

Heifer Project International Nepal
Job Description
10.9.2021

Job Title: Project Officer
Position Number: 222267
New or Refill: New
Core position: Yes No (As defined in the [Global Recruitment and Hiring Policy](#))
Salary Grade: 5
Division/Dept.: Programs/Asia
Dept #/Subproject WO: NP0/NP3165HIN200
Reports to: Program Manager
Supervisor POSNO: 222237
Supervisor RESNO/Name: 123036/Anant Silwal
Supervision: Employees Yes No | Volunteers Yes No
Location: Field
Relocation Funds: Non-Negotiable
Travel Required: Minimum 75% Annually

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

FUNCTION

The Project Officer will serve in accordance with HPN vision, mission, goal, objectives, policies, and procedures. S/he will Coordinate with thematic lead to provide oversight in social capital, supply chain, market system development and cooperative development aspects of the project and provide strategic guidance and support to Project Partners, SHGs, Cooperatives, and Local Governments for effective implementation of the Project. The Project Officer will collaborate with local government in project design, implementation, monitoring and provide support for the effective implementation. S/he will build the capacity of local partner and provide continuous backstopping for optimum project result.

ESSENTIAL CHARACTER TRAITS:

Highly motivated, superb listener and communicator, relationship builder, energetic and positive, team builder, strives for shared vision, impact-driven and innovative, organized, pro-active, analytical, socially sensitive, values-oriented.

RESPONSIBILITIES (including approximate percentage effort)	DELIVERABLES
<p>1. Ensure professional standards of work are implement, maintained, and completed on time (50%)</p>	<ul style="list-style-type: none"> i. Adopt appropriate strategies and plan at palika level to meet the goal and targets of the subawards ii. Prepare required guidelines for effective implementation. iii. Prepare Detail Implementation Plan (DIP), facilitate implementation and track progress regularly. iv. Support NGOs to start up and implementation of the projects with good and adequate understanding of Project agreement. v. Ensure transparent process in project staff hiring to recruit competent human resource. vi. Provide backstopping to NGO partners, Cooperative, on program management vii. Collaborate with thematic leads and ensure quality in project service delivery viii. Ensure effective mobilization of project staff ix. Maintain transparency and meet donor compliance during project implementation
<p>2. Coordination, monitoring, and Reporting (30%)</p>	<ul style="list-style-type: none"> i. Visit the project sites, collaborate with farmers, SHGs, SHG networks, cooperatives with the purpose of understanding the context, monitor progress, and a follow up on recommendations. ii. Reporting of the progress and discuss next steps as appropriate. iii. Collaborate and develop good working relationship with local government for smooth project implementation. iv. Coordinate with related private sector (market actors, BFIs, insurance companies etc) and ensure required services are delivered v. Ensure the project milestones, objectives and requirements are fulfilled
<p>3. Networking and Technical support and Backstopping (15%)</p>	<ul style="list-style-type: none"> i. Develop and maintain a sound network of government, other stakeholder, NGO partners and counterparts ii. Develop and maintain links with relevant professional bodies. iii. Ensure the capacity building of project partners, including training and backstopping. iv. Create enabling environment to tap and disburse resources.

	v. Cooperative formation and capacity building vi. Linkage establishes between Value chain actors/Buyers. vii. Support lead farmers, entrepreneurs, and cooperatives to leverage resources from local government, provincial government, and other opportunities.
May perform other duties as assigned. (5%)	

Minimum Requirements:

- A Bachelor’s Degree or equivalent from a recognized university in Business Administration, Rural Development Studies, Business Studies, Agriculture, Veterinary science, or related field plus minimum three (3) years’ experience in a similar context is required.
- Other job-related education and/or experience may be substituted for all or part of these basic requirements

Most Critical Proficiencies

- Good interpersonal skills
- Time management and ability to prioritize multiple tasks.
- Self-motivated person able to work without close supervision.
- Excellent computer knowledge with command on MS Excel
- Good leadership qualities and communication skills
- Ability to work under pressure to meet the deadlines

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) Good team player with the ability to train and work cooperatively with a diverse staff, including field staff in several locations
- c) Ability to work with sensitive information and maintain confidentiality
- d) Ability to perform multiple tasks with minimal supervision
- e) Willingness to work with a flexible schedule
- f) Willingness to extensively travel to rural areas.
- g) Able to effectively promote Heifer’s mission values, and objectives
- h) Sensitivity in working with multiple cultures and beliefs, and to gender equity

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