

HELVETAS Swiss Intercooperation Nepal Job Description

Position:	District Programme Manager (one for Kalikot and one for Mugu District)
Location:	Kalikot or Mugu
Programme:	Social Economic Development (SED) Programme/RAP-3
Line Manager:	Team Leader

Job Purpose:

The District Programme Manager is overall responsible to:

- Lead SED component for the assigned district.
- 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 backstopping and thematic support on institutional capacity building 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).
- Ensure in conflict sensitive programme management.

2. Programme Management

- Support to develop work plan in coordination with district and Programme Management Unit (PMU) 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 team 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 in 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 SED 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.
- Ensure on capacity building of Road Builders Groups.
- Support to Partners to mobilize of Road Builders Groups (RBGs) for road building
- Ensure the quality and sustainability aspects of economic infrastructure.
- Coordinate /facilitate/mediate for mitigation of potential conflict in development works
- Support to district team on/in social/institutional development aspect.
- Thematic support in social and institutional dev. to other district as required.

4. Programme Monitoring, Evaluation, Documentation and Reporting

- Monitor the implementation SED 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 team, 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 with Bachelor in social science

Experience:

- Minimum 5 years working experience in the field of development.

- At least 2 years' experience in social mobilization, capacity building and agricultural development activities.
- Working experience in social development 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: _____