

HELVETAS Swiss Intercooperation Nepal

Job Description

Job Title:	Monitoring and information Officer
Project:	ELAM Project/HELVETAS Swiss Intercooperation Nepal
Location:	Kathmandu (frequent travel in field, as per project's need)
Line Manager:	Team Leader of Elam/HELVETAS Swiss Intercooperation Nepal

Job purpose:

- Maintain effective management of monitoring and information system of the programme of different types of value-chains, enterprise development, and job creation.
- Assist the Team Leader for preparation of Yearly plan of Operation (YPO), activity plan and in generating reports that meets requirement of government and other stakeholders related to enterprises development and job creation

Duties and Responsibilities

1. Implementation of Policies, Guidelines and Manuals

- Adhere to all HELVETAS Swiss Intercooperation Nepal policies, regulations and guidelines and other specific policies formed for the Elam Project.

2. Program Planning and Implementation

- Coordinate planning process of the programme and assist the Team Leader in preparing the phase and annual plans as per project document in order to promote resource bases enterprise development and job creation.
- Support to prepare information and documents for presentation / discussion of different innovation, piloting and implementation of enterprising activities.
- Ensure the programme plans are shared with different relevant business stakeholders such as project steering committee, respective private organizations, business partners, government organizations etc.
- Work closely with Enterprise Development Officers and Enterprise Service Providers of Elam to prepare plans, reports and documentation of best practices and their dissemination as per project strategy.

3. Program Monitoring and Reporting

- Ensure that monitoring and information system of Elam Project is functional effectively. Collect data and information on all the set indicators and regularly update the programme database.
- Assess the data and information from all sections of the programme on the work carried out by the intermediate implementing partners like Enterprise Service Providers, Local Service Providers, private business partners, and Enterprise Development Officers.
- Monitor the progress and achievement of the program. Regularly update Team Leader and the program staff about the progress in order to ensure that the progress

is in line with the plan in order to bring innovation, piloting, and implementation related to enterprise development and job creation.

- Visit the different enterprising sites for monitoring and documentation of best practices and advice for business services, monitoring, and conceptual matters of enterprise development.
- Monitor participation of women and other disadvantaged groups in all stages of the project cycle as per GESIP guideline of the programme
- Compile various reports (quarterly, bi-annual, annual etc.) and other information within given time.
- Coordinate programme review meetings on quarterly basis or when required and facilitate the meetings.
- Support team/consultants to conduct various study and evaluation of the programme.

4. Coordination and Networking for enterprise development and job creation

- Maintain and establish cordial working relationship with partners such as Enterprise Service Providers, Local Resource Persons, Private organizations, Consultants, DDCs, local development partners.
- Support team (Team Leader, Enterprise Development Officers) for enterprise development and job creation related activities such as business exploration survey, rapid market appraisal, business service delivery, capacity development, business networking development, product development and testing, and business plan preparation as per need and required.
- Keep the programme staff informed and update information related to the enterprise development, private sector promotion, and job creation for resource based enterprises promotion.

5. Documentation and dissemination

- Take lead to develop data base system for effective monitoring and reports as per project log-frame. Ensure proper documentation of the recommendations against outcome and outputs of the programme.
- Documentation of best practices, success stories, experiences, learning and proceeding of major meeting and events and support effectively operate the knowledge management system of the programme.
- Be proactive in bringing innovations and take new initiatives for enterprises development, effective monitoring, documentation and dissemination at national and regional level.

6. Required Skills, Experience and Competencies

Required Qualification:

Master degree in any relevant field

Required Experiences and Competencies:

- At least five years' work experience related to monitoring and documentation in the sector of enterprise development, value-chains and employment creation
- Knowledge of different dynamics of enterprise development, private sector, value-chains and resource and market based enterprises (agricultural and non-timber forest product sectors)
- Excellent documentation, reporting and computer skills
- Good understanding of computer based monitoring and information management system by using different software.
- Excellent skills of monitoring, data collection and analysis related to enterprise development and reports

- Knowledge of different types of business services in order to promote resources based enterprise development and job creation.
- Ability to organize capacity development activities to business service providers for monitoring system development as per project log-frame.
- Ability to maintain good coordination and networking with business stakeholders
- Organizational values keeper & loyal towards the organization.
- Excellent documentation and inter personal communication
- Good command of written and spoken English and Nepali

Incumbent's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____