

Heifer Project Nepal
Job Description
Project Officer – Gender Action Learning System (GALS)
02.10.2022

Job Title: Project Officer - Gender Action Learning System (GALS)
Position Number: TBD
New or Refill: New
Core position: ☐ Yes ☒ No (As defined in the [Global Recruitment and Hiring Policy](#))
Salary Grade: 3
Division/Dept.: Programs/Asia
Dept #/Subproject WO: NP0/NP3168
Reports to: Associate Director-Social Capital Development
Supervisor POSNO: TBD
Supervisor RESNO/Name: TBD / TBD
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 identify, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

Function:

The Project Officer will be responsible for the short-term IFAD funded project Consolidating Experiences and Scaling up of GALS in Nepal. S/he will work in close collaboration and coordination with the Heifer Nepal Program team, Associate Director-Social Capital Development/SCD, national expert of GALS/IFAD, project partners/cooperatives/groups/EDF of GALS. In addition, s/he will also assist all sorts of assigned tasks for consolidating experiences of GALS in the project and contribute to the scaling up of learnings form GALS for wider benefits in future IFAD funded projects.

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 to implement field level activities to meet the goal and targets of the project (Consolidating Experiences and Scaling up of GALS in Nepal) ii. Visit project sites and initiate to complete project activities in coordination with project and field teams iii. Collaborate with thematic leads and ensure quality in project service delivery iv. Assist to organize different Learning Routes in GALS project sites for different stakeholders v. Assist the project team for GALS processes, consolidating results achieved so far and piloting more advanced GALS tools vi. Assist to develop learning materials (case studies, success stories) and knowledge management products to support GALS roll out in Nepal beyond IFAD initiatives and to raise awareness and communicate about GALS to a wider audience vii. Assist in the publication of stories, findings and lessons learned, and the dissemination of the publications in various platforms viii. Participate in GALS trainings and assist with training required participants on GALS ix. Maintain transparency and comply with donor requirements during project implementation x. Facilitate field level meetings and discussion sessions with beneficiaries and stakeholders
<p>2. Coordination, monitoring, and reporting (30%)</p>	<ul style="list-style-type: none"> i. Visit the GALS project sites, collaborate with farmers, SHGs, grantees, and cooperatives with the purpose of understanding the context, monitor progress and follow up on recommendations ii. Periodic reporting of progress and discuss next steps as appropriate iii. Collaborate and develop good working relationships with beneficiaries, stakeholders, private sectors and local government for smooth project completion iv. Ensure the project milestones, objectives and requirements are fulfilled v. Participate in periodic meetings at the Heifer office or GALS Corridor office and present progress updates vi. Provide support for proper and timely reporting to PME department vii. Assist in organizing periodic meetings at different levels

	viii. Prepare and document event reports, meeting minutes, etc.
3. Networking, technical support and backstopping (15%)	i. Coordinate with the GALS National Expert of IFAD, and staff in the cluster/corridor office for effective implementation of project activities ii. Develop and maintain links with relevant professional bodies iii. Create an enabling environment to accomplish the project iv. Establish linkages between GALS/IFAD/its field offices/staff and Heifer v. Support the team for consolidating experiences of GALS in Nepal
4. May perform other duties as assigned. (5%)	

Minimum Requirements:

- a) Bachelor's Degree or equivalent from a recognized university in Rural Development Studies, Social Science, or related field plus minimum three (3) years' experience in a similar context is required
- b) Previous working experience in research works will be an added advantage
- c) Other job-related education and/or experience may be substituted for all or part of these basic requirement

Preferred Requirements:

Prior experience in research, documentation and writing case stories and success stories as well as training facilitation.

Most Critical Proficiencies

- a) Good interpersonal skills
- b) Knowledge and experience with or within community organizations
- c) Knowledge and experience in research and documentation
- d) Competency in both speaking and writing skills on national languages and English
- e) Time management and ability to prioritize multiple tasks
- f) Self-motivated person able to work without close supervision
- g) Excellent computer skills with Microsoft Office packages and other appropriate technology
- h) Good leadership qualities and communication skills
- i) Experience in event management skills
- j) 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) Ability to meet and deal with others in a courteous and tactful manner
- f) Willingness to work with a flexible schedule

- g) Willingness to extensively travel to rural areas
- h) Able to effectively promote Heifer's mission values, and objectives
- i) Sensitivity in working with multiple cultures and beliefs, and to gender equity

Mahendra Lohani, Sr. Vice President of Programs

Date