

Heifer International

Job Title: Program Officer
Location: **Janakpur Region, Field**
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 Officer will serve in accordance with HPIN's vision, mission, goal, objectives, policies, and procedures. S/he will coordinate with thematic leads to provide oversight in social capital, supply chain, market system development and cooperative development aspects of the project and provide strategic guidance and support to project partners, self-help groups (SHGs), cooperatives, and local governments for effective project implementation. The Officer will also build the capacity of local partners and provide continuous backstopping for optimum project results.

RESPONSIBILITIES AND DELIVERABLES: (including approximate percentage effort)

Ensure that projects are implemented, maintained, and completed on time (50%)

- Adopt appropriate strategies and plans at local government level to meet the goals and targets of the subawards.
- Prepare required guidelines for effective project implementation.
- Prepare Detailed Implementation Plan (DIP), facilitate implementation and track progress regularly.
- Support NGOs to start up and implement the projects with sound understanding of the project agreement.
- Ensure a transparent process in project staff hiring to recruit competent human resources.
- Provide backstopping to NGO partners and cooperatives on program management.
- Collaborate with thematic leads and ensure quality in project service delivery.
- Ensure effective mobilization of project staff.
- Maintain transparency and comply with all donor requirements during project implementation.

Project coordination, monitoring, and reporting (30%)

- Visit project sites, collaborate with farmers, SHGs, SHG networks, and cooperatives to understand the context, monitor progress, and follow up on recommendations.
- Report on project progress and discuss next steps as appropriate.
- Collaborate and develop good working relationships with local governments for smooth project implementation.
- Coordinate with related private sector (market actors, BFIs, insurance companies, etc.) and ensure that required services are delivered.

- Ensure the project milestones, objectives and requirements are fulfilled.

Networking, technical support and backstopping (15%)

- Develop and maintain a sound network of government, NGO partners and counterparts and other stakeholders.
- Develop and maintain links with relevant professional bodies.
- Ensure the capacity building of project partners, including training and backstopping.
- Create an enabling environment to access and disburse resources.
- Facilitate cooperative formation and capacity building.
- Establish linkages between value chain actors/buyers.
- Support lead farmers, entrepreneurs, and cooperatives to leverage resources from local government, provincial government, and other opportunities.

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

QUALIFICATIONS AND SKILLS:

- A bachelor's degree from a recognized university in Agriculture Science, Agribusiness, Agricultural Economics, or a related field plus a minimum of three (3) years' experience in a similar context is required.
- Experience working with an international organization is preferred.
- Good interpersonal skills.
- Time management and ability to prioritize multiple tasks.
- Proficient in word processing, spreadsheets, presentation tools, electronic mail (Microsoft Office preferred), and internet.
- Good leadership qualities and communication skills.
- Ability to work under pressure to meet deadlines.

ESSENTIAL COMPETENCIES:

- Ability to prepare and present documents in a well-designed and attractive format with superior attention to detail.
- Good team player with the ability to train and work cooperatively with a diverse staff, including field staff in several locations.
- Ability to work with sensitive information and maintain confidentiality.
- Ability to perform multiple tasks with minimal supervision.
- 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.