

# HELVETAS Swiss Intercooperation Nepal

## Job Description

<b>Project:</b>	<b>Employment Fund</b>
<b>Job Title:</b>	<b>Monitoring Officer (MO)</b>
<b>Location:</b>	Employment Fund Secretariat (EFS), Regional Office Requires field visit (more than 60% of working time in the field visits)
<b>Reporting to:</b>	Regional Monitoring Officer, Employment Fund Secretariat (EFS)
<b>Job purpose:</b>	To carry out monitoring of the skills training activities (pre training–during training–post training) of Skilling Migrant initiatives under the collaboration between Foreign Employment Promotion Board (FEPB), Ministry of Labor and Employment Nepal and EF & SaMi/HELVETAS Nepal.

### 1. Adhere, implement and maintain policies of HELVETAS Nepal

- Ensure compliance of the HELVETAS Nepal's & EFS policies, guidelines, and Manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals).
- Openly share experiences, ideas and criticism of Skilling Migrant Initiatives with other team members of the EFS so as to create a team spirit based on solidarity and constructive criticism.

### 2. Operational planning, monitoring and evaluation system (Information collection, analysis, presentation and analytical reporting of the program)

- Take a lead role on monitoring of pre training, during training and post training of skills training and employment initiatives implemented by the assigned Training Institutes (TIs) in the respective region.
- Take a lead for the verification of logistic supports received by trainees and recommend for the reimbursement of logistic cost to the respective TIs.
- Develop a periodic training monitoring plan and implement it effectively that also includes periodic joint field visits together with FEPB, SaMi/HELVETAS Nepal.
- Support Training Institutes at major milestones of training & employment chain such as training announcement, trainee selection, quality training delivery, soft skills delivery, logistic support, linking with employment and recording and reporting of the progress through coaching and mentoring.
- Contribute to review and upgrade the quality of training that includes, course contents and training methodology targeting the migrant workers as required.
- Capacitate the Training Institutes of the assigned region to ensure the operationalization of efficient and effective monitoring system.
- Support and guide Training Institutes on preparing activity, outputs and outcome reports as per the contractual obligation with FEPB and SaMi HELVETAS Nepal and support in documenting the learning and best practices.
- Carry out periodic review meetings among training institutes, FEPB and SaMi/HELVETAS Nepal at field level.
- Contribute to operationalize the database system at EFS as well as at TI's level.

- Support TIs to implement different development approaches: good governance, gender equality and social inclusion, conflict sensitivity and peace promotion.

### 3. Networking and Coordination

- Take a lead role in coordinating Training Institutes, TI's staffs, trainers and other stakeholders at local level.
- Take a lead role in coordinating and drawing lessons from the activities of Training Institutes to further upgrade the skilling migrant initiatives.

### Qualification, Experiences and Competencies

#### a. Minimum Qualification and Experience

Master's Degree in Social Sciences or Developmental Studies or Business Administration or in a relevant field with at least 3 years of substantial work experience in program monitoring of the development field. Experiences on migration and foreign employment sector and/or Technical Education and Vocational Training will be an asset.

#### b. Required Competencies

- Experience of liaising stakeholders, coordination, capacity building of partners and in training facilitation.
- Good understanding of Technical Education and Vocational Training sector of Nepal.
- Ready to be engaged in field mobility and monitoring the activities very frequently.
- Result oriented personality/ maintaining deadlines.
- Excellent interpersonal, inter-cultural competencies and good team player.
- Good verbal and written communication in Nepali and English.
- Ability to work under time pressure.
- Good on data collection, tabulation and analysis.
- Proficiency in using office application software; ability to produce, understand and analyze standard database reports; use of statistical packages (e.g. SPSS) and efficiency in using communication applications.

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

**Duration:** Till December 2016 with possibility of extension.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Incumbent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_