

HELVETAS Swiss Intercooperation Nepal

Job Description

Job Title: Team Leader

Project: Bio-energy Project

Location: Project Management Unit Dhobighat, Lalitpur, with frequent travel to the project districts

Reporting to: Country Director

Job purpose:

Team Leader is overall responsible to provide leadership to the Bio-energy project; ensures effective implementation of forest and agro forest biomass based enterprising development; manages project's finance, human resources, project cycle and ensures quality reporting. S/he is responsible to maintain excellent coordination and communication within consortium partners, government organizations, relevant actors and concerned stakeholders.

Duties and Responsibilities

1. Implementation of HELVETAS Nepal's Policies and Guidelines

- Ensure compliance of all HELVETAS Nepal's regulations, policies and guidelines;
- Ensure Conflict Sensitive Programme Management at all level;
- Ensure compliance of all the terms and conditions agreed between HELVETAS Nepal and European Union and other related policies to the project and donor.

2. Overall Project Management

- Assume responsibility of overall Project management to achieve the expected outcomes and outputs as stipulated in the project document/s and lead a project team;
- Provide strategic direction for the project and ensure its proper implementation;
- Ensures quality yearly plan of operation, annual budgets, semi-annual and annual progress report, study reports, monitoring and outcome reports etc.;
- Ensure smooth operation of the project by providing necessary support to the team members of the project;
- Conduct technical and steering committee meetings;
- Ensures periodic review of project progress and document learning generated and support for knowledge management and disseminating information;
- Ensure Gender mainstreaming, social inclusion and poverty orientation in project activities.

3. Project Monitoring, Evaluation, Documentation and Reporting

- Guide the project team in project cycle management;
- Monitor the implementation of project activities through regular field visits, interactions with staff, partners and primary stakeholders;
- Assess the project progress, review project strategies and devise strategies and approaches as required;
- Ensure that an effective monitoring and information system is established in the project and that the monitoring plans and reports are timely followed up;

- Ensures periodic evaluation of project/activities as mentioned in the project document;
- Deliver quality reports on time as per the donor requirements.

4. Administration and Financial Management

- Be overall responsible for project's finance and administration management as per the HELVETAS Nepal and donor's requirement;
- Ensure annual project budgets, timely review, analyse and accommodate necessary revisions;
- Monitor project expenditures and take necessary action to ensure that expenses stay within acceptable limits;
- Ensure quality and effectiveness of internal and external audits;
- Ensure effective implementation of Fund Flow Analysis and steer project accordingly.

5. Coordination, Representation and Networking

- Work very closely with Ministry of Forests and Soil Conservation, Ministry of Science, Technology and Environment, Department of Environment, District Forest Offices and Range Posts and other relevant government institutions in a coordinated and collaborative way;
- Maintain working relationship with relevant private sector in order to promote bio energy (charcoal) based enterprises and supply-chain development;
- Maintain good relationship with in-house projects/staff for synergy and discuss regularly with relevant value chain actors and stakeholders to contribute in achieving the goals and objectives of the project and the HELVETAS Nepal Country Programme;
- Represent the project in the capacity of Team Leader in relevant seminars, meetings, workshops at different level;
- Support for the development of networks and other co-ordination activities with GoN, donors, collaborators, NGOs and service providers at different levels.

6. Human Resource Management

- Manage human resources ensuring a fair, inclusive and equitable working environment within the project;
- Ensure for the timely and effective performance management system within the project team creating an enabling environment for team work;
- Promote organisational culture of mutual respect, trust, sharing of information and responsibilities, and constructive feedback;
- Ensure to assess staff and partners' development needs, develop a capacity development plan and follow up for its execution;
- Provide coaching and mentoring to project staff to strengthen their skills and job performance.

7. Other Specific Responsibilities

- Professionally discharge other tasks assigned by the HELVETAS Nepal Country Director;
- Be proactive in bringing innovations and taking new initiatives into the project and the organization;
- Enhance self-knowledge and understanding on and around Bio-energy related issues within Nepal and abroad.

Job Requirements

A. Minimum Education Attainment: Master degree in relevant discipline.

B. Minimum Professional Experience: Minimum ten years working experience in the field of development, three years of experience in a relevant field in similar responsibilities having human resource management and budget management experience. INGO experience and managing project of European Union will be an advantage.

C. Required Competencies:

- Good understanding of enterprise and market system development, natural resource management, familiar with GON policies and protocols applicable for such project implementation;
- Good understanding on environment and climate change sector;
- Good understanding of value chain and private sector promotion;
- Demonstrated skill and competency in strategic management;
- Good understanding of project cycle management and lead the team in every stages of the project cycle;
- Good understanding of issues related to gender equity, social inclusion and poverty alleviation;
- Result oriented personality/ maintaining deadlines;
- Excellent interpersonal, inter-cultural competencies and team player;
- Excellent in communication in Nepali and English, both written and oral;
- Excellent in writing reports and producing learning documents;
- IT: Proficiency in using office application software; ability to produce, understand and analyze standard database reports; and efficiency in using communication applications.

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____