Job Title:	**Program Manager – Cooperative Development**
Position Number:	TBD
New or Refill:	New
Core position:	☐ Yes ☒ No
Salary Grade:	4
Division/Dept.:	Programs/Asia
Location:	Nepal Country Office
Relocation Funds:	Non-negotiable
Travel Required:	Minimum 75% annually

Heifer International is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with some form of specially-abled.

FUNCTION:

The Program Manager - Cooperative Development will be responsible for ensuring the successful and efficient functioning of all primary cooperatives/farmer-owned agri-businesses (FOABs), district unions, and apex body in the program in line with Heifer's vision, mission, goal, objectives, policies, and procedures. S/he will work closely with regional offices, country office departments and external stakeholders to improve cooperative governance, financial management and linkages and coordination with other institutions. S/he will collaborate with local/provincial/federal governments to implement the project and generate resources to ensure long-term sustainability of cooperatives. The Manager will also focus on building the capacity of local partners and provide continuous support to enhance the capacity of cooperatives and FOABs.

RESPONSIBILITIES AND DELIVERABLES:

Cooperative Capacity Building (40%)

- Develop conceptual framework for cooperative development (including strategies, standard interventions, milestones) to achieve the goals of Nepal signature programs.
- Deploy technical partners and cooperative experts as needed.
- Prepare and facilitate the implementation of a capacity development plan for cooperatives including primary, district union and apex body.
- Enhance the capacity of implementing partners and project staff for the effective implementation of cooperative capacity building activities at the field level.
- Develop/deploy the Cooperative Assessment Tool (CAT), along with a feedback mechanism, to enhance governance, operation, and financial management.
- Provide technical support for the smooth implementation of a cooperative accounting system.
- Organize capacity building events, meetings and exchange visits for cooperatives, implementing partners and project staff.
- Create an enabling environment for the continuous growth of all cooperatives.

Networking, Linkages and Coordination (25%)

- Explore opportunities for coordination and functional relationships with government, national/international agencies, associations, federations, private sectors, and other non-governmental sectors for collaboration and support.
- Coordinate with potential governmental and non-governmental organizations for partnership and resource leverage.

- Facilitate cross-learning among cooperatives and facilitate the adaptation of best practices.
- Create an enabling environment to raise resources from different sources for growth and development of the cooperatives/FOABs.
- Represent Heifer in FOAB related forums and advocate for smallholder farmers and Social Entrepreneur Women (SEW) cooperatives.
- Keep abreast of the latest developments in the cooperative sector globally.

Training packages for cooperative development (20%)
- Prepare and update cooperative policies, guidelines, directives, training manuals and training materials regularly.
- Ensure all cooperatives' policies and guidelines are in compliance with local/provincial and federal acts, rules, standards, and directives.
- Facilitate cooperatives to put in place a system to regularly update their policies, guidelines, directives, training manuals.
- Support the cooperatives/FOABs in development/updating of strategic plans and implementation plan.

Documentation and reporting (10%)
- Prepare periodic reports, document best practices, case studies and lessons learned.
- Prepare analytic reports as required for the leadership, and other related stakeholders.
- Build the capacity of cooperatives to prepare and submit reports to concerned line agencies as mentioned in acts and rules.

Other job-related duties as assigned (5%)

QUALIFICATIONS AND SKILLS:
- A bachelor's degree or equivalent from a recognized university in Business Administration, Economics, Business Studies, Agriculture, or related field is required, plus at least seven (7) years of related experience, including two (2) years in a supervisory role, OR
- Master's degree from a recognized university with at least five (5) years of relevant experience, including two (2) years in a supervisory role
- Knowledge and experience working with subnational government, NGO and other stakeholders
- Excellent communication and interpersonal skills in order to work effectively with a variety of stakeholders

ESSENTIAL COMPETENCIES:
- Ability to work independently, manage multiple priorities, and meet deadlines
- Ability to prepare and present documents in a well-designed and attractive format with superior attention to detail
- An effective collaborator/team player who can train and operate harmoniously with a varied team, including field personnel in multiple sites
- Ability to work with sensitive information and maintain confidentiality
- Analytical and problem-solving skills to identify challenges and develop effective solutions
- Skills with Microsoft Office package, internet browser, and other appropriate technology
- Constant sitting, standing and walking, with occasional bending and lifting; may work at a computer for extended periods of time.
- Willingness to work with a flexible schedule
- Willingness to extensively travel to rural areas
- Able to effectively promote Heifer's mission, values, and objectives

- Sensitivity in working with multiple cultures and beliefs, and to gender equity