

Youth Acting For Change Nepal
Job Description – Agriculture Officer

Name of Employee	
Address	
Program/Project	Nurture Every Future- Poshan
Designation	Agriculture Officer
Immediate Line Manager	Project Coordinator
Line Management (supervisory role)	Agriculture Facilitators
Working Area	Kailali District
Duty Station	5 Working Municipality
Contract Period	From 1 July 2026 to 30 June 2027

Purpose of the Position: The Agriculture Officer will lead the implementation of agriculture components under the Nurture Every Future: Poshan Nepal project in Kailali district. The role involves close collaboration with local governments, CSOs, CBOs, and sectoral stakeholders (Health, Agriculture and Livestock, WASH, Education, and Women, Children, and Senior Citizens). Key responsibilities include planning, coordinating, implementing, and monitoring nutrition-sensitive agriculture, livelihoods, and economic empowerment interventions. Core functions encompass strengthening household nutrition gardens; promoting diversified, climate-resilient production systems; managing digital input voucher (Kisan Card) support; building staff capacity; ensuring quality of household-level interventions; facilitating linkages with agri-input suppliers; supporting input supply systems; mobilizing lead farmers and community groups; and advancing equitable access to safe, diverse, and nutritious foods. The role also includes data management, reporting, and stakeholder coordination.

The position requires at least 70% field engagement, providing technical backstopping to field staff, monitoring progress, and strengthening stakeholder collaboration. The Agriculture Officer is accountable for effective delivery of project activities, achievement of results, and the use of evidence-based approaches to enhance performance and sustainability.

Major Task and Responsibilities:

Program planning and Implementation:

- Lead planning, implementation, and monitoring of nutrition-sensitive, climate-smart agriculture, food systems, and livelihoods interventions in line with approved plans and targets.
- Strengthen household nutrition gardens to ensure year-round production of diverse, nutrient-rich foods and improved dietary outcomes.
- Promote regenerative and climate-resilient practices, including composting, biopesticides, IPHM, and water-efficient technologies.
- Oversee implementation and scaling of the Kisan Card system, ensuring quality, timeliness, and alignment with project activities.
- Coordinate with input suppliers, financial institutions, local governments, cooperatives, private sector actors, and market stakeholders.
- Build capacity of agriculture facilitators, lead farmers, and stakeholders, ensuring integration of good governance and GESI principles.
- Ensure strong alignment of agriculture interventions with health, WASH, education, women and child, and market components.
- Support an enabling environment through coordination with project teams, CSOs, and community groups.
- Promote agricultural innovations, post-harvest technologies, and good practices to enhance sustainable productivity and market access.

- Engage government stakeholders to inform policies and regulations based on field best practices.
- Ensure effective mobilization and supervision of agriculture facilitators in coordination with the project team.
- Facilitate partnerships with input suppliers and financial institutions for efficient digital service delivery via Kisan Card.
- Support nutrition assessments and ensure follow-up for SAM/MAM cases, including targeted food and input support for vulnerable households.
- Promote integrated farming systems, farmer field business schools, and market-oriented approaches.
- Facilitate livelihood diversification through nutrition-sensitive enterprises and locally viable income-generating activities.
- Strengthen cross-sector collaboration to ensure cohesive delivery across agriculture, nutrition, WASH, education, GESI, and social protection.

Capacity Building, Training, and Workshops

- Support implementation of activities in line with the Detailed Implementation Plan (DIP) in coordination with stakeholders.
- Design and deliver trainings, workshops, and orientations for staff and communities on project approaches, nutrition, and healthy diets.
- Develop training modules on nutrition gardens, climate-smart agriculture, post-harvest management, food loss reduction, market engagement, and women's economic empowerment.
- Strengthen market linkages and promote aggregation, value addition, and local enterprise development.
- Conduct community assessments to identify value chain opportunities and develop practical solutions.
- Document and disseminate learnings, best practices, and IEC materials; promote systems for value addition and post-harvest loss reduction.

Monitoring, Documentation, and Reporting

- Review, verify, and manage project data; maintain databases and records.
- Prepare periodic progress and outcome reports, capturing achievements, challenges, and lessons learned.
- Conduct field monitoring and provide technical support to facilitators and community groups.
- Ensure comprehensive documentation of indicators, reports, agreements, and visibility materials.
- Support assessments, surveys, evaluations, and evidence generation.

Coordination and Collaboration

- Maintain partnerships with government agencies, AKCs, cooperatives, financial institutions, private sector actors, and CBOs/CSOs.
- Facilitate multi-stakeholder coordination to enhance synergy, resource mobilization, and program effectiveness.
- Support donor and stakeholder engagements and strengthen partnerships for sustainability.

Financial and Administrative Compliance

- Implement activities within approved budgets and ensure compliance with policies and

donor requirements.

- Ensure timely financial documentation, settlements, and accurate record-keeping.
- Support logistics and administration for trainings, meetings, and field activities.

Safeguarding, GESI, and Accountability

- Ensure gender-responsive, inclusive, and participatory approaches across all activities.
- Promote participation of women and vulnerable groups.
- Adhere to safeguarding, PSHEA, and Child Protection standards and strengthen accountability mechanisms.

Qualifications and Experience

- Bachelor's degree in agriculture with at least 3 years of relevant experience.
- Experience in nutrition-sensitive agriculture, livelihoods, and multisectoral coordination.
- Strong facilitation, communication, reporting, and computer skills.
- Knowledge of GESI, safeguarding, accountability, and MEAL systems.

Competencies

- Strong stakeholder engagement and interpersonal skills.
- Leadership, coordination, and problem-solving abilities.
- Collaborative, team-oriented approach with commitment to accountability and organizational values.

I hereby declare acceptance of the above-mentioned Job Description.