

HELVETAS Swiss Intercooperation Nepal

Job Description

Project:	Employment Fund
Job Title:	Monitoring Officer
Location:	Employment Fund Secretariat (EFS), Regional Office, Dhangadhi. Requires extensive field visit (more than 60% of working time in the field visits in remote area)
Reporting to:	Regional Monitoring Officer, Employment Fund Secretariat (EFS)
Job purpose:	Monitoring Officer is responsible to carry out field monitoring at pre-during-post training stages of training and employment activities implemented by Training and Employment Service Providers (T&Es) under Employment Fund (EF) and Enhanced Vocational Education and Training (EVENT) Project. Monitoring Officer will be involved intensively on employment and income verification of training and employment programmes in Mid and Far western districts.

Duties and responsibilities

- Take lead role on monitoring pre-during- post training stages of training and employment program implemented by T&Es for the assigned districts of Mid and Far Western Region.
- Take lead on Employment and Income verification of the assigned geographical area of the assigned T&E service providers.
- Develop periodic field monitoring plan jointly with Joint Monitoring Team (JMT) under EVENT Project and implement it effectively.
- Contribute to operationalize the database system of EFS, EVENT as well as T&E service providers.
- Capacitate the T&E service providers of the assigned region to ensure the operationalization of efficient and effective monitoring system.
- Coaching, supervising and coordinating the T&E service providers and Field Officers.
- Carry out periodic review meetings with T&E service providers of the assigned region.
- Support T&E service providers at major milestones of training & employment chain activities via. Training announcement, trainee selection, assuring quality training delivery, skill testing and employment placement plan and recording and reporting the progress through coaching to T&Es.
- Closely coordinate with T&E service providers and JMT members to accomplish the Employment and Income Verification within the stipulated time plan
- Capacitate T&E service providers on preparing activity, outputs and outcome reports as per the contractual obligation with EFS and/or EVENT Project.
- Coordinate skill testing activities with T&E service providers and National Skills Testing Board (NSTB)/CTEVT.
- Support in documenting the learning and best practices.
- Support to implement different development approaches: good governance, equity and social inclusion and Corporate Social Responsibility, conflict sensitivity and peace promotion

Networking and Coordination

- Take lead role in coordinating T&E service providers, Field Officers and Joint Monitoring Team Members in the assigned Districts.
- Take part in coordinating with NSTB in conducting skill test
- Take lead role in coordinating and drawing lessons from the activities of T&E providers

Implement HELVETAS Swiss Intercooperation Nepal Policy

- Accountable to HELVETAS Swiss Intercooperation Nepal Country Program, HELVETAS Swiss Intercooperation Nepal Policy (Personal Policy, Administrative Policy) including Gender Equality and Social Inclusion Guide, Sexual Harassment and Mobbing Policy, Security Response Guide/CSPM. Basic Operating Guide, and other related policies of the program and donor.

Personal Specifications/Job Requirements

a. Minimum Education Attainment: Bachelor Degree in Management or Social Science or in a relevant field with at least 3 years substantial work experience on monitoring and evaluation. Experiences on monitoring of Technical Education and Vocational Training and/or Enterprise Development will be an asset.

b. Minimum Professional Experience and Competency

- At least 3 years of working experience in the development field and in program monitoring
- Experience of liaising stakeholders, coordination, capacity building of partners and in training facilitation.
- Proven proficiency in using communication applications, office application software, data collection, tabulation, analysis, reporting
- Good understanding of Technical Education and Vocational Training sector of Nepal
- Ready to go in the field very frequently in remote areas
- Result oriented personality/ maintaining deadlines
- Excellent interpersonal, inter-cultural competencies and good team player
- Fluency in Nepali and English, both written and oral

Revision: This JD is subject to revision as and when need arises.

Proposed Salary and Benefit: Salary & Benefits as per HELVETAS Nepal Personnel Policy.

Duration: till December 2016 with possibility of extension

Approved by: _____ **Date:** _____

Incumbent's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____