مؤسسهٔ رفاه و بشردوستانه
Organization for Welfare & Humanitarian

Organization for Welfare & Humanitarian (OWH)
Administration and Finance Directorate
Administration and Human Resource Department
Term of Reference

Part of Administration	**Job Title:**	**Provincial Manager**
	Name:	
	Location	**Urozgan Province (Sub Office)**
	Gender:	**Male/Female**
	Nationality:	**Afghan**
	Duration:	**Project based (extendable)**
	Reporting to:	**Technical Manager/Technical Director**
Scope of work:	The Provincial Manager provides strategic professional leadership and technical policy inputs to the OWH coverage Projects in order to strengthen the routine services and other relevant activities in the related province. He/She will provide technical support to the OWH Management to effectively plan, report, coordinate and facilitate to implement the relevant programs and activities at provincial level. The Provincial Manager will provide guidance for coordination of existing resources at provincial level. He/she will facilitate and guide advocacy for OWH relevant projects implementation with PPHD, PPHOs and other partners and will ensure regular monitoring and evaluation activities for provision of quality services/ activities at provincial level.	
Responsibilities:	• Preparing Weekly, monthly and quarterly action plans and progressive reports according to the project work plans and ensure the timely implementation • The Provincial Manager is responsible for the technical, Finance, Administration / HR, and Logistics aspects related to the implementation of the project in relevant province. • Responsible for the planning, implementing, and supervision and monitoring of project work plans and activities in the field • Ensure the regular supply of all Project and preparation and follow up of the project budget line in timely manner • Develop and submit project progress, technical and financial (weekly, monthly and quarterly) and other reports as per project requirement. • Liaise with partners (governmental and non-governmental), participate in all coordination meeting with PPHD, UNICEF, WFP, WHO and other partners • Develop weekly, monthly, quarterly and annual project activity plan, allocate required fund for activities as per endorsed budget, and keep track of expenses against the allocated budget • Follow organization established policies, procedures and objectives; continuous quality improvement initiative works/ performance. • Compile, analyse and interpret health data and information. • Ensure the provision of update HMIS forms/registers for all related Projects at provincial level • Conduct refresher training to the staff as required • Ensure quality of data collected and its reporting and entry in to DHIS-2 and Nutrition database	

	• Identify and make decision to solve immediately any problem which interferes in the delivery of services or in achieving the program objectives and provide report to his/her immediate supervisor. • Meet all Projects staff to discuss program progress and problems on a weekly base. Work closely with all related officers for development of program • Perform any other task as assigned by Technical Director
Qualification:	• Afghan National • Medical Doctor, preference will be given to the candidates with post graduate degree • At least 4 Years' work experience with government or Non-government organization, UN Agencies or other development organizations • Excellent written and verbal communication skills in English language and fluent in a local language; • Demonstrate computer skills (Ms. Office Package). • Be able to travel all districts/health facilities as well as outside of province