

**Kathmandu University**  
**School of Engineering**  
**Energize Nepal Project**

**Job Descriptions for Assistant Project Manager**

**Position:** Assistant Project Manager (Monitoring and Evaluation)  
**Project:** Energize Nepal Project (ENEP)  
**Position Type:** Contract (Full-Time)  
**Contract Duration:** 1 Year (annual extension subject to satisfactory performance)  
**Stationed at:** Kathmandu University, Dhulikhel, with field visits as necessary  
**Immediate Supervisor:** Project Manager

**Salary and Benefits:** According to the qualification of the selected candidate and Kathmandu University service rule, an equivalent position (administrative or academic) will be offered to the selected candidate. The salary and benefit will be as per the standard of Kathmandu University for the offered position. Details will be mentioned in the offer letter.

**Desired Qualifications:**

- A **Master's level degree** in Energy and Environment, Hydropower & Renewable Energy, Energy Planning, Technology and Innovation, Development Studies Economics, Sociology, Project Management or any other related field;
- Minimum of **5 years working experience** in managing field activities including Monitoring & Evaluation of projects and results;
- A sound understanding of programme/project related issues;
- Experience in the use and application of logic modelling in programme/project design and evaluations;
- Experience in the use of both qualitative and quantitative methods and approaches to M&E, and knowledge of recent developments in programme/project M&E;
- Experience in working with gender and social inclusion related issues;
- Basic computer literacy and experience in management information systems;
- Excellent communication and interpersonal skills and be able to work in a team;
- Fluency in spoken and written English and Nepali;
- Formal training in programme/project design and formulation, management and evaluation will be an added advantage.

**Responsibilities and duties:**

The Assistant Project Manager is responsible for development, implementation and management of the ENEP M&E plan and system and its application to associated ENEP projects and activities. In addition, he/she will also be responsible to ensure Gender Equity, Social Inclusion and other cross-cutting policies as they relate to M&E. Assistant Project Manager will work under the supervision of the Project Manager.

- Assist Project Advisory Committee (PAC) in the development of draft M&E plans for ENEP funded projects and activities;
- Apply M&E in accordance with the ENEP M&E Plan to all relevant ENEP projects/activities and ensure quality control over the outcome of such projects/activities;
- Support the implementation agencies of ENEP funded projects in establishing a M&E system that will ensure a successful follow -up of the planned strategies;
- Drafts of ToRs for Baseline, Mid -term and End of the Project Evaluations for each Project;
- Assist in the training programmes for implementing partners on the use of recommended reporting and monitoring formats and guidelines;

- Develop a field monitoring plan based on agreed upon progress and target indicator sets, and undertake ongoing field monitoring and desk evaluation of ENEP supported projects/activities;
- Review periodic technical reports of implementing partners and provide appropriate comments and recommendations;
- Consolidate of periodic findings and recommendation of periodic progress reports for submission to PAC;
- Ensure implementation of ENEP cross-cutting policies (gender, environment, risk) and ensure these are built into all activities in line with M&E;
- Provide technical M&E support to project staffs and ENEP projects as required;
- Undertake any other tasks as assigned by the Project Manager for the overall Management, Supervision, Monitoring and Evaluation of the implementation of the ENEP funded Projects/activities.

**He/she also shall partly make available his/her service to School of Engineering in related area of work/expertise as assigned by the Dean of School of Engineering.**