

# HELVETAS Swiss Intercooperation Nepal

## Job Description

**Job Title:** District Programme Assistant (DPA)

**Location:** Project district: Kalikot

The DPA spends 50% of working time outside district headquarter on VDC, field and farm site visits with partners and local service providers on monitoring visits.

**Line Manager:** District Programme Coordinator (DPC)

### **Job Purpose:**

The DPA contributes in efficient and effective implementation of SSMP in the district by providing administrative, financial and programme support at district level. Mainly DPA is responsible for collection from partners, compilation and maintaining database at district office, coaching and monitoring of Local Service Providers (LSPs)/NGOs for their effective and efficient deliveries as per the Yearly Plan of Operation (YPO) and, provide administration and financial management support to manage district office. The DPA works closely with the district project team and LSPs including district stakeholders and in-house projects of HELVETAS Swiss Intercooperation Nepal and SDC projects operating in the same district.

### **Main responsibilities and tasks:**

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

- Adhere and ensure implementation of all HELVETAS Swiss Intercooperation Nepal policies and guidelines and any other specific policies formed for the SSMP.
- Ensure adherence to the Security Response Guideline (SRG), Basic Operating Guidelines (BoG), Conflict Sensitive Programme Management (CSPM), Work Force Diversity (WFD) and Fund Flow Analysis (FFA) at all levels.
- Adhere to Government of Nepal's Local Self-Government Act and Regulation (1999), Block Grant Guideline (2067) and other policies of GoN related to the programme.

#### **2. Database management and reporting:**

- Take a lead role in collating and compiling data from the implementing partners: LSPs, Experience Leader Farmers (ELFs), Farmer to Farmer (FtF) Committee and the Agriculture, Forest and Environment Committee (AFEC) and government line agencies- District Agriculture Development Office (DADO), District of Livestock Services Office (DoLS).
- Maintain a simple system of database management in the district and update information and datasheets in consultation with the database management focal person in Project Management Unit (PMU).
- Verify data and information through monitoring of activities, visits to beneficiaries and observation of database management systems maintained by the partners.
- Support district team to prepare monthly, six monthly and annual reports based on accurate data and information.

#### **3. Office Management:**

- Provide basic support for office management to district team members such as, administrative, secretarial, financial, accounting and communications.
- In case if SSMP has taken up the lead role in managing district office among in-house HELVETAS projects/programme team, then provide management support of the district office in terms of operations and maintenance, paying of bills, fund and petty cash management, account keeping, form filling, leave records, communications with the SSMP Financial and Administrative section staff in Kathmandu, and supervising of field based support staff.

- Prepare monthly financial plan, financial report of the district office and forward to PMU on monthly basis.

**4. Capacity Building of partners:**

- Take the lead role in training, coaching and supervising the LSPs in data collection, compilation and management.
- Provide training, coaching and supervise LSPs and other partners in basic accounting and sound financial management and reporting.
- Orient/train and coach LSPs, FtF Committee and AFECs in preparing meeting minutes and maintaining accurate financial and data records, to adopt good governance practices.
- Ensure that all SSMP partners are aware of policies of HELVETAS Swiss Intercooperation Nepal and they commit and comply with the partnership agreement.

**5. Programme review, monitoring and evaluation:**

- Support and participate in planning and review meetings with the partners and stakeholders.
- Support district team in monitoring and evaluation of the partners to assess the output as per the agreed YPO, verify and validate data and information reported, and exchange feedbacks.

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

- Professional handling of the assignments/ tasks dispensed by the PMU/Team Leader.
- Be proactive in bringing innovations and take new initiatives into the programme and local organization.

**Required Skills and Competencies:**

**Education and Experience:** A Bachelor degree in Business Administration/Sociology/Agriculture; working experience in agriculture projects will be an advantage.

**Competencies:**

- Good interpersonal and communication skills, good team-player.
- Result oriented personality/respecting deadlines.
- Experience of working with multi-stakeholders and local government-DDC, VDC and local Non-governmental organizations and line agencies.
- Basic knowledge in participatory planning, monitoring and evaluation.
- Basic understanding on local state building, decentralization, Gender Equality, Social Inclusion and Poverty Orientation and Conflict Sensitive Program Management at all level.
- Proficiency in using basic office application software and communication applications, and competent in at least MS Word and Excel.
- Basic knowledge of office operations, office administration, basic accounting and financial control.
- Knowledge and skills on managing data and information and of using tools of data collection, compilation and verification.

Incumbent's Signature:.....

Date:.....

Supervisor's Signature.....

Date:.....