JOB/POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Field Officer</th>
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<tbody>
<tr>
<td>Level/Grade:</td>
<td>6</td>
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<tr>
<td>Supervisor/Reports to:</td>
<td>Team Leader, HGP IV</td>
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<tr>
<td>Co-Supervisor:</td>
<td>Training Officer, HGP IV</td>
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<td>Position Description:</td>
<td>New Revised ✓</td>
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<tr>
<td>Date:</td>
<td>July 2016</td>
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<tr>
<td>Duty Station:</td>
<td>Ramechhap</td>
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**Job summary:**
The Field Officer (FO) is responsible for planning, implementing, monitoring and reporting project activities in Ramechhap on the basis of YPO. The FO is responsible for organizing periodic programme reviews, reflective learning practice, district level training/workshop (in close co-ordination with the implementing partner organizations and other stakeholders) events and joint monitoring activities at the district level involving staffs of partner NGOs and other key stakeholders. The FO is responsible to supervise, guide and monitor TAs; produce event report, as well as quarterly, half-yearly and annual reports maintaining district and field level database in line with project M&E indicators. The FO reports to the TL, and is expected to spend approx 50% of available time in program activity implementation and management, 10% in coordination, communication and networking, 10% in project monitoring, evaluation and reporting, 15% in program planning and strategy development, and 15% in staff management and team building. Specific responsibilities include the following:

**Program activity implementation and management**
- Implement project activities at the district and field level in accordance to approved work plan and budget
- Conduct case studies/action research, as required and document the process and key findings
- Supervise and instruct TAs to organize Home Garden diversity and food fair in the district to document the food diversity in the local community and to make community aware about importance of HG
- Organize drama and documentary at the community level to convey the nutrition message; organize and distribute Diversity kits/ HG kits (seed of different varieties of vegetables, saplings of fruits, mushroom, honey bee etc.) to the SHDAGs
- Provide information on market linkage and types of HG produces to be grown
- Facilitate to organize training, workshop and seminar at VDC and district level
- Facilitate in establishing community seed bank, nursery, and promote high value products with aesthetic and cultural significance in the resource home garden;
- Facilitate with DADO in identifying and documenting local promising vegetables and fruit landraces and animal breeds for improvement/ promotion

**Coordination, communication and networking**
- Coordinate with district line agencies and other key stakeholders in planning and implementing field level activities in a coordinated way to ensure adequate programme synergies and to leverage resources
- Participate in relevant events organized by other stakeholders at the district level and cross fertilize learning both within and outside the project
• Coordinate with district government line agencies, local NGOs, media, and private sector, FCHVs, SDC-funded projects (where SDC/ Helvetas projects exist) and other relevant networks for greater learning and cross-fertilization of new ideas, lessons learned and good practices
• Coordinate with AFEC, VDC, DDC and DADO to endorse the project activities through government regular planning process and include in district programme

**Competencies and Personal Specifications**

• Good conceptual, inter-personal, communication, negotiation, co-ordination, facilitation and representation skills;
• Knowledge and skills to use participatory tools and methods;
• Strong interest to work on issues related to agriculture technology, livelihood enhancement and food security;
• Good analytical and problem solving skills;
• Self-motivated with time and stress management skills and ability to work independently;
• Ability to take responsibility, meet deadlines and make progress with minimum supervision;
• Willing to travel extensively to the project implemented sites to conduct trainings, monitoring and evaluation, and other field research and able to adjust and work in tough field situations;
• Capacity and willingness to learn new skills, research methods, and work routines under the mentorship of Team/Project Leader;
• Computer literate with proficiency in MS Office;
• Excellent attention to details including pro-activeness, creativity and reliability; and,
• Good oral and written communications in English and Nepali.

**Education, Experience and Social Competence**

Bachelors in Agriculture or Natural Resource Management. Candidates with two years of experiences will have an advantage. Sensitivity in the areas of gender and social inclusion.

Incumbent’s Signature: Date: .................. 2016

Team Leader’s Signature: Date: .................. 2016