

Job Description

Project:	Employment Fund Secretariat (EFS) / HELVETAS Swiss Intercooperation Nepal
Job Title:	Private Sector Development Officer
Location:	Employment Fund Secretariat (EFS), Kathmandu Office
Reporting to:	Team Leader, Employment Fund Secretariat
Job purpose:	Ensure efficient and effective implementation of micro enterprise for job creation and take leadership on working with private sectors employers and support organizations.

Duties and responsibilities

1) Implementation of policies and guidelines of HELVETAS Nepal

- Adhere to all HELVETAS Swiss Intercooperation Nepal policies and guidelines and Employment Fund operating guideline.
- Ensure adherence to the Security Response Guidelines (SRG), Basic Operating Guidelines (BoG), Conflict Sensitive Programme Management (CSPM), HELVETAS Swiss Intercooperation Nepal code of conduct against corruption.

2) Support Training and Employment Service Providers (T&Es) on program implementation

- Take lead and steer micro enterprise and job creation component.
- Take lead on expanding the access to financial services to skill graduates including provision of financial education to the trainees.
- Support T&Es for sustaining their operations by developing policies and implementing these by driving them to more sustainable way of operations; gradually reducing the donor dependencies.
- Provide coaching and feed back to component focal persons of Employment Fund at regional level on micro enterprise, job creation and access to financial services.

3) Proactively work with private sector employers companies and others developmental actors

- Take pro-active role on working with private sector companies and their alliance that would leverage the resources and networks of relevant companies for the medium to longer term sustainability of skills, employment and job creations.
- Devise mechanism to work with the network of T&Es and network of employers at local level
- Take proactive role in collaborating with the person(s) responsible for private sector or similar of other projects of HELVETAS Swiss Intercooperation Nepal for mutual learning and possible combined efforts.

- Identify areas of collaboration with private sectors in various growth sectors (e.g. hydropower, construction, tourism, agriculture) and initiate activities following private sector development approach.
- Assess potentiality of the various sub-sectors to identify enterprise establishment and job creation potentiality.
- Develop system and procedures for implementing training and employment programs in co-funding mechanism through local government (e.g. DDCs, VDCs, municipalities) as well as with other companies in growth sector targeting marginalized and highly resource poor youths.
- Carry out other tasks as assigned by the supervisor

Personal Specifications:

Minimum Education and professional experience:

- Master degree in Business Management or economics with at least 5 years of job experiences on above area in similar capacity

Minimum Professional Competency

- Proper understanding of value chain methodology
- Having good network among private sector associations and companies
- Practical understanding of financial services for micro-entrepreneurs and resource poor
- Conceptually strong, good level of English, proficient on report writing
- Responsiveness and alertness - a self-starter
- Reliable, careful, honest and sincere work attitude

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

Proposed Salary and Benefit: Attractive salary as per HELVETAS Nepal Personnel Policy.

Duration: One year (renewable)

Approved by: _____

Date: _____

Incumbent's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____