**Heifer International**

**Non-US Job Description**

**April 11, 2023**

# Job Title: Senior Program Officer – Livestock Systems Innovation Lab (LSIL)

Position Number: TBD

New or Refill: Reclassification

Core position:  **Yes  No**

Salary Grade: 3

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

Dept. #/Subproject WO: TBD

Reports to: Principal Investigator (PI) of LSIL-Reach Project/Technical Director

Supervisor POSNO: 222183

Supervisor RESNO/Name: 123146

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

Location: Butwal, Nepal

Relocation Funds: Not allotted.

Travel Required: Minimum 75% 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 Senior Program Officer will be responsible for implementing project activities at the field level as envisioned in the project “Integrated approach to enhance milk quality, dairy animal productivity and milk consumption by vulnerable household members in rural Nepal”. S/he will be responsible for planning project implementation as per the project document, coordinating with stakeholders and reporting on periodic progress in the prescribed format. S/he shall be also responsible for maintaining the highest standards in implementing project activities.

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

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

* Oversee project activities during the entire experimental period.
* Have a clear understanding of the project log-frame in consultation with Project PI/Co-PIs.
* Prepare Detail Implementation Plan (DIP), facilitate implementation and track progress regularly.
* Provide support on necessary inputs for the development of ICT based Farmers’ Decision Support Tool for enhancing access to technologies at the farm level.
* Implement a pilot experiment on the utility and effectiveness of the Farmers’ Decision Support Tool.
* Design a training manual on Good Husbandry Practices (GHP) in consultation with Co-PI (Dairy Expert from the University of Florida).
* Implement GHP training (ToT and to the farmers).
* Provide necessary support to NARC scientists to implement forage screening trials in project sites.
* Implement microbiological quality-based premium pricing system pilot experiment.
* Help the procurement team for preparing specifications for purchasing equipment and reagents.
* Coordinate with Co-PI and consultants deployed to implement human nutrition related field activities.

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

* Oversee the quality of field survey work assigned to consultants/consulting firm.
* Ensure accountability and compliance with donor requirements.
* Establish strong communication with relevant stakeholders throughout project implementation.
* Coordinate between the project, country program and HQ to ensure the effective, efficient flow of information.
* Ensure the project milestones, objectives and requirements are fulfilled.
* Maintain transparency and meet donor requirements during project implementation.

**Reporting and Planning (15%)**

* Prepare and review the quarterly work plan.
* Ensure periodic progress reporting in the prescribed format and timeline.
* Report to the PI as necessary for smooth implementation of the project activities, to ensure achieving project outputs and outcome leading to the project goal.

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

**QUALIFICATIONS AND SKILLS:**

* Bachelor’s Degree from a recognized university or equivalent in Animal Science, Veterinary Science or Dairy Science, plus at least five (5) years of related experience, or a master’s degree from a recognized university or the equivalent in any of the above disciplines, plus at least two (2) years of relevant experience
* Demonstrated experience in community mobilization, social capital development, institutional development, capacity building, training, smallholder farmers/rural SMEs/co-ops, and base of the pyramid consumers.
* Strong interpersonal and people management skills
* Ability to work independently and take initiative while also having strong team building skills
* Fluent in local language and English (both spoken and written)
* Excellent analytical skills
* Excellent communication skills
* Proficient in word processing, spreadsheets, presentation tools, electronic mail (Microsoft office preferred), and internet.

# 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.
* Ability to perform multiple tasks with minimal supervision.
* 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.