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NEPAL

VACANCY ANNOUNCEMENT FOR SOCIAL DEVELOPMENT OFFICER

Local Infrastructure for Livelihood Improvement Project (LILI), funded by Swiss Agency for Development Cooperation (SDC) and executed by Helvetas Nepal, is supporting initiatives by local communities, organizations and Government of Nepal for Farmer Managed Irrigation System (FMIS) aiming to improve food security of small farmers and disadvantaged groups in the rural areas of Achham, Dailekh, Kalikot, Jajarkot, Dolakha, Ramechhap, Okhaldhunga and Khotang districts, invites applications for the following position:

Position : Social Development Officer (One)
Duty Station : Kalikot

Duties and Responsibilities:

- Analyze socio-economic feasibility of potential and surveyed projects
- Monitor independently social mobilization activities and outcomes during implementation in the field to ensure sustainability of supported FMIS
- Identify & develop simple processes & systems for equitable benefits sharing among the users & sustainability of the supported FMIS.
- Support in capacitating and monitoring local service providers/ resource persons in aspects of equity, transparency, social surveys, mitigating social conflicts and maximize use of FMIS for increased agriculture productions and on farm incomes.
- Support Project Support Unit (PSU) in developing Management Information System (MIS) and overall planning, monitoring and evaluation of the project
- Work in close co-ordination with local bodies and related stakeholders for effective implementation of FMIS
- Lead a small team of professionals

Experience and Competencies:

- Social development activities on irrigation sub-sector or rural infrastructure works
- Planning, implementing and monitoring of social development activities
- Facilitating, communication and partnership among different stakeholders.
- Capacity building of Users Committees and Local Service Providers and Institutions
- Sensitive to poverty, cultural diversity, gender & social inclusion
- Knowledge on conflict sensitive program management
- Willingness to work in remote area and with diversified team members
- Experience in conducting survey, monitoring, reporting and documentation
- Proficiency in using office application software and efficiency in using communication applications.

Duration: 3 years with possibility of extension

Benefits : As per the rules and regulations of Helvetas Nepal

Deadline of application submission: 25th May, 2010

Qualification: Master's degree in social or agriculture science with a minimum of 2 years' experience or Bachelor's degree in social or agriculture science with a minimum of 5 years' experiences in community development or rural infrastructure works.

Application Procedure: Interested and qualified candidates, who meet the above requirements, are requested to send cover letter, updated C.V. with passport size photograph, contact telephone number, to LILI office, Helvetas Nepal, GPO Box 688, Kathmandu, Nepal or at lili@helvetas.org.np.

Only short-listed candidates will be contacted for test and interview. Telephone enquiries will not be entertained. LILI office 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 minority communities.

Job Description

Helvetas Nepal; Swiss Association for International Cooperation

Project:	LILI/Helvetas Nepal
Job Title:	Social Development Officer (One)
Location:	Kalikot District
Reporting To:	The Social Development Officer reports to the Team Leader or designated person of LILI / Helvetas Nepal.

1. Administration

- The Social Development Officer bears together with Project Support Unit (PSU) staffs full responsibility for the social & managerial aspects of the programme for the Kalikot district.
- S/he works in close coordination with the external advisor and Social Development Co-ordinator at PSU on the matters related to technical as well as social (activities, strategies, direction, and working guidelines).
- S/he is responsible to assist team leader to conduct performance evaluation of social staff on an annual basis.
- Contribute to maintain & promote working environment, which allows an effective and efficient implementation of tasks by all team members.
- Contribute to the identification of challenges and opportunities emerging for the programme.
- S/he will take a part actively in the security & risk assessments organized by SDC/Helvetas Projects in the Kalikot district.
- It is expected that s/he will spend around 60% of the annual working time for LILI on field visits with partner organizations.

2. General Strategic Responsibilities and Tasks

- Contribute as a team member to the overall programme implementation in line with policies and work plans of LILI and an efficient and effective functioning of the PSU team.
- Contribute to the preparation of regular work plans, annual plans of action and budgets of the project.
- Contribute to an effective monitoring and evaluation system of the project.
- Take additional responsibility for specific tasks as required
- Take thematic responsibility, tackle challenges and share experiences with LILI team members.
- Contribute to a broad dialogue with other actors in Nepal and elsewhere on matters relevant for the promotion of LILI approach.
- Support the team to develop new approaches and look for opportunities for innovation through external linkages and partnerships, coordination and support to local partners.
- Play crucial role to make functional co-ordination with district level stakeholders mainly District Development Committee (DDC), Village Development Committees (VDC), District Transport Office (DTO), District Agriculture Development Office (DADO), Local Service Provider (LSP) and User Committee (UC) to get desired output of the Program.
- Strengthen the capacity of LSPs and UCs to promote access to demand-responsive services (drSP) and implementation of FMIS.
- Strengthen programme and procedures, which have an explicit orientation towards benefiting socially disadvantage people.

- Encourage project partners to identify opportunity for peace building in the community and support the integration of such activities into LILI supported project.

3. Specific responsibilities and tasks

3.1 Presentation and assessment of requests by communities through DDC

- Assess the local need on FMIS, promote the demand of FMIS at community level
- Capacitate the communities to increase access for livelihood maintenance and for sustainable operation of FMIS after LILI's support.
- Apply LILI's stepwise approach on social mobilization and institutional aspects to get community demand, screening, socio-economic and technical surveys and maintaining transparency.

3.2 Increasing Transparency and Accountability in the program

- Develop and support the implementation tools/techniques which ensure transparency (including budgets, partnerships, step-wise approaches, responsibilities) of program.
- Support and monitor work of operation of social development partners in line with LILI policies (social development/ group work, training package at field level, awareness building actions, step-wise approaches, social transparency/ social audit etc).
- Strengthen the capacity of social development partners for conducting public hearing, review and audits.
- Ensure preparation and placement of hording boards, preparation and distribution of the fact sheet of all the FMIS schemes.
- Ensure that the key vectors of SDC/ Helvetas and issues of governance, sustainability, AIDS awareness, DAG targeting; workforce diversity etc, are well respected and fully implemented by the project.
- Organize sharing and review meeting including concerned stakeholders to update the socio-technical progress of the Program.

3.3 Monitoring, Evaluation and Documentation

- Regular supervision of the social aspects of the program at the community level and share and feedback with the PSU, and district level stakeholders.
- Participate in outcome monitoring and income analysis of the implemented FMIS.
- Monitor the programme achievements of social development against the logical framework in line with LILI Phase II Pro Doc.
- Contribute to operation of Management Information System, for an efficient and transparent monitoring and documentation of programme activities.
- Conduct quarterly review of projects and partners regularly.
- Contribute to develop sector policies in socio- economic contexts and documentation of lesson learn and best practices.

- 4. Qualification:** Master's degree in social or agriculture science with a minimum of 2 years' experience or Bachelor's degree in social or agriculture science with a minimum of 5 years' experience in community development or rural infrastructure works.

5. Experiences & Competencies

- Social development activities on irrigation sub-sector or rural infrastructure works
- Planning, implementing and monitoring of social development activities
- Facilitating, communication and partnership among many different stakeholders
- Capacity building of User's Committees and local Institutions'
- Poverty, culture, gender & social inclusive and conflict sensitive program management
- Working in remote area and with diversified team members
- Leadership of a small team of professionals & team building

- Result oriented ability to handle multiple tasks and maintain deadlines and a good team player.
- Proficiency in using office application software, ability to produce, understand and analyze standard database reports, and efficiency in using communication applications.

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____