

## **HELVETAS Swiss Intercooperation Nepal Job Description**

**Job Title:** Project Officer

**Project:** Community Practice in Schools for Learning Climate Change Adaptation (COPILA)

**Location:** Kathmandu with 50% field travel

**Line Manager:** Team Leader, COPILA/HELVETAS Swiss Intercooperation, Nepal

### **Job purpose:**

- Take lead in planning and implementation of different programmatic interventions focusing to recognise, reduce and redistribute women's engagement in unpaid care work to improve on women's representation at local level institutions and climate change adaptation work.
- Take lead on building women's leadership and agency in local institutions.
- Engage in evidence based policy advocacy on the related issues.

### **Duties and Responsibilities**

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

- Adhere to all HELVETAS Swiss Intercooperation Nepal policies, regulations and guidelines and other specific policies formed for the COPILA.
- Ensure adherence to the Security Response Guidelines (SRG), Basic Operating Guidelines (BoG), Conflict Sensitive Programme Management (CSPM), HELVETAS Swiss Intercooperation Nepal Code of Conduct.

#### **2. Programme Planning and Implementation**

- Take the lead in the planning and implementation of different programmatic interventions focusing to recognise, reduce and redistribute women's engagement in unpaid care work to improve on women's representation at local level institutions and climate change adaptation work.
- Organize and facilitate workshops and training to recognise, reduce and redistribute women's engagement in unpaid care work to improve on women's representation.
- Take the lead on building women's leadership and agency in local institutions.
- Engage in evidence based policy advocacy on the related issues
- Provide technical backstopping support to partner staff, service providers etc. for the implementation of unpaid care work, women's rights and climate change adaptation.
- Work closely with the Team Leader of COPILA.

#### **3. Programme Monitoring and Reporting**

- Monitor the implementation of the activities related to unpaid care work, women's rights and climate change adaptation through regular field visits and interactions with communities, local partners, government bodies and other stakeholders.
- Organize periodical review and planning meetings with partner organizations and other stakeholders.
- Commission studies as appropriate and ensure high quality of such studies.
- Document and disseminate promising approaches, technologies, guidelines and learning of the programme for advocacy and policy development.
- Compile various reports (quarterly, bi-annual, annual etc.) and other information related to unpaid care work, women's rights and climate change adaptation

- Take lead role in knowledge management of the project and develop different publication materials.
- Support to conduct various studies and evaluation of the programme component.

**4. Coordination and Networking**

- Maintain and establish cordial working relationship with various stakeholders and line agencies.
- Identify opportunities for HELVETAS Swiss Intercooperation Nepal to develop new partnerships and networking with other advocacy actors.

**5. Other specific responsibilities as assigned**

- Professionally discharge assignments/ tasks dispensed by the Team Leader.
- Be proactive in brining innovations and take new initiatives into the programme and local organization.

**6. Required Education, Experience and Competencies**

**Education:**

Bachelor degree in social science, Gender Studies or in any relevant field. Master degree will be an advantage.

**Experience**

Minimum three years of working experience in development project implementation with the experience of unpaid care work, women rights and climate change sector.

**Experience and Competencies:**

- Good experience and understanding on unpaid care work and women's rights
- Knowledge on climate change sector
- Practical experience for facilitation of the training and workshop
- Good understanding of women's rights
- Excellent communication skill and coordination skill
- Sensitive to poverty, cultural diversity, gender & social inclusion
- Excellent documentation and reporting skills
- Fluency in written and spoken English
- Good interpersonal relations, good team-player, result oriented personality/ maintaining deadlines
- Good IT proficiency and efficiency in using communication applications

Approved by \_\_\_\_\_

Date: \_\_\_\_\_

Incumbent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_