



# JOB DESCRIPTION

## PROJECT OFFICER

### 1 Department / Project

Livelihood Program/Resilient Livelihood and Enhanced Food Security in Northern Dhading (RELIEF)

### 2 Workplace

Project field office  
Darkha - Khaniyabas Rural Municipality, Dhading

### 3 Reports to / Level

Project Manager

### 4 Supervises

Local Implementing Partner staff in the field

### 5 Job Summary

Under the supervision of the Project Manager, the Project Officer will support partner staff in the field for the implementation of the Canadian Foodgrains Bank (CFGB) funded food security and agriculture-focused livelihood project of ADRA Nepal. He/she is required to support the Project Manager for planning, implementation, monitoring, and reporting of the project, technically backstopping partner staff for field activities. Assist the partner organization in the coordination and implementation of project activities, ensuring donor compliance. Support partners for technical training and workshops at the field level, developing business modules, agriculture-related IEC materials & training manuals. He/she is also responsible for the identification of potential food security and livelihood opportunities at the local level, market linkage, and coordination/collaboration with different stakeholders at the local level. He/she will also be responsible for monitoring the project activities in the field and providing timely feedback to the supervisor while supporting the preparation of project reports.

### 6 Required Competencies

#### 6.1 Behavioral competencies

##### Planning and Organizing

He/She should set clearly defined project activities for the field level project implementation, while planning project activities in the field well in advance, and take into account possible changing circumstances. The position holder should be able to manage time effectively and organize the resources needed to accomplish the task in the field while supporting the partners in the field. At the same time can monitor partner and field staff's performance against the preset milestones and indicators.



## **Writing and Reporting**

Prepare periodic reports and project progress reports, succinctly and correctly. Project documents and reports are convincing, engaging, and expressive. Unnecessary use of jargon and complicated language is avoided in a well-structured and logical way. All the information is structured to meet the needs and understanding of the intended audience.

## **Adapting and responding to change**

The project Officer should adapt to changing circumstances, accepting new ideas and changing initiatives. S/he should adapt interpersonal style to fit different challenging situations and people, and should show respect and sensitivity towards cultural and religious differences. S/he should deal with ambiguity, making positive use of the opportunity it presents.

## **Supporting and Cooperating**

The project officer should support partner staff in implementing the field-level project activities while reaching project goals. Also, cooperate with stakeholders, community people, partner agencies, and all project participants to bridge the gap between them.

### **6.2 Knowledge**

- Bachelor's degree in agricultural science with at least 5 years of experience or a master's degree in agriculture with 3 years of experience in implementing agriculture and food security-related projects at the field level, preferably with INGOs or reputed NGOs.
- Sound knowledge and proven experience of working with rural communities and farmer groups.
- Proven experience in partnership management and supervising project staff at the field level.

### **6.3 Skills**

- Strong communication and collaboration skills, notably the ability to present field-level issues and required action in a simple, relevant, and practical way.
- Good communication skills with fluency [written and spoken] in both Nepali and English.
- Team player who can develop strong collaborative relations across staff, partners, communities, and government/nongovernment stakeholders at the field level.
- Advance computer skills in word processing, spreadsheets, and presentations.

## **7 Responsibilities and Expected Outcomes**

### **7.1 Project Implementation:**

- Support project Manager and implementing partners in preparing a detailed implementation plan (DIP), including activity schedule/ plan of action and detailed implementation guideline of each activity.
- Adequate technical backstopping to field staff on the implementation of DIP and activity implementation procedures.
- Assist the project Manager and partners in developing required procedures/guidelines as needed.
- Conduct market assessment and facilitate market linkages.



- Support the project Manager and partners in monthly planning of activities and review progress against the plan.
- Ensure that the targeted beneficiaries are reached and reflects the indicators/targets mentioned in the logical framework.
- Ensure GESI, including PWD inclusion, is mainstreamed, and safeguarding is ensured in the project.
- Assist the supervisor in developing the ToR to hire technical experts/consultants for agriculture-related training, workshops, assessments, and studies.
- Support the project Manager in developing a project sustainability plan and exit strategy.

## **7.2 Financial responsibility**

- Support the supervisor in preparing the yearly budget plan for the overall project and the partners.
- Monitor and report the budget vs expenditure and recommend required adjustments to achieve targeted outputs to the supervisor.
- Support the supervisor in preparing the monthly budget plan/cash flow of the project.
- Consider cost-effectiveness and efficiency in every activity.
- Ensure proper utilization of the budget in field-level activities.
- Ensure the partner organization meets the financial compliance of ADRA Nepal and donor organizations.
- Regular cross-checking and verification of the financial documents of the partner.

## **7.3 Reporting, Documentation, and Publication**

- Support the supervisor in preparing and timely submission of project report periodically (monthly, quarterly, annually), consolidating partners' reports as per the donor format.
- Design and develop agriculture-related IEC materials such as training manuals, guidelines, modules, etc.
- Assist partner in reporting project progress at the field level to the LGs.
- Support the field staff of the partner in preparing quality case stories from the field periodically.
- Support for the documentation of case studies, video stories, project learnings, and good practices.
- Support to plan and organize review and planning meetings.

## **7.4 Monitoring and Evaluation**

- Regular monitoring of the field activities and ensuring the timely implementation of field activities.
- Ensure the data is collected from all staff promptly and entered into the system
- Work with supervisor and M&E Manager to undertake baseline, regular monitoring surveys/reports, and end-line surveys.
- Frequent field visits undertaken and monitor, supervise partner's staff and activities, issues flagged up and areas of improvement documented/suggested to the supervisor.
- Assist the supervisor in planning/designing project review meetings and reports on the status of the project.
- Ensure monthly review and planning meetings are conducted promptly by the partner and report the progress vs the plan to the supervisor.
- Assist the supervisor in field-level planning for monitoring visits at the national



and international levels monitoring visits.

#### **7.5 Liaison, Coordination, and Communication:**

- Coordinate with the local government (LGs) at the field level, ensuring representatives from LGs are well aware of the project activities in the field.
- Assist the supervisor in preparing and providing necessary reports to SWC and in the arrangement of CPAC and LPAC meetings.
- Coordinate with LGs and other required agencies for identification of beneficiary and distribution of project assistance, and to implement the project smoothly, including resource leveraging for project activities/beneficiaries.
- Ensure regular coordination with other agencies in the field to minimize duplication and to ensure synergy in activities implementation.
- Support supervisor for timely submission of the project plan and periodic reports to LGs as required, and obtain evidence of receipt of such documents.
- Support partner for collaborative initiatives with the local governments.

#### **7.6 Logistics**

- Support the supervisor in preparing the procurement plan of the project and in ensuring that goods/inputs are provided on time.
- Ensure donor visibility in project-supported activities and publications at the field level.
- Ensure proper management of logistics for training and meetings at the field level
- Assist the supervisor in managing logistics for national and international level visitors to the field.

#### **7.7 Work Health, Security and Safety (WHSS)**

- Carrying out their duties in a manner that does not adversely affect their own health, security, and safety or that of others.
- Cooperating with measures introduced in the interests of work health, security, and safety.
- Undertaking relevant training provided in relation to WHSS.
- Immediately reporting all matters that may affect workplace health, security, and safety to their supervisor.
- Correctly using any information, training, personal protective equipment, and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and,
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

#### **7.8 Others**

- Any other duties assigned by the Supervisor.