

Job Description: Project Officer, SARBODAYA NEPAL/FRL/CI Project

- 1. JOB POSITION** : **PROJECT OFFICER (PO)** based in Banepa, frequent travel to Rural areas of Kavre and Dolakha (Bulung) districts
- 2. PROGRAM/PROJECT** : “Development and consolidation of two women’s cooperatives and livelihood improvement of disadvantaged households in two Nepali districts”
- 3. PERIOD FOR** : Initially three year (With Possibility of Extension)
- 4. REPORT TO** : Executive Director (ED))
- 5. SUPERVISING TO** : Project Assistant, Assistant Manager’s and Social Mobilizers
- 6. PURPOSE OF THE JOB** : To oversee, and in collaboration with local and district level partners, to supervise the effective implementation of the “Development and consolidation of two women’s cooperatives and livelihood improvement of disadvantaged households in two Nepali districts” project mainly focusing consolidate these two organizations, promote their growth, improve their governance and upgrade their services, while also promoting gender equality and women’s empowerment and improving the skills and competences of the cooperatives’ members and the livelihood of disadvantaged households

7. Coordination and Representation:

- Assist to networking and coordination among community, the cooperative and NGO at district and municipality level as advised by project executive director in terms of (project) women cooperatives development and consolidation, women empowerment, improving the skill and competences and livelihood of disadvantages households.
- Coordinate with cooperative managers and board members of CWAC (NGO) and Mahila Adharshila Saving and Credit Cooperative Ltd (MASCCL), project assistance, and social mobilizers in terms of organizing program related to this project activity.
- Represent Sarbodaya in district and municipalities level and project related district and national level program events in women’s issues.
- Ensure the visibility of FRL/Italy, Sarbodaya and funded activities by using of communication tools, active participation in public meetings and workshops, branding in the banners etc.
- Coordination with finance team for review of monthly budget Vs expense and other financial issues in project related components
- To assist project assistant and women cooperative’s Managers, Assistant Managers and provide technical expertise in cooperative development with a focus on women people with disabilities, poor household, gender and social inclusion; build the capacities of project team accordingly
- Coordinate with local level government and represent Sarbodaya Nepal

8. Monitoring and Evaluation:

- Support monitoring of working collaboratively on established indicators, tools, and plans
- Support implementation of baseline and end line evaluation plans

- Participate and support in periodic program reviews, planning workshops and capacity building events
- Assist the program team.

9. Planning and Implementation:

- To take part in strategic planning for women development and cooperative development through livelihood components in FRL/Caritas Italy supported project in Kavre and Dolakha districts
- Coordinate to conduct district and municipality level stakeholders planning, meeting, orientation, training and other relevant activities of project including capacity building for the staffs.
- Lead, review and develop women empowerment and cooperative development intervention strategy in coordination with Project team
- To provide technical expertise in cooperative development with a focus on women, poor household, gender and social inclusion; build the capacities of project team accordingly. To take lead in strategic planning for cooperatives development and consolidation and livelihood improvement components.
- Supervise the effective implementation of the project with regular field visits in line with Detail Implementation Plan (DIP).
- Work closely with Executive Director and project team during planning, monitoring and reporting.
- Deliver technical expertise in implementing, with a focus on women, people with disability, gender and social inclusion, with disadvantaged people.
- In coordination with Executive Director and cooperative members and the staffs guide the consortium partners to organize, monitoring visit of local authorities all the activities of the project.
- Lead and/or co-facilitate training sessions, workshops and orientation program related to the project.
- In coordination with Executive Director and cooperative members and staffs support to implement and provide strategic inputs for the preparation of Detail Implementing and management Plan.
- Assist Executive Director, cooperative manager and staffs and Administration and Finance Officer to complete and implement procurement process and policies of organization and in accordance to funding partner requirement at district.

10. Reporting:

- Ensure collection of field data and report from project assistants and social mobilizers, ensure quality report and submit it to Executive Director
- Prepare monthly, quarterly, half yearly and annual project progress reports.
- Prepare project final completion report at the end of Project.
- Share findings, problems, challenges, lessons learned and recommendations.
- Capture the outcomes of the cases for documentation purpose and disseminate relevant government and non-government stakeholders.

11. Team Management:

- Guide sub-ordinate staff in team for timely planning, implementing and reporting
- Supervise and monitor the supporting team members for the project
- Facilitate solution to any problem aroused during the daily functioning of the office.
- Ensure proactive role in resolving conflict and effective coordination among project team members
- Participate in regular staff meetings
- Assist to develop proper and timely feedback mechanism within staff members

12. Communication:

- Serves as a focal person for communication with Sarbodaya Nepal and FRL/Caritas Italy.
- Ensures proper documentation of project related information.
- Ensure quality and compliance of project report and financial documents before submitting it to Sarbodaya Nepal.
- Make regular communication with executive director and funding partners to share the information received from the district /implementation status of the project
- Share the field visit reports to the executive director with areas to be improved and betterment.

13. Qualifications;

- Education should be at least Master degree, preferably in rural development, agriculture, social sciences or related discipline.
- Deep understanding of Cooperatives and its management.
- A solid managerial background related to the management of community development projects.
- Technical background in the domain of inclusive Women empowerment, Livelihood improvement and cooperative development.
- A solid background in using MS office, excel and other computer programs to generate report

14. Experience:

- At least 3 years of experience of management of increasing women empowerment, cooperative development and consolidation and livelihood improvement. Project monitoring and quality control, advocacy at district and National level.
- Solid knowledge of gender and social inclusion, cooperatives and key stakeholders in Nepal.
- Demonstrated experience in preparing excellent proposals and budgets, budget management, preparing work plans, training staff, and monitoring /evaluation of projects.
- Experience in Community Based Organization (CBO) capacity building on Livelihoods and women development components.
- Previous working experience in Dolakha and Kavre districts is an advanced asset.

15. Necessary Competencies

- Team player with self-management skills. An ability to coach, delegate, follow-up and supervise as well as support.
- Excellent interpersonal skills, ability to engage effectively with staff, communities and authorities
- Fluency in spoken and written English and Nepali.
- Excellent computer skills in Word, Excel, and power point.
- Salary and the benefits are as per the SARBODAYA NEPAL policy