

HELVETAS Swiss Intercooperation, Nepal
(hereinafter Helvetas)

Job Description

Job Title: District Program Officer (DPO)

Project: Sustainable Soil Management Programme (SSMP)

Location: Project district: Ramechhap

The DPO spends 80% of working time outside district HQs 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 purpose of the job is to provide technical, social and methodological support and backstopping to farmer groups, Experienced Leader Farmers (ELFs), Agriculture, Forest and Environment Committees (AFECs) and Local Service Providers (LSPs) for the effective and efficient implementation of the programme. The DPO will work closely with DPC and District Programme Assistant (DPA) to monitor, evaluate and report on the performance of the LSPs and AFECs. Further, DPO assists the DPC in the promotion of the decentralized and participatory agriculture extension system mainly on the establishment of AFECs and their capacity building.

Further, to contribute for broad-based awareness of inclusive development, gender and inclusion sensitivity, and Conflict Sensitive Programme Management, DPO works in synergy amongst all programme partners.

Main Responsibilities and Tasks:

1. Implementation of Policies, Guidelines and Manuals

- Adhere and ensure implementation of all HELVETAS 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. Programme Development and Implementation

- Responsible for overseeing social mobilization, identification and targeting disadvantaged households/beneficiaries and their empowerment
- Organize and conduct capacity building and technical training of the implementing partners and farmers.
- Support partners and farmers for relevant and appropriate on-farm innovations
- Collaborate with partners for developing ELFs, their capacity building and mobilization.
- Ensure LSPs' and partners' commitment on GESIP
- Support DPC in establishing and capacitating AFECs at VDC level and effective operations of one window agriculture service delivery mechanism through AFECs in the VDCs.

3. Programme Planning, Monitoring, Evaluation, Documentation and Reporting

- Responsible for coaching and supervision of LSPs and AFECs
- Support AFECs in preparation to develop agriculture sectoral plan in VDCs and its implementation

- Support in preparing Yearly Plan of Operation (YPO) and the work-plans of LSPs, AFECs and farmers group using participatory planning monitoring and evaluation approach to develop work plans with and support in participatory implementation.
- Provide technical guidance to LSPs on data collection/collation, compilation, data analysis and report generation.
- Organize and facilitate periodical review and planning meetings with partner organizations.
- Documentation of project processes, case stories, lesson learnt and best practices
- Support DPC to develop periodic district reports and district's consolidated documents like case stories
- Support DPC in organizing planning and review meetings, stakeholder consultation meetings and workshops at district level.

4. Representation and Networking

- Work in close cooperation and support with DADO, DLSO and their service centre staff.
- Maintain good relationship and liaise with the in-house project/staffs and the concerned stakeholders to contribute in achieving the goals of the project and harmonization at programmatic level.
- Proactive and effective communication and sharing of district matters (operational, security, programme updates etc.) with Programme Management Unit (PMU)/SSMP and HELVETAS Nepal as appropriate as indicated in the communication channel.
- Represent district team where appropriate and share project achievements

5. 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 program and local organization.

Required Qualification/Experience:

- A Bachelor of Science (B.Sc.) in Agriculture with at least 5 years relevant experience or a Master of Science (MSc) in Agriculture with 2 years of field-based experience, experiences of SSMP working districts will be an advantage.

Competencies:

- Good understanding and knowledge of sustainable agriculture/soil management and hill farming systems and capable of disseminating and transferring know-how,
- Ability to collect & analyze data, prepare concise & accurate reports, implement monitoring and evaluation plan,
- Strong communication skills, especially with rural communities, training and coaching rural community groups, and LSP staff;
- Experience in working with GOs, NGOs, Service Providers and farming households at district level,
- Understanding on issues related gender equity, social inclusion, poverty alleviation, local state building, governance; and Conflict Sensitive Program Management at implementation level.
- Oriented to field work and achievement of outputs; aptitude for working with farmers and rural communities,
- Responsive, flexible, energetic, innovate personality; capability of working with multicultural teams; result oriented/ maintaining deadlines;
- Computer literate with proficiencies in using basic office application software and communication applications, and competent in at least MS Word and Excel.
- Fluency in Nepali, both written and oral, and some proficiency in written and spoken English;

Incumbent's Signature _____

Date: _____

Team Leader's Signature _____

Date: _____