

# Job Description of Project Staffs

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**Deurali Janata Prabidhik Shikshyalaya (DJPS)** is currently working on the agriculture sector for the technical skill transformation and entrepreneurship development throughout **Agro Self-Employment for Partnership (ASEP) Project** with the support of **Dakchyata Project**. Deurali Janata Prabidhik Shikshyalaya is looking for the following position based in Rupandehi and Nawalparasi District under **Agro Self-Employment for Partnership (ASEP) Project**.

## 1. Program Coordinator- ASEP Project: 1 Position (Rupandehi Based)

Job Location: (Rupandehi Based) Frequently field visit at project Districts.

Responsible and Report to: Team Leader

Contract Period: Sep 2020 to November 2021, possibility of extension

Benefits: COVID-19 Insurance and other as per organization/project rules

### Major Responsibility

- Smooth and effective implementation of project activities in accordance with the Project Document and the Agreement signed between Deurali Janata Prabidhik shikshyalaya (DJPS) and Dakchyata Project of British council.
- Responsible/ lead for planning, implementation and reporting of the project and activities
- Maintain effective and efficient coordination and collaboration with District Coordination committee, local government, Private stakeholders, Employers, Cooperatives, municipalities and other relevant stakeholders in order to implement project activities smoothly
- Keep his/herself updated on new decisions/ provisions made by local and ensure compliance with government rules and regulations while implementing the project
- Responsible to supervise and support to M & E/ Database Officer/ Field mobilizers/ Trainers including development of weekly, monthly and quarterly planning and liaison work with board.
- Monitor and keep well documentation ongoing and completed activities, Ensure that project's achievements and lessons learnt including case studies are documented in a professional manner and shared widely, both internally and externally.
- Prepare and submit regular periodic progress reports such as monthly, quarterly /annual progress reports including financial reports, and other assessment reports to Team leader and Dakchyata Project within the stipulated timeline.

### Qualification and Experience

- Master/Bachelor degree in Agriculture/ Social Development/ Rural Development/ relevant studies with at least 3-5 year of experience in relevant subject matter
- Updated knowledge of entrepreneurship development, market system development and agriculture.
- Consistently approaches work with energy and a positive, constructive attitude
- Proven networking, team building, organizational and communication skills
- Ability to work in multi-culture environment
- Demonstrates good listening skills. Presents view in convincing way and aware of different perspectives, feelings and concerns.
- A clear understanding of vocational education particularly on TVET sector, Agriculture and marketing.

- Good computer skills including proficiency in Microsoft Office Suite applications (Excel spreadsheets, word processing, and electronic mail along with data entry experience) as well as basic accounting software - Customized
- Experience of writing reports, good understanding of development sector of Nepal. Advance use of excel, word, power point and data analysis. Demonstrate flexibility and open mindedness. Cross cultural sensitivity and ability to interact well with diverse groups of people and multiple teams.
- Ability to speak and report writing skill in English is must.

## **2. Administrative and Finance Officer — ASEP Project: 1 Position**

Job Location: (Rupandehi Based)

Responsible and Report to: Team Leader

Contract Period: Sep 2020 to November 2021, possibility of extension

Benefits: COVID-19 Insurance and other as per organization/project rules

### **Major Responsibilities**

- Responsible for overall administrative and financial management, budget planning, implementation of organizational policies and procedures and day to day financial transaction of the program.
- Skill and Knowledge of preparing journal voucher, control ledger, Bank reconciliation and other related financial reports as per the provided formats of the donor
- She/he must maintain good written and verbal communication skill in English and Nepali; good skills on computer applications (Excel and other Financial Software), Preparation of auditing and must have sound knowledge of taxation
- Maintain the good working relationship with the vendors, bank, program colleagues and other related stakeholders for smooth handling of the project finance function.
- Timely coach community based groups and ensure the required documents are maintained in the community level financial transactions.
- Maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Prepare Monthly Account reconciliations and Quarterly report electronically.

### **Required qualifications and experience:**

- Master/Bachelor Degree in Business Study or Business Administration or humanities or education or equivalent with minimum of 3-5 years of experience in finance and administration section, preferably within I/NGO or NGO or Private Sector working environment.
- Working experiences with development/ TVET sector and practices in CIK (Cash and In-Kind Contribution) generation and calculation as well as accounting experiences of donor base funded activities and program will be given priority.
- Facilitation or coaching skill on financial management is expected to support the community level groups to strengthen their financial transaction skill.
- Good computer skills including proficiency in Microsoft Office Suite applications Excel spreadsheets, word processing, and electronic mail along with data entry experience as well as basic accounting software - Customized

## **3 Monitoring, Evaluation and Database Officer — ASEP Project: 1 Position**

Job Location: (Rupandehi Based) Frequently field visit in Project Districts

Responsible and Report to: Program Coordinator

Contract Period: Sep 2020 to November 2021, possibility of extension

Benefits: COVID-19 Insurance and other as per organization/project rules

### **Major Responsibilities**

- Responsible for all data collection and collation for ASEP project under Deurali Janata Prabidhik Shikshyalaya in Kapilvastu, Rupandehi and Nawalparasi Districts
- Regular contact with field staff to monitor the collection of data and ensure accuracy and timeliness
- Contribute to prepare regular progress reports, Success story and Case study, presentations, and work plans.
- Ensure that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a timely manner
- Responsible for overall M&E and learning needs of the project and will come up with findings based on real data to show performance of the projects
- Ensure information submitted by beneficiaries/ trainees by phone or email are entered promptly into the database
- Travel to training events to ensure the data collection process is coherent and follows the same methodology.
- Support the facilitating of capacity building and strengthening sessions of staff through training and coaching on Feedback and Complaint mechanism
- Provide the Program coordinator with up-dates on progress of data entry
- Ensure the regular, timely submission of projects' reports, providing accurate information and in the appropriate format from the staff
- Ensure all reporting requirements are met in a timely manner, both internal and external, by the concerned Program staff through tracking completion of monthly, quarterly, and annual reports, as required
- Provide technical support to ensure that the reports are high quality and evidence-base

### **Required qualifications and experience:**

- At least Bachelor's/Diploma degree in Agriculture related subject
- Also sociology/ Management/Rural Development/Social work/Gender/Women studies/Human Rights or related field
- Minimum 6 Months computer package training in any government's register institution.
- At least 3-5 years of working experience in I/NGOs or TVET Private sector in a similar position
- Familiarly with MEAL
- Knowledge on both qualitative and quantitative research methods; study methodology, M&E techniques and tools, and application of computer software i.e. MS Excel, word processing , PowerPoint as well as basic Accounting Package (Customized) and experience using the statistical package.
- Keyboard use, Scanning, filing, pulling drawers,
- Knowledge of local accounting, taxation required
- Work in a team-oriented environment

- Demonstrated understanding of data protection and confidentiality as part of data collection and management practices, and ability to respect and maintain confidentiality.
- Fluency in written and spoken and English is essential
- Ability to work in a systematic and organized manner
- Knowledge of vocational education skill base training/ forms and format.

#### **4. Field Mobilizers — ASEP Project: 2 Position**

Job Location: (Rupandehi & Nawalparasi Field Based)

Responsible and Report to: Program Coordinator

Contract Period: Sep 2020 to November 2021, possibility of extension

Benefits: COVID-19 Insurance and other as per organization/project rules

##### **Major Responsibilities**

- Good field level planning and coordination skills to ensure a wide variety of activities, often with an urgent nature, to be carried out in an efficient and economic manner.
- To communicate, counseling, motivate and orient the people/ community about the objectives of project and organization.
- To work of field mobilization under the direct supervision of program coordinator.
- To manage the local level meeting, training venue arrangement, group discussion, and orientation for the activities as per the project objective in coordination with supervisor.
- To coordinate the local stakeholders such as ward char person and members, ward secretariat, cooperatives, agro farm owners/ employers agro farm related enterprise/ industries on the field.
- To collect and prepare the data as required for the project.
- To support to identify the appropriate training venue/ trainees for the conduct of trade wise training and assist to program coordinator to conduct them.
- To perform the work as per rules and regulations of organization and he/she has to in contact with organization at any time.

##### **Required qualifications and experience:**

- Bachelor/Diploma degree in relevant subject and good computer knowledge
- At least 3-5 years of working experience in I/NGOs or TVET Private sector in a similar position
- Candidates have knowledge of TVET sector will be given priority.
- Good communication skills both in local language and Nepali
- Ability and willingness to work in team and to work under pressure and in remote/difficult circumstances
- Knowledge of vocational education skill base training/ forms and format.
- Knowledge application of computer software i.e. MS Excel, word processing , PowerPoint as well as basic database (Customized) and experience using the statistical package.

#### **5. Main Trainers – ASEP Project : 14 Position**

Job Location: (Kapilvastu, Rupandehi & Nawalparasi Field Based)

Responsible and Report to: Program Coordinator

Contract Period: 6 Months

Benefits: COVID-19 Insurance and other as per organization/project rules

### **Major Responsibilities**

- Lead the whole training season and develop a schedule and lesson plan to assess training needs
- Consult with co-trainers, Program Coordinator, and Project team as per the need.
- Conceptualize training materials based on data and research
- Create training strategies, initiatives, and materials
- Coordination with the employers/ Private sector/ stakeholder/agriculture farm for the practical session and closely coaching and support to the trainees.
- Conduct internal test and review during the training and prepare them for final skill test.
- Conduct training through new methodologies and materials
- Keep record, logbook, timesheet, attendance, Coordinate and monitor enrolment, schedules, costs, and equipment

### **Required Qualifications and experience**

- I.SC. Ag/Diploma/ Level 3 or relevant studies for the level-2 training
- TSLC in VJTA or PJTA/ Related Occupation Level-2 certified by CTEVT/NSTB and 2 years experience of relevant.
- Preference will be given to the CTEVT/TITI ToT certified
- A clear understanding of vocational education particularly on TVET sector

## **6. Co-Trainers – ASEP Project: 14 Position**

Job Location: (Kapilvastu, Rupandehi & Nawalparasi Field Based)

Responsible and Report to: Program Coordinator

Contract Period: 6 Months

Benefits: COVID-19 Insurance and other as per organization/project rules

### **Major Responsibilities**

- Support to the main trainer for develop a schedule and lesson plan to assess training needs
- Consult with main-trainers, Program Coordinator, and Project team as per the need.
- Create training strategies, initiatives, and materials
- Coordination with the employers/ Private sector/ agriculture farm, for the practical session and closely coaching and support to the trainees.
- Conduct internal test and review during the training and prepare them for final skill test.
- Conduct training through new methodologies and materials
- Keep record, Coordinate and monitor enrolment, schedules, costs, and equipment

### **Required Qualifications and experience**

- TSLC in PJTA or VJTA or Intermediate (+2)/ Level 3 or relevant studies for the level-2 training
- TSLC/ VJTA/ PJTA/ Level-2 certified by NSTB and 1 years experience of relevant sector for the level-1 and 2 training
- Preference will be given to the CTEVT/TITI ToT certified
- A clear understanding of vocational education particularly on TVET sector

DJPS is an equal opportunity employer and encourages application from the women/ Janjati/ dalit/ marginalized community. Preference will be given to local candidates with two wheeler and driving license.

Qualified candidates are requested to submit their application letter, Current PP size photo and Curriculum Viate to [djpsesp@gmail.com](mailto:djpsesp@gmail.com) by no later than **5:00 pm 20<sup>th</sup> September 2020 (04<sup>th</sup> Ashoj, 2077)**. Through background check will be done during the recruitment process and only shortlisted candidates only will be inform for the next level. DJPS reserve the rights to reject any or all the applicants without assigning any reason.

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