

act:onaid Job Description and Person Specification

Job Title:	Assistant Project Officer – Livelihood Technical Assistance Project	Effective Date:	August 2023
Department:	Programme Policy	Job Family:	Programme
Reports to:	Program Coordinator	Grade:	3 (Three)
Location:	Saptari and Dhanusa		
Direct Reports:	N/A		
Job Role			
Role Overview:	The Assistant Project Officer is responsible to support the Livelihood Technical Assistance Project team in project designing, implementation and monitoring and partnership management based on project agreement.		
Organisational Representation	<ul style="list-style-type: none"> • This position represents ActionAid International Nepal (AAIN) to attend various meetings/events at district level with local governments, networks of Harwa Charwa and other relevant agencies within the project’s working areas; document and share feedback with the team. • This position promotes the Organisation’s image in the community by attending relevant meetings and forums. 		
Organisational System and Compliance	<ul style="list-style-type: none"> • This position is responsible to adhere/comply with approved organisational policies and procedures 		
Accountabilities			
Key Accountabilities / Responsibilities	Key Activities		
Budgeting and Planning	<ul style="list-style-type: none"> • Contribute and support to project design, planning and budgeting of the program activities and to ensure that the control of expenditure and the disbursement of resources are in accordance with the established procedures and agreed upon the project agreement. • Support associate project officer and concern project team in reviewing and consolidating of project plans and budgets. • Collaborate with concern project team and Finance person to resolve financial issues related to programme expenditures 		
Reporting, Monitoring and Supervision	<ul style="list-style-type: none"> • Support to prepare programme reports (including event reports), community voices and testimonies ensuring that they meet the requirement of AA Nepal’s guidelines. • Support associate project officer to generate quality reports, impact stories and community voices. • Submit individual monthly/quarterly work plans and progress reports to Line Manager regularly. • Support associate project officer in developing, monitoring, reviewing, and updating project activity work plan to ensure that the project attains its objectives as cost-effectively and efficiently as possible. • Support in monitoring progress towards achieving project milestone project goal and objectives. 		

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	<ul style="list-style-type: none"> • Collaborate with associate project officer, programme coordinator and Line Manager to actively monitor the evolving/emerging context to ensure project quality in the implementation. • Keep up to date information and data of project activities and project milestones. • Support to prepare milestone/monthly/ quarterly/yearly based reports. • Monitor project progress towards programme goal and objectives, timelines and ensure that the implementation contributes to these ends.
Project Design, Management, Implementation and Partnership Management	<ul style="list-style-type: none"> • Contribute to collaborate with concern project team and stakeholders to implement the project as per project document and ensure the timely implementation. • Contribute to formulate and implement project plan and budget in coordination with associate project officer and programme coordinator, other project team members, local partners, networks, and alliances. • Contribute to design grants and revolving fund management and distribution guideline and implement it. • Coordinate with associate project officer, programme coordinator and team, Thematic Leads, and other units to effective implementation of project. • Contribute to generate periodic reports, documents, stories of change and required information, and share with programme concern project team.
Capacity Building of Partner Organisations	<ul style="list-style-type: none"> • Contribute to develop capacity building plan (subsector analysis, financial literacy, women friendly market and skill training) in coordination with project team for beneficiaries, organise and conduct trainings. • Contribute in identifying specific training needs of the beneficiaries as per their business plan and coordinate with concerned team member to organise and conduct trainings.
Reporting, Monitoring and Supervision of the Project	<ul style="list-style-type: none"> • Ensure that all review reflection forums (PRRPs, Social Audits and Partnership Meetings) and key project planning documents (such as baseline survey, endline) are undertaken/updated in line with project document. • Frequent field visits in the project implementing areas for the observation and monitoring as per project requirements. • Document the progress of the project update progress, monitoring and evaluation process in close coordination and collaboration with project team and Impact Assessment and Learning Unit. • Contribute to develop consolidated reports and documentation of project. • Contribute to carry out beneficiaries household income and baseline study and finally income tracking of household after project interventions.
Communication and Share Learning	<ul style="list-style-type: none"> • Ensure effective communication for AAINs visibility, profile building, networking and alliance building. • Coordinate with project team and communication unit to adhere to the communication and project compliance.
Corporate Responsibilities	<ul style="list-style-type: none"> • Support in building and maintaining relationship with various stakeholders and government line agencies at the local level – <i>paliika</i> and province level of project areas. • Facilitate orientation and dissemination of AAIN’s values, mission, principles, strategies and policies the wider stakeholders. • Support to coordinate with stakeholders and local government at the local level for collaboration to meet the vision and goals of AAIN.

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	<ul style="list-style-type: none"> • Represent AAIN in seminars, workshops, meetings, trainings etc. as and when required. • Support to actively engage in advocacy and alliance building by creating connection with different networks and alliances like Harwa Charwa, strengthen network with programmatic partnership and collaboration.
Others	Any other official tasks as assigned by Line Manager and Project team.
Typical People Management Responsibility	
Approximate number of people managed in total	-
Matrix Manager – (Projects/dotted line)	No
Team leader	No
Grandfather- manager of Team Leaders/Managers	No
What is the global remit? Operates in:	
Own country	Yes
Geographic region	Madhesh Province
Multiple geographic regions	No
Remit covers all ActionAid countries	No
Financial (limits/mandates)	Limit
Direct departmental budget:	No
Organization-wide expenditure	No
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
All departments of AAIN.	Partner Organisations, Other INGOs, Government Line Agencies, Alliances, and other similar networks, media etc.
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Higher Secondary level Education/bachelor's degree in social sciences/Development Studies/Political Science or relevant field or its equivalent from a recognised College/University
Essential Experience	<ul style="list-style-type: none"> • At least 1-2 years of work experience in a related field in a similar organisation • 1-2 years' work experience in a similar role • Experience of working in action research or study • Experience of working in a multi-cultural environment
Essential Knowledge	<ul style="list-style-type: none"> • Good understanding of programme management best practices in development organisations • Have understanding and experiences in grants and revolving fund management. • Human Rights Based Approach to Development • Understanding of the Project Management.
Language Proficiency	<ul style="list-style-type: none"> • Excellent communication skills (reading, writing, listening, and speaking) in English, Nepali and Maithili.
Essential Skills	<ul style="list-style-type: none"> • People/interpersonal skills including listening, communication, coordination and collaboration. • Demonstrated ability to work under reasonable pressure, deadlines, and handle multiple priorities. • Quality report writing

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	<ul style="list-style-type: none">• Proficiency in MS Office Package
Personality Trait	<ul style="list-style-type: none">• Analytical• Organised• Collaborative• Diplomatic• Reflective• Helpful

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAIN's mission and comply with AAIN 's values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility.*

It is part of every staff member's responsibility to contribute to AAIN's principles, strategies, policies, and procedures on *Feminist Leadership, Safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security.*