

HELVETAS Swiss Intercooperation Nepal Job Description

Job Title:	Team Leader
Project:	Trail Bridge Support Unit (TBSU)
Location:	Trail Bridge Support Unit (TBSU), Lalitpur with frequent travel to the field
Reporting to:	Country Director
Job purpose:	This position is responsible to:

- Lead a team responsible for providing Technical Assistance (TA) to the Government of Nepal for implementation of Trail Bridge Sub Sector Program under a sector wide approach (TB SWAp) under the SDC mandate to HELVETAS Swiss Intercooperation Nepal;
- Lead overall programme activities including the management of fund, human resources and technical service providers to achieve the objectives as laid down in the SWAp Framework II document¹, The National Trail Bridge Strategy and its Core Manuals.
- Strengthen the capacity of the Local Bridge Section/DoLIDAR and the local government(s) in financial, technical, social, organizational, methodological and administrative matters
- Ensure effective and efficient planning, implementation, monitoring and reflection of programme activities in conformity with the SWAp² Framework for the Trail Bridge Sub-Sector;
- Assist Local Bridge Section/DoLIDAR, the local government(s) and regional partners for strengthening their capacity in financial, technical, social, organizational, methodological and administrative matters;
- Ensure excellent collaboration with the GoN, donor, programme team and all related other stakeholders.

Duties and Responsibilities

1. Compliance to policies, rules/regulations and guidelines

- Adhere relevant policies, procedures, regulations and guidelines of HELVETAS Swiss Intercooperation Nepal (Personnel, Financial, Administrative policy manual; Security Response Guide; Gender Equality and Social Inclusion Guide; Sexual Harassment & Mobbing Policy; Code of Conduct Against Corruption etc.) and other specific policies applicable to TBSU;
- Ensure Conflict Sensitive Programme Management at all levels;
- Ensure Human Resource Information System is updated and functioning well;

¹ SWAp = Sector Wide Approach

- The Sector Wide Approach as detailed in the “SWAp Framework for the Trail Bridge Sub-Sector, August 2014 – July 2019” and the related guidelines shall be overriding;
- Ensure a Work Force Diversity in the team by complying with the SDC’s Work Force Diversity policy programme;
- Ensure that by July 2019, GoN/MoFALD/DoLIDAR internalizes the SWAp approaches and implements this programme without any major Technical Assistance support;
- Ensure compliance of all the terms and conditions agreed between HELVETAS Swiss Intercooperation Nepal and the SDC and Government of Nepal.

2. Overall management and Program implementation

- Provide strategic, managerial, administrative, financial and operational assistance to all other program stakeholders in line with SWAp, to the Local Bridge Section/DoLIDAR, the local government(s);
- Ensure timely Technical Assistance to Local Bridge Section/DoLIDAR and the Rural Bridge Section/DTOs of 75 districts as required;
- Strengthen TBSU’s financial, technical, social, organizational, methodological and administrative assistance to LBS/DoLIDAR;
- Assist Local Bridge Section/DoLIDAR in developing the Annual Program and Budget (APB) and Annual Progress Report (APR) and seeking approval from Trail Bridge SWAp Coordination Committee as well as assist with reporting on progress / obstacles to TBSCC;
- Prepare YPO of TBSU’s TA support component in conformity with the Local Bridge Section /DoLIDAR’s APB for TB SWAp and get approval from HELVETAS and SDC, and ensure timely implementation;
- Support in timely and effective conduction of the Trail Bridge SWAp Coordination Committee Meetings;
- Supervise, monitor and continuously review the implementation of the YPO in order to advise Local Bridge Section /DoLIDAR on how to improve the implementation;
- Prepare Semi-Annual and Annual Reports on the TA component in timely manner;
- Follow an inclusive approach to trail bridge building;
- Ensure the coverage of all 75 Districts in line with the principles of SWAp;
- Facilitate, guide and support the implementation of the capacity building component of the Sub-Sector including of the Regional Partners, thereby promoting its sustainability;
- Ensure the regional partners effectively and efficiently deliver the contractual obligations following the set procedures, standards and quality;
- Ensure that Regional Partners and DDCs are capacitated on entire programme management cycle of Trail Bridge including on quality monitoring of Trail Bridge in coherence with the National Policy TBS/LIDP and its Core Manuals;
- Report on a regular basis and in a timely manner to the HELVETAS Swiss Intercooperation Nepal - Program Coordination Office on financial, operational and other relevant matters;
- Ensure effective quarterly Program Review and Planning Meeting with HELVETAS Swiss Intercooperation Nepal - Programme Office and other stakeholders;
- In view of the very fragile socio-political situation in Nepal, continuously review the security and to minimize the risk, to which TBSU-staff is exposed.

3. Programme Monitoring, Evaluation, Documentation and Reporting

- Ensure an efficient implementation of the outcome based monitoring and Fund Flow Analysis adopted by SDC/ HELVETAS Swiss Intercooperation Nepal;
- Monitor Regional Partner's performance, thereby ensuring that targets are met as much as realistically possible;
- Ensure that the partners have internalized the working approaches and principles defined under "SWAp" and "TBS/LIDP";
- Ensure through the regional partner that the DDCs update their DBR and NTBD as per the need of SWAp and the Sub-Sector approach and follow annual Bridge Planning process;
- Prepare programme related information for HELVETAS Swiss Intercooperation Nepal, SDC, DoLIDAR etc. whenever the need arises;
- Provide leadership to TBSU staff in analyzing and documenting relevant experiences (e.g. lessons learnt and best practices) and communicate such experiences to other relevant national and international actors;
- Ensure to adapt various program monitoring information systems as well as the website to SWAp. Subsequently, assist implementing above said tools;
- Participate actively in the HELVETAS Swiss Intercooperation Nepal wide experience sharing through internet and other means.

4. Administration and Financial Management

- Take overall responsibility for programme's finance and administration management as per HELVETAS Swiss Intercooperation Nepal's and donor's requirement;
- Ensure coherence with the Annual Plan and Budget of Local Bridge Section/DoLIDAR;
- Prepare annual programme budget, timely review, analyze and accommodate necessary revisions;
- Monitor programme expenditures and take necessary action to ensure that expenses stay within acceptable limits;
- Ensure quality and effectiveness of internal and external audits.

5. Coordination, Representation and Networking

- Maintain close and cordial relationships with governmental and non-governmental organizations, donor and other stakeholders in Nepal;
- Maintain good communication, exchange and working relationship with Programme Coordination Office (PO), SDC, Government and other stakeholders and keep informed regularly about work progress;
- Maintain good relationship with programme staff and related stakeholders to contribute in achieving the goals and objectives of the programme;
- Represent the programme in the capacity of Team Leader in relevant seminars, meetings, workshops at different levels;
- Coordinate and network with relevant stakeholders for smooth implementation of the programme at district, regional and national level as per the need of the programme;
- Participate and contribute in HELVETAS and SDC TL meetings and cluster workshops.

6. Human Resource Management

- Take leadership in human resource management ensuring a fair, inclusive and equitable working environment; and ensure that the project team members appreciate your leadership
- Ensure regular assessment of Regional Partners, coach and capacitate them for effective execution;
- Provide coaching and mentoring to programme staff, Regional Technical Service Providers and other relevant personnel to strengthen their skills and performance;
- Ensure effective performance management system in the programme.

7. Others

- Ensure good relations with SDC and the Government Ministries and Departments
- Be proactive in bringing innovations in the sub sector.
- Support to execute strategic planning and in organizational development initiatives of HELVETAS Swiss Intercooperation Nepal

Requirements

A. Minimum Education Attainment:

Minimum Masters' degree in Engineering Science, Business Administration, Planning, Public policy or in any relevant discipline. Bachelor's degree in Engineering Science will be an advantage.

B. Minimum Professional Experience:

Minimum 7 years of working experience in similar management positions out of which 3 years of working experience in Rural Infrastructure and or in Trail Bridge sector.

C. Required Competencies:

- Demonstrated skills on strategic management;
- Believes in SDC and HELVETAS Swiss Intercooperation's value and principles;
- Good understanding of issues related with access in Nepal, decentralized local infrastructure planning and implementation procedures with proven records of working in transport related local infrastructure and Trail Bridge sector in Nepal;
- Proven experience in working with the District Development committees;
- Good understanding of programme cycle management;
- Competent in dealing with officials of GoN, DDC, DTOs, and donors ;
- A good team player; strong motivator and a coach;
- Excellent analytical and report writing skill with command on conceptual and programmatic competencies;
- Strong communication, networking and representation skills;
- Result oriented;
- Good understanding of issues related to gender equity, work force diversity, social inclusion and poverty;
- Excellent written and oral communication skill in Nepali and English; Proficiency in using office application software and excellent in information technology.

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____