

Heifer Project Nepal

Job Title: **Associate Program Officer (project based)**
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 Program Officer is responsible for oversight of the entire “Climate Smart Dairy Farming in Nepal” project, ensuring smooth implementation and high quality to meet the project goal, outcomes and outputs. S/he will be responsible to coordinate with stakeholders and report on project progress.

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 the 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 work assigned to consultants/consulting firm.
- Ensure accountability and compliance with donor requirements.
- Establish and maintain strong communication with 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 standards at all levels of research data collection.
- Maintain transparency and meet donor compliance during project implementation.

Progress Reporting and Planning (15%)

- Prepare and review quarterly work plans.
- Provide progress reports on schedule and in the required format.
- Report to Principal Investigator on project progress and discuss next steps as appropriate.

May perform other job-related duties as assigned (5%)

QUALIFICATIONS AND SKILLS:

- Bachelor's degree in environmental science or a related field (agriculture science, animal science, veterinary science, forest science) with at least two (2) years of previous job experience of a similar nature, OR an MS degree in any of the above-mentioned fields with one year of experience
- Knowledge of animal experimentation (research design)
- Data management and analysis
- Familiar with livestock and climate change issues
- Time management and ability to prioritize multiple tasks
- Self-motivated person able to work without close supervision
- Computer proficient in word processing, spreadsheets, electronic mail and internet (Microsoft preferred)
- Good leadership qualities and communication skills
- Ability to work under pressure to meet the deadlines

ESSENTIAL COMPETENCIES:

- Demonstrate a high degree of honesty and integrity.
- Willingness to work flexibly outside normal working hours.
- Ability to foster and maintain a spirit of unity, teamwork and cooperation.
- Constant face-to-face, telephone and electronic communication with colleagues, potential donors, and the general public.
- Motivated to work responsibly with little supervision.
- Ability to meet and deal with others in a courteous and tactful manner.
- Ability to work with sensitive information and to maintain confidentiality at all times.
- Sensitivity in working with multiple cultures and beliefs, and to gender equity