

Terms of Reference for Program Manager

Federation of Nepali Journalists (FNJ) is undertaking a project Democracy Dies in Darkness: Promoting safe, professional, independent and accountable media for the promotion of human rights, democracy and peace in Nepal (Safe Media Project) supported by European Union and in collaboration with International Alert.

The objectives of the project are to

- Contribute to increased media freedoms, freedom of expression and a more professional and accountable media for the protection and promotion of human rights, democracy and peace in Nepal
- Strengthen professionalism and capacity of journalists and media for independent, responsible and accountable journalism
- Strengthen the internal and external environment in support of safety of journalists and media, freedom of expression and independence

The major duties of the Program Manager under the project are to

- Overall manage all the activities of the project
- Prepare and plan basic and advanced journalism trainings in eleven districts
- Coordinate for and organize policy dialogues including government and non-government media stakeholders
- Coordination of Free Media Networks (FMN) a network of government and non-government agencies for Safe and Accountable journalism
- Manage media missions organized by FNJ in project districts and around
- Coordinate regularly with the presidents of ten district chapters and guide them on organizing activities of FMN, trainings, editors' meetings and policy dialogues
- Collect bimonthly context reports from all the 11 project locations and prepare a concise policy brief.
- Prepare and submit event reports and public reports (monthly, quarterly and annual) and complete all the project documents
- Travel to project districts during for conducting activities

Qualifications, Experience and skills

Mandatory

- Masters' degree in Journalism, Mass Communication, Social Science or any other relevant field
- At least seven years of experience in similar position in similar organization and/or project
- Sound knowledge of program management including planning, implementation and reporting
- Knowledge of Nepali media environment including media laws and policies
- Understand the international standards of Freedom of Expression and Press Freedom
- Should have result oriented approach

Desired

- Experience of working in media house

- Willing to work on off-duty hours
- Knowledge of financial management in development sector

Duty Station and Hours

The Program Manager will be stationed at the FNJ headquarters in Kathmandu with frequent travel to project districts. The duty hours of the Program Manager will be as per the policy of FNJ.

Project Districts

Morang, Sunsari, Dhanusha, Sarlahi, Makwanpur, Kaski, Rupandehi, Dang, Surkhet, Kailali and Kathmandu.

Reporting

The Program Manager will report to the Head of Programs of FNJ.