

JOB/POSITION DESCRIPTION OF Programme Officer

Position title	Programme Officer
Level	7
Project	'Multi-hazard Early Warning for Anticipatory Action addressing lives and livelihoods'
Supervisor/Reports to:	Team Leader
Position description:	New ✓
	Revised
	Date: November 2023

BACKGROUND

'Multi-hazard Early Warning for Anticipatory Action addressing lives and livelihoods' project, funded by WHH, jointly implemented by People in Need (PIN) and LI-BIRD in Gurbakot Municipality of Surkhet district. The project aims to build a foundation for anticipatory action by establishing a functional end-to-end early warning system reaching the most vulnerable communities. Additionally, the project also intends to address the livelihood issues in early warning and Disaster Risk Reduction (DRR) at a watershed level considering the upstream-downstream linkage in hazards and varying vulnerabilities.

JOB SUMMARY

Reporting to Team Leader (TL), the Programme Officer (PO) will overall coordinate field level activities of the project, support the field team in implementation, monitoring and documentation. The PO's key duties include project planning, implementation and coordination; monitoring and quality control; data management, synthesis and report writing; communication, linkages and networking. The PO should ensure the project is being implemented as per the project's overall project goal, objectives and outcomes. The Programme Officer is also required to coordinate with the local and provincial government and district line agencies and other key stakeholders in planning and implementation to ensure adequate programme synergies, resource leveraging and scaling up of potential innovations. The Programme Officer needs to participate in relevant events organized by other stakeholders at the province/district level and cross-fertilize learning both within and outside the project.

KEY RESPONSIBILITIES AND TASKS

1. Project Planning, Implementation and Coordination

- Prepare monthly, quarterly, six-monthly and yearly work plans of his/her district working with the project team members and community

- Work closely with farmers' groups for effective implementation and quality delivery of project activities
- Support local government for the establishment and implementation of agro-met advisory service system and ensure that the households use agro-advisory service for crop planning and management to cope with disaster.
- Support Social Mobilizer to form/select farmers' groups and cooperatives to test and localize agromet advisory service.
- Support TL and other project team and experts in carrying out Landslide/flood susceptibility Mapping and Geohazard assessment and categorisation of landslide
- Support TL and Anticipatory Action (AA) lead of PIN for the preparation of Forecast-based Action (FBA) protocol in collaboration with the municipality.
- Support local communities for the development of Early Action as per the identified risks of the area in coordination with ward disaster management committee (WDMC) and community disaster management committee (CDMC)
- Coordinate with municipality and district-level stakeholders for the smooth implementation of the project.
- Support local government for the development and implementation of risk mitigation measures.
- Pilot locally led and integrated Early Warning System (EWS) against flood and landslides in identified risk prone areas of Gurbakot Municipality.
- Support local government and communities to be equipped and capacitated to institutionalize early warning action.

2. Monitoring and Quality Control

- Ensure timely and quality implementation of the project activities in the assigned municipality
- Ensure the project's relevance based on farmers' and stakeholders' feedback
- Manage the project's budget at the municipality level and ensure expenses are done in a timely manner and charged to the right budget codes
- Monitor the performance of SM, provide timely feedback and identify appropriate capacity building interventions for them
- Maintain a database for the effective monitoring and evaluation of the projects.

3. Data Collection, Synthesis and Report Writing

- a. Collect data from the field and support Team Leader and MEAL Manager to analyze data and develop appropriate articles (blogs, success stories, scientific articles, info sheets etc.) to communicate with stakeholders and donor agencies
- b. Prepare and submit weekly and the site level monthly and quarterly progress reports to the Team Leader as per the project's reporting cycle
- c. Ensure that lessons learned are documented and shared among the concerned stakeholders and with national operations

4. Communication, Linkages and Networking

- Setup communication and dissemination mechanism for anticipatory actions by building relationships with farmers, local partners, local stakeholders, local government and stakeholders.
- Ensure resolution of potential conflicts in a timely and agreeable manner.
- Develop blogs and case articles for LI-BIRD websites.

- Actively engage in the advocacy for local government and provincial governments for the establishment and operationalization of Early Warning System.
- Citizen science for crowdsourcing indigenous information.

5. Admin and Finance

- Ensure timely assistance on administrative matters of the project activities including financial management, human resource management and staff performance evaluation
- Contribute to other projects of LI-BIRD as and when required and as instructed by supervisor or Programme Coordinator
- Assist Team Leader as requested in technical and official matters

Education and Experience: Master's Degree in Agricultural Sciences or other relevant subjects with 2 years relevant experience preferably with agromet advisory and livelihoods. Candidates with valid motorbike/scooter license and work experience in the implementation and reporting of projects are encouraged to apply.

Competencies and Personal Specifications:

- Excellent attention to details including pro-activeness, creativity and reliability; and,
- Motivated to work on issues related to agriculture and livelihood enhancement;
- Experienced in programme planning, implementation, M&E, reporting, managing finance, and human resources;
- Statistically competent in data management and analysis;
- Strong conceptual, interpersonal, communication, negotiation and representation skills;
- Self-motivated with time and stress management skills and the ability to work responsibly;.
- Experienced in maintaining a congenial working relationship with all the associated stakeholders of the project;
- Proficient in M.S. Office (Excel, Powerpoint and Word) and fluent in both (written and oral) English and Nepali; and
- Experience in EWS, and understanding of the principles of people-centered EWS will add value.