

## Heifer Project Nepal

Date 11.01.2023

Job Title: Associate Program Officer- AGCO  
Position Number: TBD  
New or Refill: New  
Core position: ☒ Yes ☐ No  
Salary Grade: 2 Step 3 and above  
Division/Dept.: Programs/Asia  
Dept. #/Subproject WO: TBD  
Reports to:  
Supervisor RESNO/Name: Bhola S Shrestha  
Supervision: Employees ☒ Yes ☐ No | Volunteers ☒ Yes ☐ No  
Location: Kathmandu Nepal  
Relocation Funds: Non-Negotiable  
Travel Required: Minimum 50% Annually

**Heifer Project Nepal 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 Associate programme officer will be responsible for implementing the project activities at the field level envisioned in the project "Climate Smart Dairy Farming in Nepal" a joint project between Heifer Netherland, Heifer Nepal, ILRI and NARC and funded by Agriculture Foundation (AGCO). S/he will be responsible to support for planning project implementation as per the project document, coordinating with stakeholders and report periodic progress in the prescribed format. S/he shall be also responsible for maintaining the highest standard in implementing project activities.

### **RESPONSIBILITIES AND DELIVERABLES: (including approximate percentage effort)**

#### **Project Implementation and Management (50 %)**

- Review the impact of climate change on livestock farming and the effect of livestock on climate change
- Document climate-smart dairy animal farming technologies
- Implement action research as envisioned in the project- reduction of CH4 emission through feeding and other management under the direct supervision of ILRI scientists and in coordination with NARC scientists.
- Train grassroots level technicians and farmers on climate-smart dairy animal farming
- Support experts at field level for estimating carbon sequestration from fodder trees and modeling zero carbon balance dairy animal farming

#### **Quality assurance and System Strengthening (30%)**

- Support biogas plant renovation and installation work assigned to the consultant/company
- Coordinate training of farmers on organic fertilizer and organic vegetable production

- Oversee the quality of field survey works assigned to consultants/ consulting firm
- Ensure accountability and compliance with donor requirements.
- Establish strong communication with all the relevant stakeholders throughout project implementation
- Coordinate between the project, Country Program, and HQ to ensure effective, efficient flow of information.
- Maintain a high level of standard at all levels of research data collection
- Maintain transparency and meet donor compliance during project implementation

#### **Progress Reporting and Planning (15%)**

- Prepare and review the quarterly work plan
- Periodic progress reporting in the prescribed format and time schedule
- Report to PI as and when necessary for smooth implementation of the project activities, that ensure achieving project outputs and outcome leading to project goal.

#### **Perform other job-related duties as requested (5%)**

#### **QUALIFICATION AND SKILLS:**

- Bachelor's degree in environmental science or any other relevant field (agriculture science, animal science, veterinary science, forest science) with at least 2 years of previous job experience of similar nature or MS degree in any of the above-mentioned fields with one year of experience.
- Other job-related education and/or experience may be substituted for all or part of these basic requirements

#### **Preferred Requirements:**

- Knowledge of animal experimentation (research design)
- Data management and analysis

#### **Most Critical Proficiencies:**

- Familiar with livestock and climate change issues
- Time management and ability to prioritize multiple tasks.
- Self-motivated person able to work without close supervision.
- Excellent computer knowledge with command of MS Excel
- Good leadership qualities and communication skills
- Ability to work under pressure to meet the deadlines

#### **ESSENTIAL COMPETENCIES:**

- a) Demonstrate a high degree of honesty and integrity.
- b) Willingness to work flexibly outside normal working hours.
- c) Ability to foster and maintain a spirit of unity, teamwork and cooperation.
- d) Constant face-to-face, telephone and electronic communication with colleagues, potential donors, and the general public.
- e) Motivated to work responsibly with little supervision.

- f) Ability to meet and deal with others in a courteous and tactful manner.
- g) Ability to work with sensitive information and to maintain confidentiality at all times.
- h) Sensitivity in working with multiple cultures and beliefs, and to gender equity