

Job Description

Position : **Technical Officer**
Location : **Bajura district**
Programme : **LINK (Socio-Economic Development Programme) Bajura**
Line Manager : **Team Leader**

Job Purpose:

The Technical Officer is overall responsible to:

- Lead agriculture /Horticulture component for the assigned district under LINK Bajura
- Close coordination with local governments and other development stakeholders
- Support to promote horticulture in focused area – (arid and semi-arid horticultural crops and varieties)
- Contribute in ensuring effective and efficient networking and synergy within the programme
- Provide technical backstopping and thematic support to partners

Duties and Responsibilities

1. Implementation of Policies, Guidelines and Manuals

- Ensure compliance of the HELVETAS Swiss Intercooperation Nepal's policies, guidelines and Manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals)
- Conflict sensitive programme management

2. Programme Management

- Support to develop work plan in coordination with district and Programme Management Unit (PMU) team.
- Understand the existing frameworks i.e. act, regulations, policies and strategies in decentralization, local governance policies.
- Co-ordinate with DDCs, VDCs, FASTENOPFER and other like-minded stakeholders to generate resources its tracking as well as monitoring aspects.
- Provide conceptual guidance and support to local development partners/stakeholders and service providers on social mobilization, capacity building, and economic development.
- Ensure financial management, plan Vs expenditure and its proper reporting for the district
- Ensure financial governance in local partner and its reports (financial and progress)
- Day to day administrative works in the district as required.

3. Sustainable agriculture/horticulture production, value chain and marketing

- Ensure on outputs and outcomes under LINK programme in Bajura are achieved.
- Support proactively on value chain analysis, sustainable production, processing and marketing of agricultural commodities through established Market System Development within district.
- Devise propagation system and provide on-the-spot support to the growers

- Train appropriate people to establish nurseries, organize extension in close cooperation with agriculture service centers of the area.
- Collaborate with Value Chain coordinator for capacity building of local leader farmer/producer groups/cooperatives/collection centers for establishing market linkages, coordination at local, regional and national levels.
- Facilitate marketing initiatives with accessibility to the available micro-finance facilities i.e. saving/credit cooperatives.
- Ensure the quality and sustainability aspects of economic infrastructure.
- Support to district team on technical aspect of income generation activities
- Thematic support in technical fields related to agriculture particular in arid-zone based horticulture.
- Action research on arid zone focus products and its market
- Cross district support (if needed) on technical aspects to FASTENOPFER's supported districts like Mugu, Humla, as cross sharing perspective

4. Programme Monitoring, Evaluation, Documentation and Reporting

- Monitor the implementation of LINK Bajura programme activities through regular field visits and interactions with private sectors, local partners, government bodies and other stakeholders.
- Organize periodical review and planning meetings with partner organizations and local bodies.
- Provide technical support to strengthen the monitoring & evaluation systems of partner organizations/local/business service providers as appropriate.
- Document and disseminate programme experiences, good practices, success stories and lessons learned both within and outside HELVETAS Swiss Intercooperation Nepal programs.
- Produce timely and quality reports as required.

5. Coordination, Representation and Networking

- Coordinate with the private sectors, CSOs, development agencies, local governments (DDC/VDCs), line agencies for fruitful harmonization in programmatic works.
- Support to prepare plan of operation, annual budget, semi-annual and annual progress report at PMU level.
- Arrange and facilitate study, training, meetings & workshop and participates review and planning, strategic and program related meetings.
- Support to planning process, training, coaching, and technical backstopping of the partners/service providers, private sector and facilitators.

6. Other specific responsibilities as assigned

- Professionally discharge assignments/tasks dispensed by TL/ PMU.
- Be proactive in bringing innovations and take new initiatives into the program and local organization.

Required Skills, Experience and Competencies

Education:

Minimum Bachelors in Agriculture (major in Horticulture). Master Degree in horticulture with some understanding of arid environment would be an added advantage.

Experience:

- Minimum 3 years working experience in the field of development;
- At least 2 years' work experience with local NGOs, CBOs, private sector and local governments
- Working experience in NTFP and value chain
- Working experience in the Far and Mid-Western regions as well as in arid/semi-arid agriculture will be an asset.

Competencies:

- Good knowledge of horticulture production cycle; species, varieties, management
- Understanding of the issues of sustainability and food sovereignty in general
- Good understanding of agriculture and NTFP Value Chain including its market system development;
- Experience in programs planning, monitoring & reporting in the sector of agriculture and NTFP value chain as well as social development sector;
- Excellent understanding of social mobilization, capacity building of community based organizations
- Proven ability to work with a wide range of actors including government, local bodies, NGOs and other development partners particularly around planning, capacity building;
- Good field level knowledge and familiarity with mid/far west Nepal; able to walk for several days where facilities are limited.
- Good documentation and presentation skills, written and verbal communications skills in English and Nepali;
- Good computer skills: MS-word, MS-excel, MS-Power point;
- Excellent interpersonal skills, good team-player, result oriented personality/maintaining deadlines;
- Understanding on issues related to gender equality and social inclusion, conflict sensitive program management.

Incumbent's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____