

HELVETAS Swiss Intercooperation Nepal

Job Description

Position:	Deputy Country Director
Location:	HELVETAS Swiss Intercooperation Nepal - Programme Coordination Office, Kathmandu with Projects visits as required
Functional Grade:	S (as per the salary structure of HELVETAS Swiss Intercooperation, Nepal)
Reporting To:	Country Director

Job purpose:

The Deputy Country Director is a member of the core management team who contributes to organizational strategic planning and ensures its proper implementation. The Deputy Country Director will deputize the Country Director during his/her absence from the office. S/he will provide strategic guidance and takes line management role for a more than five projects. S/he will provide support in acquisition and other advisory services as required.

Roles and responsibilities

The main roles and responsibilities of the Deputy Country Director include, but are not limited to:

1. Strategic planning and deputize the Country Director

- Contributes to achieve the mission, goal and objectives of HELVETAS Swiss Intercooperation Nepal;
- Contributes in developing and implementing organizational strategic plan as per its mission and vision;
- Contributes to ensure visibility of HELVETAS Swiss Intercooperation Nepal;
- Represents HELVETAS Swiss Intercooperation Nepal in relevant events of donors, the Government of Nepal and partners, as agreed with the Country Director;
- Follows and ensures updating and implementation of policies, regulations, procedures and guidelines of HELVETAS Swiss Intercooperation Nepal as appropriate;
- Fosters an atmosphere of cooperation and constructive relationships among colleagues in the respective team;
- Contributes to promote gender equality, social inclusion, poverty reduction oriented and work force diversity approach in the projects and organization;
- Supports the Country Director to ensure coordination among projects, between projects, Acquisition team, strategic partners and all concerned stakeholders;
- Deputizes the Country Director in his/her absence and perform his/her role.

2. Projects/Programmes' Line management function

- Provides overall leadership and coordination to strengthen efficiency and effectiveness of specified projects/programmes;
- Provides line management support to the specified projects'/programmes' team leaders;
- Provides strategic guidance to the concerned team leaders for planning, implementation, monitoring and technical support as required;
- Participates and contributes in project review and planning meetings; Provides necessary coaching, guidance and support to team leaders to achieve the organization's and project's objectives;
- Ensures that team leaders prepare quality yearly plans of operation/semi/annual reports/end of phase report in timely manner and according to the clients specifications;
- Supports concerned team leaders to ensure quality outputs and outcomes of the projects;
- Ensures compliance of donor and government policies and guidelines as required;
- Supports team leaders to engage in policy dialogue processes on relevant issues;
- Supports the team leaders to ensure that auditors' feedback is duly addressed by the respective projects;
- Ensures that projects/programmes have documented best practices and consolidate their learning.

3. Advisory services and acquisition related work

- Contributes to advisory/technical services and acquisition related functions in close coordination with the Knowledge Management and Acquisition team;
- Works closely with the Knowledge Management and Acquisition team to prepare bid proposals, concept notes, project idea notes, pilot projects with new initiatives;
- Maintains and contributes to further strengthen networks and relationships with central and local governments, strategic donor partners and non-governmental development partners;
- Plays an active role for knowledge sharing and to explore opportunities on collaboration for synergy among relevant partners and stakeholders;
- Plays an active role or support to disseminate project lessons, results, findings to the local, national and international audiences;

Required Qualification, experiences and competencies

- Master degree in any relevant field
- Working experience of more than 10 years in the field of development with more than 6 years of experience in a senior management position;
- Proven record of successful management experience of development projects, their funds, human resources and partners;
- Experience in policy dialogue with government and donor agencies;
- Proven record of contribution in the promotion of gender equality, social inclusion, poverty reduction oriented approaches and policies;
- Proven record in motivating, coaching and developing individuals and facilitating knowledge sharing;
- Proven experience in financial planning, budgeting and efficient use of financial resources;
- Track record of contribution in successful acquisition;
- Mentor and a team builder with excellent intercultural competencies;
- Result-oriented personality with excellent analytical, and programmatic competencies;
- Excellent reporting and writing skills;
- A personality who shares HELVETAS Swiss Intercooperation's values and principles;

- Ability to work under pressure and on deadlines;
- Possesses strong presentation and negotiation skills;
- Command in written and oral communication in English and Nepali.

Incumbent's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____