

**Heifer International
Job Description
Program Officer-PME**

Alternate Title: Program Officer-PME
Internal Job Title: Program Officer- PME
Position Number
New or Refill: New
Core position: Yes No
Salary Grade: TBD
Division/Dept.: Programs/ Asia
Dept #/Subproject WO: TBD
Reports to: Program Manager- PME
Supervisor POSNO:
Supervisor RESNO/Name
Supervision: Employees Yes No | Volunteers Yes No
Location: Nepal Country Office, Lalitpur, Nepal
Job Level:
Relocation Funds: Non Negotiable
Travel Required: Minimum 50% Monthly

Heifer International is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identify, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

FUNCTION

Program Officer- PME is responsible for project planning, budgeting, reporting, documentation, monitoring and evaluation processes and practices for different projects trying to identify innovative ways to measure project impact. S/he will be expected to build capacity of program staff to ensure performance indicators and output, outcome and impact data are prepared and collected properly in targeted geographic and thematic areas.

ESSENTIAL CHARACTER TRAITS:

Highly motivated, superb listener and communicator, relationship builder, energetic and positive, team builder, impact-driven and innovative, organized, having strong business acumen, pro-active, respect for procedures and norms, curious, socially sensitive, values-oriented.

RESPONSIBILITIES (including approximate percentage effort)	DELIVERABLES
<p>(a) To assist Heifer Nepal M&E system for the scaling up program impacts (50%)</p> <ul style="list-style-type: none"> • Participate actively in programme/ project planning process and budgeting 	<p>I. Compile project progress and synthesize reports in recommended format in coordination with field staffs and concerned departments/ projects.</p>

<p>for effectiveness of programme/projects quality</p> <ul style="list-style-type: none"> • To coordinate regular data collection through implementing partners and ensure quality of the data by random verifications and validations • To record, manage and preserve monitoring and evaluation data in a safe and accessible way • To analyse and discuss findings based on regular monitoring data • Provide technical support on M&E and evidence-based recommendations to the relevant Project Officer/Manager and Partners. • Ensure that implementation of field activities adheres to Heifer’s monitoring and evaluation system • Support for preparing periodic reports and share with concerned department and field teams • To build capacity of Heifer’s field staff, project partners for progress tracking, reporting, documentation and field monitoring • Support other departments in dealing with any other tasks as may be required 	<ul style="list-style-type: none"> II. Prepare field monitoring reports on recommended format and structures. III. Build capacity of project staffs on M&E related activities.
<p>(b) Reporting and Documentation (20%)</p> <ul style="list-style-type: none"> • Assist in developing periodic reports • Prepare and share field visit reports with relevant staff • Coordinate field staff and implementing partners for periodic update of data/figures entered into PME database management system and carry out field verification and validation of data • Collect and prepare case stories of project beneficiaries. • Assist to prepare project outputs and financial expenditure report and communicate with field staff 	<ul style="list-style-type: none"> • Project specific reports, stewardship report is prepared and communicated with concerned staffs/stakeholders • Periodic project expenditure report is prepared and communicated with field staff • Ensure quality of data/figures entered into PME database management system timely and carry out field verification and validation of data/figures
<p>(c) Project Planning (10%)</p> <ul style="list-style-type: none"> • Assist to prepare project budget of sub-awards, letter of agreement, project proposal, revisions and communicate to 	<ul style="list-style-type: none"> • Ensure preparation and operationalization of detail Project Implementation Plan at sub-award level

<p>field staffs regarding the sub-award planning related works</p> <ul style="list-style-type: none"> • Assit to implementing partners to prepare Project Implementation Plan at sub-project level. • Provide technical inputs and assist to develop RBM framework at program/project level. 	<ul style="list-style-type: none"> • Prepare sub-award budget, letter of agreements and carry out the project reveivions
<p>(d) Learning and Sharing (10%)</p> <ul style="list-style-type: none"> • Share learning from M&E process with the wider team • Support partners in improving learning and sharing mechanisms in their projects • Promote culture of two way learning in the organisation 	
<p>(e) Contribution to Effectiveness of the Programme (10%)</p> <ul style="list-style-type: none"> • Work collaboratively with different programmes for strengthening integration and cross-learning in programmes • Proactively volunteer for various team activities • Show an eagerness to take on any other tasks assigned by the line manager 	

Professional qualification:

- Bachelor’s degree in Development Studies, Business Administration, Economics and any other social science related field is required. Master’s degree preferred.
- Knowledge and understanding of project monitoring and evaluation
- Understanding of the current M&E trends and especially M&E systems in development organisations

Experience

- Minimum 3 years’ experience in monitoring and evaluation with at least 02 years with some international organisation
- Experience in monitoring and evaluating in local economic development related projects
- Experience of field data collection

Most Critical Proficiencies:

- Good analytical skills and ability to verify information
- Monitoring and evaluation techniques and processes
- Data collection and management
- Analytical and research skills

- Good command over report writing in English
- Good interpersonal skills
- Time management and ability to prioritise multiple tasks
- Self motivated person able to work without close supervision
- Excellent computer knowledge with command on MS Excel, CS Pro, SPSS, STATA

Essential Job Functions and Physical Demands:

- a) Ability to prepare and present documents in a well-designed and attractive format with superior attention to detail
- b) Willingness and ability to assign and review the work of direct reports
- c) Proven team and customer care skills with the ability to train and work cooperatively with a diverse staff, including field staff in several locations
- d) Constant face-to-face, telephone and electronic communication with colleagues both within and outside the country
- e) May require constant sitting and moving; working at a computer for extended periods
- f) Ability to work with sensitive information and maintain confidentiality
- g) Ability to perform multiple tasks with minimal supervision
- h) Willingness to work with a flexible schedule
- i) Willingness to travel both locally and internationally
- j) Able to effectively promote Heifer’s mission values, and objectives

HPI HEADQUARTERS’ USE ONLY		
	Dr. Mahendra N. Lohani	
Signature of Sr. Vice President of Programs	Printed Name	Date