**Heifer Project Nepal**

**Non-US Job Description**

**December 8, 2023**

# Job Title: Project Officer

**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 Project Officer will establish viable and sustainable business models for breeding goat resource centers where certified superior breeding goats will be sold for a premium price and the community can run the business sustainably and profitably. S/he will take the responsibility of overall project implementation and success. S/he will also coordinate with collaborating partners and assist them in the implementation of their assigned responsibilities. Upholding the utmost standards, the project officer will ensure the excellence of project activity implementations and regular reporting of progress.

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

**Viable business model of breeding goat resource center establishment (40%)**

* Work together with collaborating partners to conduct breeding goat value chain study.
* Assist in baseline survey, data collection and analysis per standard tools and techniques.
* Document the status of breeding goat businesses, producers’ satisfaction levels, the intended premium price as well as gender and social aspects.
* Ensure mobile app is developed and tested for household level performance data recording system.
* Provide support in development and testing of block chain technology for traceability and quality of breeding goats.
* Establish QR code-based breeding goat marketing system.
* Provide support to create, evaluate and establish a sustainable and viable breeding goat business model for replication and scaling up in other areas.

**Project management (30%):**

* Take an overall lead in successful implementation of the project activities on time and within project budget and scope.
* Support in staff recruitment, their capacity building and effective mobilization.
* Develop and implement project operationalization guidelines and procedures and execute approved workplans and activities in consistent with the project documents and contracts.
* Ensure timely monitoring, evaluation, and reporting in line with Heifer’s MELS requirements.
* Ensure accountability and compliance throughout project lifecycle.

**Coordination and collaboration (25%)**

* Work closely with Heifer Program teams and collaborating partners and establish functional relationships with them.
* Build strong collaboration with local government to create an enabling environment for planning and execution of planned activities.
* Coordinate with Livestock Service Section of the local municipality to leverage technical support and services in the project.
* Establish functional relationships with private sectors in production inputs/services (animal feed, vaccines, vet medicines, livestock insurance, bank and financial institutions etc.) and connect them with farmers and resource centers.

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

**QUALIFICATIONS AND SKILLS:**

* Bachelor’s Degree from a recognized university in management, veterinary/animal science; with at least three (3) years of related experience, or a Master’s degree from a recognized university or the equivalent in business, veterinary/animal science, plus at least one (1) year 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 leadership qualities
* 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.