualitative methods. ❖ Experience in developing and using MEAL & GESI tools, indicators, logframes, monitoring plans, surveys, PDM, and feedback/complaints mechanisms. ❖ Proficiency in data management and analysis software, including MS Excel and preferably KoboToolbox/ODK or similar digital data-collection platforms. ❖ Good understanding of Sphere Standards, Core Humanitarian Standard (CHS), Accountability to Affected Populations (AAP), safeguarding, gender, and inclusion principles. ❖ Demonstrated ability to ensure data quality, verification, confidentiality, and timely reporting for programme and donor requirements. ❖ Experience in capacity building and coaching programme/field teams on MEAL & GESI tools, data collection, reporting, and accountability. ❖ Strong written and verbal communication skills in English and Nepali; knowledge of local languages is an advantage.
Personal Competencies	❖ Commitment to rights-based, inclusive, and gender-sensitive programming. ❖ Strong interpersonal, facilitation, and problem-solving skills. ❖ High level of integrity, accountability, and confidentiality in handling programme data and information. ❖ Culturally sensitive and able to work with diverse communities. ❖ Proactive, results-oriented, and willing to go the extra mile to meet programme goals.
Reporting and Deliverables	MEAL Officer reports to Coordinator on all issues related to personnel management & general management. ❖ Monthly monitoring and evaluation (M&E) reports highlighting progress against indicators and key findings from field visits. ❖ Quarterly PMIS and PGM reports with detailed analysis of project outputs, outcomes, and trends. ❖ Documentation of case studies, success stories, and lessons learned for donor reporting and organizational learning. ❖ Annual MEAL & GESI report consolidating data, analysing achievements versus targets. and providing recommendations for improved program effectiveness.

	❖ Knowledge management and documentation outputs (guidelines, briefs, newsletters, and learning papers) to strengthen institutional memory and visibility.
Duration & Commitment	• The position will be engaged for a period of Nine (9) months, with the possibility of extension subject to project requirements, availability of resources, performance, and organizational arrangements. • The position requires frequent field travel to affected areas and flexibility to respond to changing emergency needs and operational priorities.
Ethical Considerations and Safeguarding	The MEAL & GESI Officer will uphold DRSD's policies on safeguarding, child protection. Any breach of these standards will lead to immediate termination.

Disability Rehabilitation Society Dhading (DRSD)
Job Description –Social Mobilizer

Position: Social Mobilizer

Working Hours: As per organizational policy

Programme: AASHA – Bringing Hope, Restoring Lives

Reports To: Response Coordinator / Programme Coordinator

Duty Station: Dhading District, with frequent visits to project communities

1. Job Summary

The Social Mobilizer will be responsible for facilitating effective community mobilization, participation and engagement in programme activities. The position will work closely with disaster-affected communities, local authorities, community groups, volunteers and programme staff to ensure that project activities are implemented in a participatory, inclusive, accountable and community-centered manner.

The Social Mobilizer will support community-level assessments, awareness activities, beneficiary identification and verification, community meetings, information sharing, feedback and complaint mechanisms, and coordination with relevant stakeholders. The position will ensure meaningful participation of women, children, persons with disabilities, older people, marginalized groups and other vulnerable community members throughout the programme cycle.

2. Purpose of the Position

The main purpose of the position is to strengthen community participation and ownership of programme interventions by establishing effective communication and engagement with affected communities.

The Social Mobilizer will ensure that communities are adequately informed about programme activities, selection criteria, entitlements, available services and feedback mechanisms, and that their concerns, needs and priorities are appropriately communicated to the programme team.

3. Key Responsibilities

A. Community Mobilization and Engagement

- Conduct regular visits to target communities and maintain close communication with community members.
- Mobilize communities for programme activities, meetings, awareness sessions and consultations.
- Facilitate community meetings, group discussions and participatory activities.
- Promote active and meaningful participation of community members in programme planning and implementation.
- Support the formation, strengthening and mobilization of community groups and committees.

- Encourage community ownership and participation in programme activities.
- Ensure that community members understand programme objectives, activities, selection criteria and available services.

B. Community Assessment and Beneficiary Identification

- Support household and community-level assessments as required by the programme.
- Assist in identifying and verifying eligible beneficiaries according to approved programme criteria.
- Ensure that vulnerable and marginalized households are appropriately considered during beneficiary identification.
- Collect accurate information from communities and communicate identified needs to the programme team.
- Support the documentation and updating of beneficiary information as required.

C. Awareness Raising and Information Sharing

- Conduct community awareness and information-sharing sessions on relevant programme activities.
- Disseminate clear and accurate information about programme services, assistance, eligibility criteria and distribution processes.
- Support awareness activities related to WASH, protection, disability inclusion, health, hygiene, disaster preparedness and other relevant programme themes.
- Use appropriate communication methods considering the local context, literacy levels, disability and other access barriers.
- Ensure that communities receive timely information about changes in programme activities.

D. Feedback, Complaint and Accountability

- Facilitate accessible feedback and complaint mechanisms at community level.
- Encourage community members to provide feedback about programme activities and services.
- Record and communicate feedback, complaints and concerns to the relevant programme staff.
- Follow up on community concerns and support timely responses.
- Maintain confidentiality and respect the privacy and dignity of community members.
- Ensure that communities are aware of their rights, entitlements and available complaint mechanisms.

E. Inclusion and Participation

- Promote inclusive participation of women, persons with disabilities, older people, children, marginalized groups and other vulnerable populations.
- Identify barriers that may prevent vulnerable groups from accessing programme services.

- Work with community leaders and groups to promote non-discrimination and equal participation.
- Ensure that community activities are conducted in a safe, respectful and accessible manner.
- Support the programme team to mainstream gender, disability inclusion and social inclusion in community-level activities.

F. Coordination and Networking

- Coordinate with ward offices, local government representatives, community leaders, health workers, volunteers and other relevant stakeholders.
- Maintain effective communication with the Response Coordinator / Programme Coordinator and programme team.
- Participate in coordination meetings and community-level consultations as required.
- Establish and maintain positive relationships with community structures and local stakeholders.
- Refer community needs and protection concerns to the appropriate programme staff or service providers.

G. Monitoring, Documentation and Reporting

- Maintain proper records of community meetings, awareness sessions, consultations, beneficiary interactions and other field activities.
- Prepare regular field updates and reports as required.
- Collect relevant information, attendance records, photographs and other supporting documents in accordance with organizational procedures.
- Support monitoring of programme activities at community level.
- Report implementation challenges, risks, community concerns and emerging needs to the supervisor.
- Ensure that all documentation is accurate, timely and properly maintained.

H. Staff and Teamwork

- Work closely with WASH, Shelter, Protection, MEAL, GESI and other programme staff as required.
- Support other team members during assessments, distributions, awareness campaigns and community events.
- Share field-level information and lessons learned with the programme team.
- Maintain a positive, respectful and cooperative working relationship with colleagues.

4. Professional Skills and Qualifications

- Minimum qualification of **Intermediate (+2) or equivalent**, preferably in Social Sciences, Rural Development, Development Studies, Sociology or a related field.
- Previous experience in community mobilization, humanitarian response, development programmes or NGO/INGO projects will be an advantage.
- Good knowledge of local communities and the local context.

- Good communication and interpersonal skills.
- Ability to facilitate community meetings and group discussions.
- Ability to collect, record and report field-level information accurately.
- Basic computer skills, including MS Word and Excel, will be an advantage.
- Ability and willingness to travel frequently to project locations.
- Ability to work under pressure and in challenging field conditions.

5. Personal Competencies

- Strong communication and interpersonal skills.
- Respectful and culturally sensitive attitude.
- Ability to work effectively with diverse groups of people.
- Good listening and facilitation skills.
- Honest, responsible and accountable.
- Proactive and result-oriented.
- Flexible and adaptable to changing field conditions.
- Ability to maintain confidentiality.
- Commitment to humanitarian principles and community dignity.
- Strong teamwork and coordination skills.

6. Duration and Commitment

- The position will be engaged for a period of Eight (8) months, with the possibility of extension subject to project requirements, availability of resources, performance, and organizational arrangements.
- The position requires frequent field travel to affected areas and flexibility to respond to changing emergency needs and operational priorities.

7. Ethical Considerations and Safeguarding

The Social Mobilizer is expected to maintain high standards of professional conduct and comply with the organization's policies, including:

- Safeguarding and protection policies.
- Prevention of sexual exploitation and abuse (PSEA).
- Child safeguarding requirements.
- Code of Conduct.
- Confidentiality and data protection.
- Prevention of discrimination, harassment and abuse.
- Respect for the dignity, rights and privacy of affected communities.

The Social Mobilizer must ensure that programme activities are conducted in a safe, inclusive, transparent and accountable manner and must immediately report any safeguarding, protection or serious ethical concerns through the appropriate organizational channels.