

# Youth Acting for Change Nepal – (YAC Nepal)

## Job Description for different Position -Mother and Child Wellbeing Project

The Youth Acting for Change Nepal (YAC Nepal) is a non-political and non-profit making social development organization. This organization was established in 2057 BS (2000 AD) by dedicated young professionals with extensive experience in the field of social development. It was registered in the District Administration Office, Kailali, on the 26th of Ashoj, 2061 BS (12<sup>th</sup> October 2004) as per Organization Registration Act, 2034 BS and affiliated with Social Welfare Council, with registration number 16923, as per the Social Welfare Act, 2049 BS and has been working in Sudurpaschim province of Nepal since 2004 with focus on promotion of Human Right to Food, improving livelihood of poor vulnerable and socially excluded people through community led action for Governance and justice.

In consortium with CARE Nepal, iDE Nepal and MAP International, YAC Nepal is going to implement the Mother and Child Wellbeing (MCW) project in partnership with CARE Nepal in five municipalities and rural municipalities (Kailari and Janaki Rural Municipality and Bhajani, Ghodaghodi and Godawari Municipality) of Kailali district leveraging the extensive technical and managerial expertise in executing food, nutrition, health, water, sanitation and hygiene (WASH), market systems, and Gender Equality and Social Inclusion (GESI) sectors.

YAC Nepal is committed to the principles of social development and rights. It has been actively engaged in various dimensions of societal transformation, empowering marginalized communities in the Sudurpaschim province of Nepal.

YAC Nepal in partnership with CARE Nepal is going to implement “Mother and Child Wellbeing project” in Kailali district with three fold key objectives such as 1. Creation of economic opportunities for target communities through promoting Natural Resources in sustainable way, 2. Promoting Resilience to mitigate the effect of climate change in the target communities, 3. Increase the availability of Nutritious food to target communities adapting the sustainable agricultural practices and system.

### Job Description and Task Responsibility: Project Coordinator

<b>Reports to</b>	:	Executive Director
<b>Duration</b>	:	10 Month (with possibility of extension)
<b>Expected Starting Date</b>	:	July 2024
<b>Duty Station</b>	:	Office of YAC Nepal-Kailali with frequent field visit
<b>Purpose of this position</b>	:	The Project Coordinator will oversee the implementation of the "Mother and Child Wellbeing Project (MCWP)" in 5 Municipality and Rural Municipality of the Kailali district. The incumbent's role will ensure effective implementation of project deliverables with quality performance ensuring the project objectives and expected results. The incumbent serves as a focal point for the MCW project in Kailali District and will work closely with local governments, farmer groups, cooperatives, health posts, women groups, private sector and others to ensure effective program execution. Additionally, the Coordinator will ensure governance, gender equality and social inclusion (GESI) sensitivity, integration, and compliance with Monitoring, Evaluation, Accountability, and Learning (MEAL) systems within the project.

#### Major Task Responsibility -

##### R1. Program Management and operation:

- She/He will be responsible for over all management and operation of project
- Ensure the program delivers according to the contractual requirements with the partner organizations cultivating functional relationship with working municipalities and Government entities.
- Complete all activities and deliverables within the agreed timescale and budget limits.

- Closely work and support the MCW project team to reach out target people of inaccessible area of target municipalities.
- Assess the capacity needs of MCW staff team develop orientation and mentorship packages, and organize onsite coaching in coordination with YAC management and CARE Nepal.
- Provide technical assistance to the MCW project team to carry out periodic review of the project progress and scaling up project learnings.

**R2. Planning and Implementation:**

- Lead the inception phase and design and regularly update detailed annual work plans (Detailed Implementation Plan – DIP) and budgets.
- Ensure these plans and budgets are used by USAID and CARE Nepal teams to monitor progress towards program objectives.
- Design project implementation strategy, approaches ensuring achievement of project objectives.
- Develop monthly timeline, work plan and implementation of activities in accordance with procedures and obligations specified in project Agreement.
- Ensure integration of project activities and budget in the Annual plan of working Municipalities.

**R3. Reporting, Documentation and Dissemination:**

- Ensure programmatic reports for donors and government are prepared, ensuring high quality and timely submission.
- Prepare reports and process documents on progress and changes noticed during project interventions and communicate the information and learning with partner and with appropriate forums.
- Prepare monthly updates and periodic status reports and develop process descriptions, best practices, and learning materials.
- Ensure quality preparation of project annual reports and success stories and share key findings and learning in relevant forums.
- Be fully aware of and comply with Donor compliance regulations.
- Oversee the implementation and management ensuring timely submission of all deliverables.

**R4. Monitoring and Adaptive Management:**

- Strong collaboration to establish systems and processes for periodic review of project implementation.
- Incorporate learnings and contextual analysis into adaptive management and the DIP, facilitating necessary mid-course corrections.
- Support and coordinate with the M&E team under the leadership in monitoring implementation, progress analysis, and use of data for decision-making to improve program performance.

**R5. Networking, Liaison, and Communication**

- Build functional coordination and communication with the working Municipalities, province and related government institution/authorities and engage in the planning and implementation of project activities.
- Strengthen networking among government sectors, non-government / private stakeholders, and communities and develop knowledge products.
- Represent in sub-national level forums or meetings, promoting project initiative and ensuring resource leverage.
- Ensure clear, accurate, and timely communication with stakeholders, partners, and participants and sustain relationships with local/province government and non-government organization for ongoing support and collaboration.
- Represent the project in formal and informal relationships with local governments, implementing partners, CSO networks, and the international and local NGOs.

**Accountability:**

- Hold self-accountable for making decisions and managing resources efficiently and effectively.
- Hold the team accountable to deliver on their responsibilities, providing the necessary support to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

- Set ambitious and challenging goals for himself and for the team.
- Take responsibility for personal development and encourage team to do the same.
- Engage and motivate others.

- Think strategically and on a national-global scale.

**Creativity:**

- Develop and encourage new and innovative solutions.
- Be willing to take disciplined risks.

**Integrity:**

- Be honest, encourage openness and transparency, and demonstrate the highest levels of integrity.

**Qualification, Experience and Skills**

- Bachelor’s degree in public Health/or Nursing or any relevant discipline.
- At least five year's relevant experience in health and Nutrition and have experience managing programs of similar nature in a development context,
- Have practical experience on collaboration and coordination with government and non-government organizations leverage resource and technical expertise.
- Have skill, knowledge, and experience in designing program strategy, team building, and a good understanding of government policies, programs, SDG, and Climate change.
- Excellent command on writing and speaking in both English and Nepali language along with computer skills on office package and internet.
- Ability to work effectively with government representatives across different sectoral units, private sector entities, local community organizations, donors, and other stakeholders, particularly at the province and local level.
- Excellent understanding of civil society dynamics, human rights, democracy, and social development.
- Strong staff management, budget, and M&E skills.
- Strong negotiation and conflict management skills.

This job description outlines the key responsibilities and qualifications for the Project Coordinator position within the Mother and Child Wellbeing project. The Project Coordinator will play a crucial role in ensuring the successful implementation of the program objectives in Kailali district.

**Job Description and Task Responsibility: Officer**

- Reports to** : Project Coordinator
- Duration** : 10 Month (with possibility of extension)
- Expected starting Date** : July 2024
- Duty Station** : Office of YAC Nepal- Kailali with frequent field visit
- Purpose of the Position** : The Health Officer will be responsible for implementing the health and nutrition components of the "Mother and Child Wellbeing project" (MCW) in 5 Municipality and Rural Municipality in the Kailali district. The officer will work closely with local governments (RM/Ms), Civil Society Organizations (CSOs), Community-Based Organizations (CBOs), Health and agriculture sectoral Offices, and other stakeholders to ensure quality implementation of the project. Key role of this position includes capacity development of health workers, promotion of nutrition-sensitive practices, behavior, improve food consumption pattern, data management, report writing, communication, and coordination towards achieving project objectives.

**Major Responsibilities**

**R1. Planning and Implementation:**

- Plan and implement health and nutrition-related activities, ensuring high quality and timely completion of project activities.
- Develop detailed implementation guidelines (DIG) and a detailed implementation plan (DIP) for the health and nutrition components of the project.
- Design content and conduct session ensuring improvement the nutritional practices, behavior and food consumption pattern of the targeted communities.

- Organize review of project activities assess the progress, gaps, and learnings and develop plan for improvement ensuring the project outcomes.
- Prepare monthly activity plan with process ensuring timely implementation of project activities.
- Ensure integration of health-related activities in the Palika's annual plan and policy for resource leverage.
- Facilitate health service improvement activities to enhance the quality and accessibility of health services.

**R2. Capacity Building, training workshop and meetings:**

- Assess the capacity need of field level staff and facilitate the capacity building and skill training to staff and community representatives to implement the health and nutrition related activities.
- Facilitate the session to project field staff build their capacity preparing the food and nutrition plan and its implementation.
- Sensitize field staff, government health and agriculture staff on nutrition rich home garden concept and technology.
- Build the capacity of health workers, community health volunteers, and other stakeholders to facilitate the overall process of planning, implementation, and monitoring of health and nutrition plans at the local and community levels.
- Conduct training sessions and workshops to enhance the knowledge and skills of health and nutrition service providers.
- Promote nutrition-sensitive practices, knowledge, skill among the target communities.
- Conduct community behavior change communication (BCC) sessions to improve nutritional behaviors and practices.
- Develop and distribute educational materials on health and nutrition.

**R3. Monitoring and Evaluation:**

- Establish and maintain a robust monitoring and evaluation system for health and nutrition activities.
- Conduct regular field visits to monitor program activities and provide technical backstopping.
- Collect, analyze, and report on health and nutrition data to track progress and impact.
- Participate in review meetings/workshop organized by respective Palika and share the project progress and learnings.

**R4. Coordination, linkages and collaboration:**

- Coordinate with local health offices, CSOs, CBOs, and other stakeholders for effective program delivery.
- Facilitate the formation and effective operation of food safety and nutrition committees at the local level.
- Collaborate with local and province governments to finalize and expand model practices, learning, and good practices.
- Build collaborative actions with government and non-government organizations ensuring resource leverage and sustainability of project interventions.
- Work closely with the Agriculture Officer to ensure that nutrition-sensitive agricultural practices are promoted and integrated into the program.
- Support the development and management of home gardens and nutrition gardens incorporating climate-friendly practices.

**R5. Reporting and Documentation:**

- Prepare high-quality programmatic reports for donors and government as required, ensuring timely submission.
- Document case studies, success stories, and lessons learned.
- Maintain accurate records and databases related to health and nutrition activities.

**Key Skills and Qualifications**

- At least a bachelor's degree in public health/nutrition or Nursing or any other relevant discipline.
- At least three year's relevant experience in food, nutrition, WASH and health system improvement.
- Have experience, knowledge and understanding about key health and nutrition related issues and solutions.
- Experience in writing reports, communication skills, and a good understanding working with local and provincial government structure and mechanism.
- Ability to work in a multi-cultural environment and excellent facilitation skills.
- Experience in the usage of computers and office software packages.

- Updated knowledge of key health and nutrition related issues and solutions.
- Skill on networking, team building, organizational and communication skills
- Ability to work in a multi-cultural environment and diversity.
- A clear understanding of contemporary development issues-particularly in health and nutrition.
- Strong command on writing and speaking in English.

### **Title of Job: Monitoring Evaluation Accountability & Learning (MEAL) Officer**

<b>Reports to</b>	:	Project Coordinator
<b>Duration</b>	:	10 Months with possibility of extension
<b>Expected starting Date</b>	:	July 2024
<b>Duty Station</b>	:	Office of YAC Nepal- Kailali with frequent field visit

**Purpose of the Position:** The Monitoring Evaluation Accountability & Learning (MEAL) Officer will be responsible for ensuring quality conducting various monitoring evaluation activities in the implementation of the "Mother and Child Wellbeing project" (MCWP) in five Municipality/Rural Municipalities of Kailali District. He/she will also be responsible for accountability and capturing and sharing learning from the various perspectives of the project and share to stakeholders and other line managers. The MEAL officer in coordination with the project team will design, review, and update project activities, implementation process/strategy, and result base project monitoring frame ensuring achievement of the stated objective and outcomes of the project.

#### **Major Responsibilities**

##### **R # 1. Program planning and implementation:**

- Lead in Developing, reviewing and updating monthly, and quarterly planning and progress in consultation with staff team in regular basis and reporting and share the progress.
- Lead to prepare result base M & E framework, develop project data base system for periodic updates and analyze the data information to measure the project impact and gaps.
- Develop comprehensive monitoring plans and effective implementation.
- Implement robust monitoring, evaluation, learning and accountability systems in project and organizational level.
- Define and track key project performance indicators throughout the project's lifecycle.
- Create M&E tools aligned with the program's strategies for consistent use.

##### **R2. Program Monitoring:**

- Coordinate with PC and project team to be well understood about entire project monitoring frame, Result objective, indicators, outcome, and implementation process.
- Organize frequent field visit with close coordination with staff team and stakeholders for programming supervision and monitoring to analyze the effectiveness of project progress, implementation modality, process and inclusive participation in the entire project cycle.
- Develop and implement gender and caste based disaggregated data base monitoring mechanism/format to record and analyze the quality and quantity of project achievements.
- Carry out impact monitoring of the project based on the baseline data information and documented the +ve and -ve change in the livelihood of targeted communities due to project intervention.
- Organize participatory program review to assess the strength and identify gaps in entire programming cycle.
- Manage data entry, maintain databases, and collaborate with project staff to generate donor-required reports.

##### **R3. Capacity building, training and workshop-**

- Be updated with existing policy, and provisions of government policy, provisions related to health, nutrition, and annual policy programs of working Palika and sensitize project staff on such policy programs for lobby and advocacy to ensuring access of project target communities to such policy programs.

- Sensitize project staff and community representatives on government Target programs and policies related to food and nutrition for policy advocacy.
- Take lead role to organize joint visit with RM/M and Thematic committees' representatives in the project areas for learning sharing purpose.
- Sensitize project staff about project monitoring frame, data collection and report preparation.

#### **R4. Reporting and Documentation-**

- Ensure all the project related documents, reports, case lets, data information, strategy are in place.
- Contribute to the preparation of annual reports, technical briefs, and ICT materials.
- Collect and analyze data information of entire project activity, output, outcome and prepare report accordingly.
- Compile quarterly plan, progress, and review or meeting notes and circulate to staff and YAC Nepal.
- Organize frequent meetings and report the outcome of the meeting.
- Take lead role and coordinate with staff team and produce and publish annual Report-YAC Nepal, and other extension, and educational materials such as calendar, fact sheet, brochures, files, dairy etc mentioning the educational information related to MCW project.
- Prepare case studies highlighting project best practices and outcomes for documentation and reporting.

#### **R5. Coordination and linkages-**

- Maintain functional coordination with all government (RM/M, DCC, and province Assembly, Thematic committees) and non-government organizations- (Media, CSOs, RtF network, Forum and federations) for attaining project achievement at excellence level.
- Maintain coordination and collaboration with all project head, and staff members of YAC Nepal and promote learning sharing environment at organizational level.

#### **Key Skills and Qualifications**

- At least bachelor's degree in statistics or any other relevant discipline.
- At least three years' relevant experience in the field of MEAL.
- Expertise in data management, data collection, data analysis and reporting.
- Experience in the usage of computers and office software packages and expertise on Microsoft excel.
- Experience in writing reports, and a good understanding on monitoring frame -output, outcome. Input, and indicators.
- Updated knowledge Monitoring Evaluation Accountability & Learning.
- Expertise in data management, data collection, data analysis and reporting.
- Experience in the usage of computers and office software packages and expertise on Microsoft excel.
- Ability to work in a multi-cultural environment and diversity.
- Experience in writing reports, and a good understanding of the development sector.

### **Title of Job: Gender Equality and Social Inclusion (GESI) Officer**

<b>Reports to</b>	:	Project Coordinator
<b>Duration</b>	:	10 Months (with possibility of extension)
<b>Expected starting Date</b>	:	July 2024
<b>Duty Station</b>	:	Office of YAC Nepal Dhangadhi, Kailali with frequent field visit

**Purpose of the Position:** The GESI Officer will be responsible for ensuring gender equality and social inclusion in the implementation of the "Mother and Child Wellness Partnership Program" (MCWPP) in Kailali. This role involves promoting GESI principles, facilitating community engagement, and ensuring that program activities are inclusive and equitable.

#### **Major Responsibilities**

##### **R1. Planning and Implementation**

- Work closely with the team to develop and implement GESI-sensitive strategies and activities.
- Provide technical leadership to MCW project team in aspects of GESI and governance to promote resilience.

- Identify the areas to promote GESI and governance and ensure GESI principles are integrated into all aspects of the program.
- Develop operational plan in line with GEDSI and Governance to guide integration and priorities throughout MCW project cycle.
- Support team to develop work plans and budget from a GESI perspective
- Integrate community approaches, methods, gender sensitivity and capacity building into the program as appropriate.
- Conduct reflection sessions for program staff on a regular basis on GESI and transformative approach to raise awareness and enhance understanding
- Work with local groups to ensure the active participation of women, youth, and marginalized communities.
- Conduct community behavior change communication (BCC) sessions on gender and social inclusion.

## **R2. Capacity building, training and workshop**

- Conduct training sessions and workshops to build the capacity of staff, partners, and community members on GESI issues.
- Develop training materials and resources to promote understanding and integration of GESI.
- Facilitate community discussions and engagement activities focused on gender equality and social inclusion.
- Support the capacity building of women, youth, and marginalized farmers to negotiate and lobby on public issues with local government and other stakeholders.
- Advocate for GESI considerations in local policies and programs
- Develop and implement GESI-specific monitoring and evaluation frameworks.
- Good understanding on safeguarding of child, adults and disabled persons.
- Collect and analyze data to assess the impact of GESI activities and ensure compliance with GESI standards.
- Provide technical input, guidance and communication for the programs in local government annual plan and providing technical guidance, developing work plans in collaboration with team,
- Lead to develop and review of GESI-responsive training curriculums and materials

## **R3. Monitoring follow up, Reporting, Documentation and dissemination**

- Support integration of inclusion and governance into the program's M&E to ensure that inclusion and governance are reflected in output, outcome and impact level indicators.
- Support assessments for a gender and social inclusion analysis, manage data collection, analysis and developing recommendations based on findings.
- Work closely with the program team to integrate the findings from the gender analysis into the project's work plan and process.
- Prepare reports on GESI activities and outcomes for internal and external stakeholders.
- Document the progress and achievements to ensure best practices are captured and disseminated
- Contribute to ensuring program data and analysis are used for learning by actively participating in all programs, project partners, and others as required
- Develop and disseminate educational materials on GESI.
- Document case studies, success stories, and lessons learned related to GESI.
- Ensure proper documentation of all GESI-related activities and maintain accurate records. Ensure that GESI activities are delivered according to established standards and best practices.

## **R4. Coordination, collaboration and linkages**

- Collaborate with local governments, NGOs, and other stakeholders to promote GESI in the program.
- Build and maintain relationships with key GESI partners and networks.
- Build coordination and collaboration with local level CSOs, CBOs and I/NGOs working in the project Municipalities for synergy result.

## **Key Skills and Qualifications**

- At least bachelor's degree in gender studies or social work or any other relevant discipline.
- At least 3 years of relevant, professional experience focused on Gender and nutrition, Community Governance in food and nutrition security, agriculture & livelihood.
- Practical experience in leading gender analysis, GESI/gender audits, Household dialogues and issues of in-house food system.

- Sound understanding of constitutional provisions related to GESI in Nepal, and policy programs related to GESI.
- Ability to work in diverse teams and show initiative.
- Practical experience in leading gender analysis, GESI/gender audits, Household dialogues and addressing unpaid care work is an advantage.
- Sound understanding of constitutional provisions related to GESI in Nepal, and local government GESI policy programs.

### **Title of Job: Agriculture and Marketing Officer**

**Reports to** : Project Coordinator  
**Duration** : 10 Months with possibility of extension  
**Expected starting Date** : July 2024  
**Duty Station** : YAC Nepal Office Dhangadhi-1, Kailali with frequent field visit

**Purpose of the Position:** The Agriculture Officer and Marketing Officer will be responsible for implementing the agriculture and marketing components of the "Mother and Child Wellbeing Project" (MCW) in five Municipalities (RM/MS) of the Kailali district. Working closely with local governments (Palika), Civil Society Organizations (CSOs), Community-Based Organizations (CBOs), and Health, Agriculture and Women, Child and senior Citizen Officer will ensure quality implementation of the program. Key duties of this position include capacity development of farmer groups, distribution of agricultural support, supply chain management, food and vegetable development, technical guidance, data management, report writing, and stakeholder coordination.

#### **Major Task and Responsibilities:**

##### **R1. Program Planning and Implementation:**

- Plan and implement project related activities, ensuring high quality and timely completion.
- Support the capacity building of staff and key stakeholders to facilitate the overall process of planning, implementation, and monitoring of program plans at the local and community levels, with a focus on good governance and Gender Equality and Social Inclusion (GESI).
- Coordinate with Project Coordinator and other project staff in creating an enabling environment at the Palika level, CSOs, and community groups for effective program delivery.
- Provide support and assistance to PC in developing detailed implementation guidelines (DIG) and a detailed implementation plan (DIP) for the program.
- Promote and demonstrate agricultural innovations, technologies, and practices.
- Support the development of policies and regulations, and the creation of daily dietary plan based on locally available nutritious vegetables, crops and fruits.

##### **R2. Capacity building, training and workshop**

1. Facilitate and support the field team for the implementation of MCW project related activities as planned in the Detail Implementation Plan (DIP) in close coordination with other concerned authorities.
2. Organize and facilitate training, workshops, meetings, and interaction to staff and target communities on project activities, implementation process, approach and working modality.
3. Facilitate different trainings and orientation about Nutrition Rich Home Garden concept and technology.



4. Design content and session on climate smart and gender sensitive agriculture technology, and Nutrition rich food package/system.
5. Ensure target achievement in each project area and provide bi-monthly, half yearly and yearly report in the given timeline.
6. Contribute to develop practical solutions/innovations to respond the identified problems
7. Document learnings, best practices, success stories, IEC and disseminate.
8. Develop and established marketing mechanism and packaging and branding of nutrient rich local food commodities.

### **R3. Monitoring, Documentation and Reporting**

- Review and verify data related to the MCW project
- Gather, analyze, and prepare outcome monitoring (OM) reports, including challenges, progress, and learning of project outcomes/outputs on a regular basis (monthly, bi-monthly, quarterly, half-yearly, and yearly).
- Maintain and compile databases, case studies, and reports as required.
- Facilitate frequent monitoring of the project activities at the field and provide timely feedback to the supervisor and incorporate learnings in the report.
- Ensure proper documentation of indicators, reports, data, manuals, guidelines, media reports, visibility items, agreements, MoUs, and other relevant documents.
- Share documentation with the CARE Nepal team as required.

### **R4. Coordination, Collaboration and linkages**

- Maintain functional coordination and collaboration with Working Palika, CSOs, and province government authority/institution ensuring effective implementation of project activities.
- Coordinate with government agencies, other line agencies, the private sector, local CBOs/CSOs, and other stakeholders for effective program delivery, creating synergy, and leveraging funds.
- Manage visits from donors and other stakeholders, ensuring smooth coordination and effective communication.
- Coordinate with private sector, cooperatives, and farmer, s associations for synergy results.
- Representational skills and proven ability to coordinate with and influence others
- Ability to work in team and show initiative.
- Experience in writing reports, and a good understanding of the development sector.

### **Key Skills and Qualifications**

- At least bachelor's degree in agriculture or any other relevant discipline.
- At least three year's relevant experience in nutrition sensitive agriculture production and marketing.
- Experience and knowledge to design and implement climate-sensitive production technology.
- Experience in handling food and nutrition livelihood projects.
- Experience on postharvest technology, quality control of agriculture commodity, establishment and building marketing linkages will be the added value.
- Having advance computer skills in word processing, spreadsheets and presentations
- Skill on networking, team building, organizational and communication skills.
- A clear understanding of contemporary development issues-particularly in agriculture and value chain and marketing. Experience in writing reports, and a good understanding of the development sector.
- Proven experience in addressing governance issues in a development setting and in-depth knowledge of inclusion and governance issues from biodiversity, sustainable landscape and climate adaptation perspectives.
- Strong problem-solving skills and the ability to work under pressure.
- Flexibility and adaptability to changing environments and conditions.

## **Title of Job: Admin and Finance Officer**

**Reports to** : Project Coordinator  
**Duration** : 10 Months with possibility of extension  
**Expected starting Date** : July 2024  
**Duty Station** : YAC Nepal Office Dhangadhi-1, Kailali with frequent field visit to project area

**Purpose of this position** : Admin Finance Officer (AFO) of the Child DREAM Project will be fully responsible for leading overall administrative and financial-related tasks. The AFO will be based in Jumla District with frequent travels to the working area.

### **Major Task Responsibility-**

1. Overall Budget planning of MCW project and develop Monthly, quarterly, and annual budget plan in line with Detail project implementation plan.
  2. Ensure the financial compliance during planning and implementation of budget plan.
  3. Carry out day to day financial and admin work ensuring effective financial and budget management.
  4. Maintain record of overall expenditure of the program activities ensuring that all the admin and financial policy provisions are implemented effectively and efficiently.
- Prepare report and ensure the financial transactions, payments and procurements held as per organization policy and government regulations.
  - Assist the organization and management of internal and external audits
  - Ensure, develop & maintain income goods, equipment, material and their posting into the proper ledger.
  - Calculate the taxes on applicable deducted sources, deposit in timely to concerned office.
  - Maintain proper filing and effective documentation of all documents related to finance and administration.
  - Facilitate to release advance to the program staff implementation at district, province and Palika level.
  - Receive, verify and ensure that supporting documents are submitted by program staffs while settling advance.
  - Check and ensure attendance, payment and other necessary supporting documents required for settlement.
  - Provide orientation to the project staff on financial norms and policy of the project.
  - Prepare and submit qualitative and quantitative financial report to Partner organization.
  - Perform any other duties as required or requested by line manager and the board.
  - Coordinate and communicate with Auditors to carry out the project and organizational audit in time.
  - Maintain staff attendance/Time Sheet and annual leave records

### **Qualification & Required Skills**

- At least bachelor's degree in finance and accounting or any other relevant discipline.
- At least three year's relevant experience on administrative and financial work in development sector.
- Experience of office management, staff management, basic finance management and procurement management
- Self- motivated and capable of managing work independently
- Good understanding of the laws of Nepal related to tax, insurance, etc.
- Sound knowledge of Nepal Tax laws and policies; proficiency in SSF / CIT/banking transactions;
- Sound computer skills with the ability to work with spreadsheets, and accounting software packages with a sound knowledge of MS Word, Excel, and PowerPoint.
- Experience in reporting to donors in an NGO environment.
- Excellent Finance report writing, data management, documentation and presentation.
- Strong knowledge of child and women's rights and gender justice, advanced understanding of the development and NGO sector.

## **Title of Job: Nutrition/ Agriculture and Marketing Facilitator**

<b>Reports to</b>	:	Project Coordinator
<b>Duration</b>	:	10 Months with possibility of extension
<b>Expected starting Date</b>	:	July 2024
<b>Duty Station</b>	:	Kailali
<b>Purpose of Position</b>	:	The incumbent will be responsible to perform all coordination and collaboration with Palika and project target Groups for smooth and quality implementation of the MCW project activities. She/he will be liable for extension, communication and training of farmers; diagnosis of community issues, problems and needs as well as priorities them; obtain solutions for recommendations; assists to implement project activities. More specifically, s/he will be responsible for the following tasks.

### **Major Task Responsibilities:**

- Support Project team of the program to create the enabling environment at Palika, and at the community level for effective delivery of the project activities.
- Facilitate to establish farmer's groups, follow up on regular target community meetings and identify the agenda for discussion.
- Support to project officers for selection of local level promoters, support to establish demonstration plot for nutritious rich Home garden applying climate-sensitive technologies.
- Support Officers and PC to establish collaboration and coordination with Local Government, community beneficiaries, Farmer groups and other CSOs and CBOs.
- Support Project officers and Admin & Finance Offices for the establishment of Supply Chain Management.
- Support to develop policies, regulations, plans and daily dietary plan suitable for child and mothers.
- Support Agriculture and marketing Officer to develop a detailed implementation plan (DIP) of the program of the assigned area.
- Support and facilitate the integration of program components at the Annual plan of respective Palika.
- Organize group meetings frequently to provide technical assistance and backstopping to farmer groups, cooperatives and individual farmers.
- Support and Facilitate orientation session on Farmer's school on nutritious food system and behavioural change.
- Data collection from field and sent to the related offices timely.
- Facilitate orientation session farmer's training activities.
- Perform activities related to post-harvest, and marketing of agriculture products.
- Prepare report of training and meeting event and submit to the respective project officers.

### **Key Skills and Qualifications:**

- At least Junior Technical Assistant (JTA) or at least intermediate degree in any other relevant discipline.
- At least three years' relevant experience in climate sensitive agricultural technology.
- Able to discover, investigate & make successive plans for agriculture farms and policies of agriculture.
- Practical knowledge and experience on home garden concept and nutrition rich food packaging, and postharvest technology.
- Have experience and knowledge about climate smart technology and practices
- A good understanding of the local language will be preferred.
- Ability building networking, coordination and communication skills & Good interpersonal skills.
- Good understanding of the local language will be preferred.
- Fluent networking and coordination skills.
- Good interpersonal skills.

- SANM (Auxiliary Nurse Midwife)/CMA (Certified Medical Assistant) with at least 3 years' of experience (Preferred HA and Staff Nurse)
- Good oral and written communication skills in Both English and Nepali.
- Good understanding of the local language will be preferred.
- Fluent networking and coordination skills.
- Good interpersonal skills.