

Youth Acting for Change Nepal

Job Description – Field Officer

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

Purpose of the Position

The Field Officer is responsible for coordinating, facilitating, implementing, and monitoring multisectoral nutrition interventions at the municipal level under the Nurture Every Future: POSHAN Nepal project. The role works closely with local governments, sectoral offices, health facilities, and community groups to strengthen implementation of the Nutrition Friendly Local Governance (NFLG) framework aligned with MSNP-III. As the municipal focal point, the position leads to coordination, planning, budgeting, implementation, reporting, and advocacy for nutrition-sensitive and nutrition-specific interventions. It ensures strong field engagement, system strengthening, and integration of Governance, GESI, safeguarding, accountability, and MEAL across all activities. The position is based on working municipality and dedicated to spending all the quality time on field visits, monitoring, and technical support to ensure project objectives are achieved.

Major Task and Responsibilities:

Program Planning and Implementation

- Support implementation of approved plans (DIP/DIG) in coordination with project teams and stakeholders.
- Mainstream GESI, women's empowerment and positive social norms in municipal nutrition planning and implementation in accordance with the GESI Integration Framework.
- Facilitate development of Municipal Nutrition Profiles and integrated nutrition action plans.
- Promote nutrition-sensitive, climate-resilient agriculture and local food systems targeting vulnerable households.
- Support NFLG/NFHF endorsement processes, indicator-based planning, and community mobilization.
- Facilitate community structures, awareness campaigns, SBC interventions, and municipal-level events.

Capacity Building, Training, and Workshops

- Deliver training, coaching, and technical support on MSNP/NFLG to local governments and community stakeholders.
- Strengthening capacity for multisectoral planning, implementation, monitoring, and indicator documentation.
- Provide technical backstopping to agriculture, health, and WASH facilitators.

Monitoring, Documentation, and Reporting

- Conduct regular field monitoring to ensure quality implementation and progress tracking, and integration of GESI principles across project interventions.
- Collect, verify, and report data in coordination with the MEAL team.
- Prepare periodic reports and document best practices, lessons learned, and case studies.
- Maintain comprehensive records and support adaptive management.

Coordination and Collaboration

- Facilitate NFSSC and ward-level coordination mechanisms to strengthen multisectoral and inclusive planning, review, and decision-making.
- Support the adoption and operationalization of the NFLG framework and integration of nutrition into municipal plans and budgets.
- Strengthen coordination across health, agriculture, WASH, education, and social sectors.
- Collaborate with government bodies, CSOs, private sector, and MSNP structures for resource leveraging and joint planning.
- Facilitate stakeholder coordination, learning-sharing, and advocacy on nutrition, gender responsive, inclusive participation of women, and harmful social norms and behavior.
- Represent the project in municipal forums and promote community engagement and accountability.
- Responsible for coordination roles with district level thematic officers, Project coordinators.

Financial and Administrative Compliance

- Ensure activities are implemented within approved budgets and compliance requirements.
- Maintain accurate financial documentation and support logistical arrangements for project activities

Safeguarding, GESI, and Accountability

- Ensure gender-responsive, inclusive, participatory approaches across all activities; promote participation of women, children, marginalized, and vulnerable groups.
- Demonstrate positive behaviours in accordance with organizational Code of Conduct and safeguarding policies, including Prevention of Sexual Harassment, Exploitation, and Abuse (PSHEA) and Child Protection.

- Strengthening community feedback and accountability mechanisms at all levels and ensure safety and security compliance during project implementation and field engagement.

Qualifications and Experience

- Bachelor's degree in public health, Nutrition, Agriculture, Social Sciences, or related field.
- Minimum 3 years of experience in nutrition, public health, livelihoods, or local governance.
- Proven experience in multisectoral coordination and working with local governments.
- Strong facilitation, communication, reporting, and computer skills.
- Knowledge of MSNP, NFLG, GESI, safeguarding, and MEAL systems.

Competency

- Strong stakeholder engagement and coordination skills.
- Leadership and problem-solving abilities.
- Team-oriented and adaptive approach.
- Commitment to safeguarding, accountability, and organizational values.

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