



## VACANCY ANNOUNCEMENT

Coffee Promotion Programme (CoPP)/Helvetas Nepal is supporting initiatives to improved livelihood of small farmers and disadvantaged groups through strengthening of the coffee sub-sector in the mid Hills of Western and Mid Western Regions. CoPP/Helvetas Nepal is located at Bakhundol, Lalitpur and looking for the following position.

### **Position: Senior Programme Officer (Business & Marketing)**

**Duty station:** Coffee Promotion Programme, Lalitpur with 50% field visit outside of Kathmandu.

#### **Responsibilities:**

- Contribute as a senior team member of the PMU to the efficient and effective implementation of Coffee Promotion Programme including planning, monitoring and evaluation.
- Provide technical and strategic support to other staffs and partner organizations so that they will be able to ensure quality outputs and outcomes.
- Participate in and contribute to strategic thinking on the design and further development of Coffee Promotion Programme through an efficient and effective support mechanism for governmental and non-governmental organizations.
- Lead PMU on specific tasks e.g. capacity building of cooperatives and producers groups, and support in developing and implementing district plan for District Coffee Producer Association and business plan for Coffee Cooperative Unions.
- Develop strategies in supporting coffee producers' cooperatives for linking them with the national and international market.
- Policy support to the Government for coffee production, promotion and marketing.
- Explore potential international market of Nepali coffee
- Contribute to establish minimum quality standard for international as well as domestic market.

#### **Qualification & Competencies:**

- Master's Degree in Agriculture Economics, Business Management or a relevant field.
- More than 5 years of working experience in the related field;
- Good understanding of commodity sub-sector development;-
- Good understanding of farmers' groups, cooperatives/unions;
- Experience of developing cooperative plan and business plan;
- Exploruse with domenstic and international markets;
- Ability to undertake research studies, train and coach others;
- Understanding of conflict sensitive program management.
- Good understanding of issues related to gender, social equity and poverty alleviation and governance;
- Result oriented, ability to handle multiple tasks and maintain deadlines and a good team player;
- Fluency in Nepali and English, both written and oral;
- Proficiency in using office application software; ability to produce, understand and analyze standard database reports; and efficiency in using communication applications.

**Duration: One year, with possible extension upon satisfactory performance**

**Benefits:** As per the rules and regulations of Helvetas Nepal

**Deadline:** 15 March, 2010

**Application Procedure:** Qualified candidates, who meet the above requirements, are requested to send cover letter, updated C.V. with passport size photograph, contact telephone number, names and address of two referees to CoPP/Helvetas Nepal, GPO Box 688, Kathmandu, Nepal or at [copp@helvetas.org.np](mailto:copp@helvetas.org.np).

Only short-listed candidates will be contacted for interview. Telephone enquiries will not be entertained. CoPP/Helvetas Nepal reserves the right to reject any or all applications without assigning any reasons.

**Helvetas Nepal promotes workforce diversity and applies positive discrimination to women and candidates from Dalit, Janjati, Madhesi/Terai and other minorities communities.**