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| JD TEMPLATE VERSION | Dec 2020 |
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PMF Template 1.2.1

Job Description

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| Job Title | Project Officer- Resilient Livelihoods | Reports To | Cluster Team Leader | JOB LEVEL | 5 | Location | UMN, Bajhang Cluster |

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| Objective of the job | To lead, manage and provide technical support to local partner in managing and sustaining the youth employability project - **SRIJANA- II** in Thalara RM, Bajhang as per UMN Bajhang Cluster strategy through effective capacity-building of local partners, relationship-building and project management to achieve the project objectives. | | |
| Areas of Responsibility | | Decision Making | Qualification & Experience |
| **Project Management**   * Build a strong relationship with local government and its structures for effective implementation of the project. Explore areas of collaboration with them. * Coordinate with market promoters, private business actors (collectors, dealers/wholesalers, training institutions, insurance companies), banks, and cooperatives, to promote market connectivity and business. * Work alongside UMN partner(s) to support and manage ‘SRIJANA-II – Youth Employability project. * Carry out baseline survey and support in endline assessment tasks of the project SRIJANA-II. * Ensure targeted youth age groups' involvement and participation in the project (i.e. returnee migrants, potential migrants, young women, young people with disability, disaster survivals, domestic violence survivals, HIV affected, Dalits and Baadi youths etc.). * Support and contribute to ensuring the implementation of the 'Five Year Youth Employment Creation Strategy Plan of Thalara Rural Municipality' by the local government seeking collaboration with partner (s). * Be completely aware of full compliance with donor and UMN requirements (e.g. planning, budgeting, reporting), and keep a thorough understanding on project agreement as well as a partnership agreement between UMN and implementing partner (s). * Manage project budget, ensure monthly spending is on track (i.e. monthly budget plan vs monthly expenditure) and quality delivery of project interventions. * Proactively seek amendments in the project activities within budget code and outcomes as necessary, ensuring reporting of outputs and planned results as per donor agreement. * Produce all project reports (internal and donor), annual work plans, and budgets in technical support from Thematic Lead – Resilient Livelihoods and GMU. Ensure monthly reports of partner (financial and narrative), ensure the quality of disaggregated beneficiary data attached in a monthly report by a partner. * Ensure implementing partner (s)' project monitoring activities are based on outputs as well as indicating results/outcomes using checklists and monitoring forms. * Proactively document and share learning through all appropriate channels and systems. Provide high-quality stories and photos for the UMN Communications Team. * Ensure that all UMN policies, including the cross-cutting issues, are followed. * Plan regular project monitoring with checklists, carry out joint monitoring including local government, district level stakeholders, media, and partner (s) monitoring committee or internal audit committee members and, compile reports and submit timely. * Other contributions and support as per UMN Cluster and donor's requirements.   **Technical assistance**   * Effectively ensure implementation of the SRIJANA-II project by providing technical support to local partners through closely following up, monitoring the activities, and reporting the progress on time. * Provide technical support to Palika, partners, cooperatives, sales outlets & collection centres, promoting local high-value product market linkages, scaling up collective marketing mechanisms, and accelerating local market value chain practices. * Closely coordinate with Thematic Lead-Livelihoods concerning the technicalities of the project. * Technical support to implementing partner to develop community focus project (CFP), Detail Activities Implementation (DAIP), monitoring plan, annual procurement plan, monitoring checklists. * Technical backstopping to mainstreaming climate-friendly entrepreneurship promotion and GEDSI mainstreaming in the entire project cycle. * Ensure the quality of the materials supported, and training conducted to the beneficiaries from the local partner. * Participate in preparing and implementing the cluster team plan and developing new concept notes and proposals related to the need and Interim/Cluster Strategy Plan. * Technical assists partners in developing quality documents including community agreement documents, operational plans, rapid survey, and assessment reports, baseline/end-line survey data reports, MIS base database management reports, progress sharing PowerPoint presentations, social audit event reports and action plans, knowledge management and project handover documents, success/case stories documentation etc. * Coordinate with funding regarding Donor compliances and other coordination. * Ensure the quality implementation of project exit and sustainability plan. * Support for harvesting the five-year project impacts and learnings and disseminating them in the proper platform. | | * Budget holder for SRIJANA II project. * Participate in Rural Municipality level Project Advisory Committee-(RMPAC) meeting (quarterly/half-yearly basis). * Contribute to developing relevant project concepts, proposals, and detailed plans. | * Bachelor's degree in Agriculture Science, Economics, Business Administration, or Rural Development (Preferably a Diploma in Entrepreneurship Development Course completed with a minimum of three years of working experience in related field). * Experience in working on business, enterprises (Agri-business, non-Agri-business) promotion, market linkages promotion, and business financing linkage development. * Experience in working with local government and line agencies, private sectors, partner NGOs, and medias. * Experience in vocational skills development and job placement in coordination/collaboration with vocational schools/institutions and job employer companies. |
| Dimensions | Skills, Attitudes, Behaviours |
| * Member of the Bajhang Cluster Team * Represent UMN at relevant learning forums, and others whenever necessary. | * Coaching, mentoring, guiding, facilitation, team's capacity building, quality monitoring skills, knowledge, and practice. * Working practice in the team, skills and knowledge on outcomes-based reporting, disaggregated data analysis and quality ensuring good presentation skills, * Orientation and sharing skills of relevant plan/program, policies/strategies. * Collaboration and partnership management skills, knowledge, and practice. * Coordination with Thematic Lead on a regular basis, consultation with Cluster Team Leader as well as other cluster's livelihoods projects for sharing innovative ideas. * Passionate and committed to serving the poorest and excluded people—to finding innovative ways they can participate in and benefit from project (s) work. * Good persuading & influencing skills, able to enthuse others. * Learning attitude, self-motivated to keep updated on development trends. * Good computer skill and communication skills in Nepali and English language, both written as well as verbal. * Flexible in terms of work time, workload, maintaining deadlines and travel. * Respect for gender and cultural diversity. * Able and agree to take on additional responsibilities the line manager assigns as needed. |