**Heifer Project Nepal**

**Non-US Job Description**

**Date 15 March 2023**

# Job Title: Program Officer - Digital Learning

Position Number: TBD

New or Refill: New

Core position: **[ ] Yes [x]  No**

Salary Grade: 3

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

Dept. #/Subproject WO: TBD

Reports to: Technical Director

Supervisor POSNO: 222300

Supervisor RESNO/Name: 124031/Bhola Shrestha

Supervision: **Employees [x]  Yes [ ]  No | Volunteers [x]  Yes [ ]  No**

Location: Kathmandu Nepal

Relocation Funds: Non-Negotiable

Travel Required: Minimum 50% 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, 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 Officer – Digital Learning will implement project activities at the field level envisioned in the project “Digital Mentoring and Continuing Education for Improved Service and Market Linkages among Community Animal Health Workers in Nepal”, a joint project between the University of Florida and Heifer Project Nepal and being funded by USAID-FtF-LSIL-UF. The Officer will be responsible for planning project implementation as per the project document, coordinating with stakeholders, and reporting periodic progress in the prescribed format.

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

**Project Implementation and Management (50%)**

* Support the Principal Investigator (PI)/Co-PI in redesigning the previously developed hybrid distance digital learning course to a continuing education platform.
* Coordinate with the consulting IT firm to translate the redesigned continuous education platform.
* Help the PI/Co-PI by providing the necessary information to set up an experimental design for piloting the redesigned platform.
* Train VAHWs/CAVEs on the proper use of the platform.
* Oversee project activities during the entire experimental period.
* Coordinate linking experts with the VAHWs/CAVEs through the platform.
* Coordinate linking pharmaceutical companies with the VAHWs/CAVEs through the platform.
* Organize regular virtual backstopping sessions for the participants (VAHWs/CAVEs).
* Resolve IT-related issues that may arise in the field in consultation with the developers.

**Quality Assurance and System Strengthening (30%)**

* Oversee the quality of field survey work assigned to the consultants/consulting firm.
* Ensure accountability and compliance with donor requirements.
* Establish strong communication with all the relevant stakeholders throughout project implementation.
* Coordinate between the project, Country Program, and HQ to ensure an effective, efficient flow of information.
* Maintain a high level of standard at all levels of research data collection.

**Progress Reporting and Planning (15%)**

* Prepare the quarterly work plan and review it after the end of each quarter.
* Conduct periodic progress reporting in the prescribed format and time schedule.
* Report to the PI as necessary for the smooth implementation of project activities and ensure achieving project outputs and outcomes leading to the project goal.

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

**QUALIFICATIONS AND SKILLS:**

* Bachelor’s degree in Animal Science, Veterinary Science, Agriculture Science, or any other relevant field with at least three (3) years of previous job experience or master’s degree in any of the above-mentioned fields with one (1) year of experience.
* Familiar with VAHW and CAVE concepts in Nepal.
* Strong knowledge of Information and Communication Technologies (ICT).
* Time management skills with the ability to prioritize multiple tasks.
* Excellent computer knowledge with command of MS Excel.
* Good leadership qualities and communication skills.
* Ability to work under pressure to meet deadlines.

# ESSENTIAL COMPETENCIES:

* Demonstrate a high degree of honesty and integrity.
* Willingness to work flexibly outside normal working hours.
* Ability to foster and maintain a spirit of unity, teamwork and cooperation.
* Constant face-to-face, telephone and electronic communication with colleagues, potential donors, and the general public.
* Motivated to work responsibly with little supervision.
* Ability to meet and deal with others in a courteous and tactful manner.
* Ability to work with sensitive information and to maintain confidentiality at all times.
* Sensitivity in working with multiple cultures and beliefs, and to gender equity.