

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

<b>Project:</b>	<b>Employment Fund Secretariat (EFS) / HELVEATS Swiss Intercooperation Nepal</b>
<b>Job Title:</b>	<b>Field Officer (FO)</b>
<b>Location:</b>	Employment Fund Secretariat, Dharan Regional Office Requires extensive field visit (> 70% of working time in the field visits including remote areas)
<b>Reporting to:</b>	Regional Monitoring Officer, Employment Fund Secretariat, Dharan Regional Office
<b>Job Purpose:</b>	To carry out field monitoring of training and employment activities conducted by training and employment service providers (T&Es) mainly at pre training, during training, post training stages. To be involved intensively on employment and income verification of trained youth.

### **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 and monitoring of training and employment activities**

- Facilitate the T&E service providers of the assigned region to ensure the smooth implementation of training and employment activities & operationalization of efficient and effective monitoring system.
- Carry out monitoring on pre training, during training, post training of training and employment program of assigned geographical area.
- Carry out enterprise verification as well as employment and income verification of the trained youth of the assigned T&E service providers and make the payment recommendation as per the final result achieved.
- Contribute to operationalize the online database system at central (EF) as well as T&E service providers' level
- Facilitate T&E service providers on preparing activity, outputs and outcome reports as per the standard stipulated in bilateral agreement with EFS.
- Develop periodic field monitoring plan and implement it effectively.

- Support to carry out periodic review meetings with T&E service providers of the assigned region.
- Support to implement different development approaches: good governance, equity and social inclusion and corporate social responsibility, conflict sensitivity and peace promotion.

**3) Networking and Coordination**

- Take part in coordinating T&E service providers and field monitors.
- Take part in coordinating with NSTB in conducting skill test of the assigned geographical area.
- Take part in coordinating with resource organizations, outreach collaborators of the assigned geographical area.
- Coordinate and facilitate to draw lessons learnt from the activities of T&E providers.
- Coordinate and support for the implementation of activities under particular thematic area assigned by EFS and also coordinate with envelop wise focal persons for the implementation and monitoring of planned activities.

**Personal Specifications:**

**Minimum Education and professional experience:**

Bachelor Degree (Master degree is an advantage) in a relevant field with at least 3 years of work experience in the development field (preferably in field level programme monitoring)

**Minimum Professional Competency**

- Experience in logical framework approach and basic understanding on result based monitoring.
- Good understanding of Technical Education and Vocational Training sector of Nepal.
- Result oriented personality/ maintaining deadlines.
- Responsiveness and alertness - a self-starter
- Reliable, careful, honest and sincere work attitude
- Good communication and interpersonal skill and good team player.
- Good in Nepali and English, both written and oral.
- Proficiency in using office application software; familiar with data collection, tabulation, analysis and reporting.
- Ready to travel in the field very frequently outside the duty station; both in *terai* and hills (including remote areas).

**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)

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Name:

The Employee

Date:

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Name:

Team Leader

Date: