

HELVETAS Swiss Intercooperation is a development organisation anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

We are currently looking for a

TEAM LEADER F/M 100%, BASED IN KATHMANDU

HELVETAS Swiss Intercooperation is shortlisted for a Swiss Agency for Development and Cooperation (SDC) funded opportunity in Nepal, the Nepal Agriculture Service Development Programme (NASDP). Hence, the recruitment is subject to successful acquisition.

MAIN TASKS

The NASDP Team Leader will be responsible for providing strategic and operational lead to the programme. He/she will head the Project Support Unit and all the staff within that unit. He/she will lead the planning, design and monitoring of NASDP yearly plan of operations, chair the project technical committee and be an alternate secretary for the project steering committee. The Team Leader will be expected to be responsible for the outputs and operations of the Project Support Unit team.

His/her responsibilities include:

- Steer and lead the programme planning of the different work plans of NASDP
- Supervise and coordinate all programme activities for effective and efficient implementation of the Programme
- Manage the Project Support Unit team including, inter alia, recruitment of staff that are not part of the Preparatory Period team and its supervision guidance and performance evaluation;
- Ensure involvement of and consultative process with the stakeholders in proposal development and implementation;
- Ensure liaison with the Department of Agriculture, Department of Livestock Services and Nepal Agriculture Research Council.
- Manage the project team and ensure that desired outputs and deliverables adequately meet quality standards and timelines;
- Present and ensure the approval of yearly plan of operations from the Programme Steering Committee;
- Supervise the project field offices to ensure that all activities planned are implemented.
- Liaise with the project field offices and when necessary directly with district development committees to ensure that local needs and demands are addressed in the work plans and that the support of these committees remains available for effective implementation of the programme;
- Conduct situation analysis, ensure participatory planning & facilitate development of annual work plan;
- Participate in joint assessment of NASDP implementation with the Nepal Agriculture Growth Initiative Backstopping team.
- Ensure timely submission of report on programme planning, outputs and timelines to the steering committee and SDC;

- Liaise with Department of Agriculture, Department of Livestock Services and Nepal Agriculture Research Council to ensure their meaningful input for implementation of the programme;
- Approve expenditures;
- Ensure maintenance of accounts and conduct of external audit of expenditures

YOUR QUALIFICATIONS

- You have an academic background in agriculture or related subject
- You have a background in agricultural research and extension and additionally knowledge of agriculture innovation system
- You have experience in agriculture sector programme management, preferably in research and extension specific projects
- You have experience working with multiple actors, specially local governments, government line agencies, academic institutions, private sector and farmers' groups
- You managed projects with large funding, preferably with an overall volume of an equivalent to CHF 7 mio or annual turnover of above CHF 1.5 mio
- You are willing and have experience in working in a fragile context
- You have work experience in Nepal (preferably more than six years) and more than twelve years overall
- You have good understanding and commitment in operationalization of gender equity and social inclusion principles

WE OFFER YOU

Attractive working conditions and a satisfactory and challenging job in a multicultural team. The position can be filled by an expatriate or a Nepali national with extensive international experience.

We look forward to receiving your motivation letter and complete curriculum vitae as soon as possible, but not later than by 20 June 2015. Please send your electronic application to juerg.merz@helvetas.org . Visit our website www.helvetas.org .