

## **HELVETAS Swiss Intercooperation Nepal Job Description**

<b>Position:</b>	<b>District Programme Manager</b>
<b>Location:</b>	Dailekh or Kalikot
<b>Programme:</b>	Social Economic Development (SED) Programme/ RAP -3
<b>Line Manager:</b>	Team Leader

### **Job Purpose:**

The District Programme Manager is overall responsible to:

- Lead Social Economic Development component for the assigned district under Rural Access Programme (RAP 3).
- Close coordination with local governments, RAP-3 team and other development stakeholders.
- Contribute in ensuring effective and efficient networking and synergy within the programme.
- Provide social and technical backstopping and thematic support to partners.

### **Duties and Responsibilities**

#### **1. Implementation of Policies, Guidelines and Manuals**

- Ensure compliance of the HELVETAS Swiss Intercooperation Nepal's policies, guidelines and Manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals).
- Conflict sensitive programme management.

#### **2. Programme Management**

- Support to develop work plan in coordination with district and Programme Management Unit team.
- Understand the existing frameworks i.e. act, regulations, policies and strategies in decentralization and local governance sectors in Nepal.
- Co-ordinate with DDCs, VDCs, RAP 3 and other like-minded stakeholders to generate resources its tracking as well as monitoring aspects.
- Provide conceptual guidance and support to local development partners/stakeholders and service providers on social mobilization, capacity building, and economic development.
- Ensure financial management, plan Vs expenditure and its proper reporting for the district.
- Ensure financial governance in local NGO partner and its reports (financial and progress).
- Day to day administrative works in the district as required.

### **3. Socio Economic Development**

- Ensure that the related outputs and outcomes under Social Economic Development are achieved.
- Support proactively on value chain analysis, production, processing and marketing, market system services in the districts.
- Collaborate with Business development Coordinator for capacity building of producer groups/cooperatives/collection centers for establishing market linkages, coordination at local, regional and national levels.
- Facilitate marketing initiatives with accessibility to the available micro-finance facilities i.e. saving/credit cooperatives.
- Support to Partners to mobilize of Road Builders Groups for road building/Income generation activities
- Ensure the quality and sustainability aspects of economic infrastructure.
- Support to district team on technical aspect of income generation activities
- Thematic support in technical fields related to agriculture.

### **4. Programme Monitoring, Evaluation, Documentation and Reporting**

- Monitor the implementation of Social Economic Development programme activities through regular field visits and interactions with communities, local partners, government bodies and other stakeholders.
- Organize periodical review and planning meetings with partner organizations.
- Provide technical support to strengthen the monitoring & evaluation systems of partner organizations/local service providers as appropriate.
- Document and disseminate programme experiences, good practices, success stories and lessons learned both within and outside HELVETAS Swiss Intercooperation Nepal programs.
- Produce timely and quality reports as required.

### **5. Coordination, Representation and Networking**

- Coordinate with the development agencies, local governments (DDC/VDCs), RAP 3, line agencies for fruitful harmonization in programmatic works.
- Support to prepare plan of operation, annual budget, semi-annual and annual progress report at PMU level.
- Arrange and facilitate meetings & workshop, participates review and planning meetings, strategic and program related meetings.
- Support to the local partner on planning process, training, coaching, and technical backstopping of the partners/service providers and planning facilitators.

### **6. Other specific responsibilities as assigned**

- Professionally discharge assignments/ tasks dispensed by TL/ PMU.
- Be proactive in bringing innovations and take new initiatives into the program and local organization.

### **Required Skills, Experience and Competencies**

#### **Education:**

Minimum Master Degree in a relevant field. Agriculture/Forestry background will be preferred

#### **Experience:**

- Minimum 5 years working experience in the field of development;
- At least 2 years' works experience in social mobilization, capacity building and agricultural and NTFP development activities;
- Working experience in agriculture and NTFP value chain sector ;
- Working experience in the Far and Mid-Western region's road corridor will be an advantage.

**Competencies:**

- Excellent understanding of social mobilization, capacity building of community based orgs. Road Builders Groups;
- Good understanding of agriculture and NTFP Value Chain;
- Experience in programs planning, monitoring & reporting in the sector of agriculture and NTFP value chain as well as social development sector;
- Proven ability to work with a wide range of actors including government, local bodies, NGOs and other development partners particularly around planning, capacity building;
- Good field level knowledge and familiarity with mid/far west Nepal;
- Good documentation and presentation skills, good written and verbal communications skills in English and Nepali;
- Good computer skills: MS-word, MS-excel, MS-Power point;
- Excellent interpersonal skills, good team-player, result oriented personality/ maintaining deadlines;
- Understanding on issues related to gender equality and social inclusion, conflict sensitive program management.

Incumbent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_