



Project & Faculty Coordination

We are looking for a German, Swiss or Austrian Project & Faculty Coordinator. You will support and develop our six projects in Lalitpur and represent the concerned faculties in Germany.

Our Organization: Govinda e.V. - GA

The Govinda Association, GA (www.waisenkind.de) was once founded in 1998 by five young health-workers. The head office of our honorary-run association is based in Aalen, Germany. Five elected members represent the executive committee, who are supported by an extended board of more than 15 members to ensure the supervision, guidance and monitoring of each project.

Our projects make a contribution to enable children, youths and adults through various means of support to be and become independent, matured, critical and active-participating citizens of the Nepali society.

Facts & Figures

In Germany:

5500 donors, 700 members and patrons as well as several fundraising-groups in Dresden, Leipzig, Berlin, Aalen, Stuttgart, Mönchengladbach, Austria and Switzerland.

In Nepal:

Six projects run by two Nepali partner organizations in Lalitpur with 53 employees. Where we support:

-An orphanage & attached reintegration with current 59 children and youths.

-An inclusive school with a vocational training center. With 500 students.

(Beside that we run with our Swiss partner organization several community based projects implemented by our youth organization in Makwanpur and Jumla)

Place of work

Lalitpur Office and field visits.

Working hours

Part time

Work beginning

From May 2019 till May 2021

Key Responsibilities

GA Project & Faculty Coordination

- To improve and maintain our monthly reporting system between Project Managers (PM) in Nepal and Faculties (F) in Germany
- Maintain direct and systematic exchanges of information between PM and F in the period between the monthly reports
- Crosscheck uncompleted tasks/ decisions and support the PM to implement them
- Development of visualizations, instruments and overviews to improve the work flows
- Monitoring compliance with project guidelines

Advocacy, Representation and Networking

- To represent GA Faculties in front of PMs & staff members as well as international guests and partners during their visits
- To support new representatives of GA and coordinate their work according to their job description (JD)

Strategy Development and Policy

- To participate in the development-process of strategic guidelines for project-management, data-collection, project-analysis and assessment with valid tools
- To ensure compliance with our HR-policy, UN-Child-Rights and the adherence of regulations and processes

Skills Development

- To participate in identifying staff's training needs and to organize local or internal training-sessions
- To lead, to advise, to support, to coach and to mentor our local PMs and supervisors according to our agreements and JD

Budget Monitoring, Fund Raising and Administration

- To support the work for current local administrative and legal requirements and procedures
- To validate required investments and expenditures

Information, Publications, Communication, Reporting

- to support the project managers to prepare current project information fact-sheets, progress reports and the annual report in German and English
- To communicate regularly and to guarantee reliable information about the projects and current developments
- To participate in the planning, preparation and execution of meetings and annual grand meetings

Project-Cycle-Management

- To guarantee the quality of reports (including donor reports, annual project reports in German and English)
- To support the project managers in setting up monitoring and evaluation tools for activities and to monitor the results
- To conduct regular field-visits for supervision and monitoring of the projects progress
- To design the implementation and analysis of new programs with regular field visits

**Submission of applications until 15th March 2019 to
corinna@waisenkind.de & vorstand@waisenkind.de**