



JOB/POSITION DESCRIPTION

Position Title	Project Officer
Level and Grade	6
Project	Green Evolution: The Pathways for Food System Transformation
Duty Station	LI-BIRD Site Office Jumla
Supervisor/Reports to	Project Coordinator
Position description	New ✓
Vacancy Date	April 2026
Anticipated Join Date	May 2026

BACKGROUND

‘Green Evolution: Pathways to Food System Transformation’ is funded by Welthungerhilfe (WHH) and the German Federal Ministry of Economic Cooperation and Development (BMZ) as a regional initiative in Nepal, India, and Bangladesh. In Nepal, LI-BIRD is implementing the project from April 2024 onwards in Surkhet, Dailekh, and Jumla districts, covering five municipalities. The project aims to support the implementation of national pathways towards equitable, responsible and sustainable food systems and is expected to strengthen the local agroecological systems through improved policy frameworks, operational structures and multi stakeholder cooperation at all levels.

JOB SUMMARY

Reporting to Project Coordinator, the Project Officer’s key duties include field activities planning, implementation, data management, and report writing. In addition, the Project Officer is required to provide technical support to the local partner organization and should ensure the project is implemented as per the project’s overall goal, objectives, and outcomes. Further, the Project Officer is required to coordinate with the local government and other key stakeholders for effective project implementation, building synergies, resource leveraging, and scaling up potential innovations.

KEY RESPONSIBILITIES AND TASKS

1. Project Planning, Implementation and Coordination

- Prepare annual and periodic work plans for assigned municipalities/districts in coordination with project team members, the Project Coordinator, Strategic Thematic Lead, and project consortium partners to ensure alignment with the objectives of the Green Evolution project;

- Implement project field activities as outlined in the approved work plan, ensuring timely execution, documentation, and reporting in accordance with project guidelines and donor requirements;
- Provide technical and coordination support to local partner organizations for the effective implementation of Farmer Field Schools (FFS) on agroecology, including planning, facilitation, and monitoring of field-based learning activities;
- Lead the establishment and management of agroecological demonstration farm sites in collaboration with partner organizations and local farmers to promote climate-resilient and sustainable farming practices;
- Coordinate and maintain regular communication with municipality and district-level stakeholders, including local governments, cooperatives, farmers' groups, and relevant institutions to ensure effective implementation and ownership of project interventions;
- Support the Project Coordinator, Strategic Thematic Lead, and other project team members in implementing project activities, strengthening collaboration among consortium partners, and ensuring synergies with other related initiatives;
- Maintain and regularly update a comprehensive database of project activities, training events, demonstration sites, and participant information to support monitoring, reporting, and knowledge management of the project.

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;
- Maintain a database for effective monitoring and evaluation of the projects.

3. Data Collection, Synthesis and Report Writing

- Collect data from the field and enter the LI-BIRD data bank;
- Support supervisor and MEAL Manager to prepare knowledge products such as blogs, success stories, scientific articles, info sheets etc. to communicate with stakeholders and donor agencies;
- Prepare periodic reports and share with supervisor and Strategic Thematic Lead.

4. Communication, Linkages and Networking

- Maintain proper communication with supervisors, local partner organization and other key stakeholders including local government for building synergies and partnership;
- Develop blogs articles and case articles for LI-BIRD websites;
- Ensure resolution of potential conflicts in a timely and agreeable manner;

5. Admin and Finance

- Ensure timely assistance on administrative matters of the project activities including budget management, human resource management and staff performance evaluation of supervisees.
- Contribute to other projects of LI-BIRD as and when required and as instructed by supervisor or Strategic Thematic Lead.

Education and Experience

Bachelor's degree in agriculture, or other relevant subjects with 2 years of relevant experience in implementing projects in agriculture and livelihood sectors. Candidates with a 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 proactiveness, creativity, self-motivated and reliability;
- Motivated to work on issues related to agroecology and livelihood enhancement;
- Experienced in project planning, implementation and reporting
- Strong conceptual, communication, negotiation and representation skills;
- 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.