**Heifer International**

**Non-US Job Description**

**08 June 2022**

# Job Title: Program Coordinator

Position Number: TBD

New or Refill: New

Core position: **Yes  No**

Salary Grade: 3

Division/Dept.: **Programs/Asia**

Dept #/Subproject WO:  NP0/NP3165HIN200

Reports to: Program Manager

Supervisor POSNO: 222271

Supervisor RESNO/Name: 123214/Tara Panthi

Supervision: **Employees Yes  No | Volunteers Yes  No**

Location: Nepal Country Office, Lalitpur, Nepal

Relocation Funds: Non-Negotiable

Travel Required: Minimum 50% Annually

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

**FUNCTION:**

The Program Coordinator is responsible for implementation of various projects including design and management of sub-awards with local project partners; output reports; and capacity building of signature program team and project partners for operationalization of program activities and MELS reporting system. This position requires more than 50% field work for ensuring the quality of program activites, reported data and processes.

**RESPONSIBILITIES AND DELIVERABLES: (including approximate percentage effort)**

**Program Implementation Coordination (60%):**

* Coordinate implementation of various Heifer projects (focused on agri-livestock business, agriculture based digital technology, agriculrue based research) in collaboration with project holders, the Heifer signature program team, and external project partners such as academia and the private sector
* Prepare sub-award proposals, Letters of Agreement and amendments, and budget reforcasts for projects
* Provide project orientation to project partners and other stakeholders as required
* Collaborate with technology and academia partners of Heifer in respective projects and support them in field coordination of the projects
* Track physical and financial project progress against annual plans
* Manage data and project documents

**Knowledge Management, Monitoring, Reporting and Documentation (20%):**

* Update the project MELS plan template
* Prepare output reports and coordinate for annual outcome monitoring study
* Support the MELs team to design survey forms and data management of output and outcome figures
* Support the MELs team in periodic data quality assessment and performance monitoring of each sub-award
* Coordinate with the finance team for reporting and budget planning
* Coordinate with the communications and knowledge management team to prepare project communication and knowledge materials and to dissiminate them internally and externally

**Capacity Building of Partners (15%):**

* Build the capacity of project partners for project implementation and operationaliztion of project M&E, communication and knolwdge management system
* Assist partners to prepare project implementation guidelines, forms/formats, and policies in close coordination with the signature program team
* Ensure all Heifer processes and government compliances are met on time
* Facilitate workshops and trainings

**May perform other job-related duties as assigned (5%)**

**QUALIFICATIONS AND SKILLS:**

* Bachelor’s degree in Agriculture Economics, Development Studies, Business Administration, Economics or any other social science related field is required plus at least three (3) years of relevant experience; Master’s degree preferred
* Knowledge and understanding of project/program design and implementation
* Previous experience in agri-livestock business and agriculture based digital technology will be a plus
* Knowledge and understanding of project monitoring and evaluation
* Strong analytical skills and stakeholder coordination capability
* Effective operation of digital data management tools
* Professional command over report writing in English and Nepali
* Excellent interpersonal skills
* Time management and ability to prioritise multiple tasks
* Self motivated person able to perform multiple tasks with minimal supervision
* Excellent computer knowledge with command on MS Office Word, Excel, Powerpoint

**ESSENTIAL COMPETENCIES:**

* Ability to prepare and present documents in a well-designed and attractive format with superior attention to detail
* Good team player with the ability to train and work cooperatively with a diverse staff, including field staff in several locations
* Ability to work with sensitive information and maintain confidentiality
* Willingness to work with a flexible schedule
* Willingness to extensively travel to rural areas
* Able to effectively promote Heifer’s mission values, and objectives
* Sensitivity in working with multiple cultures and beliefs, and to gender equity

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Mahendra Lohani, Sr. Vice President of Programs Date