



Livelihood Officer- Integrated Project (SC Korea)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** July 26, 2015, midnight

TEAM/PROGRAMME: POD

LOCATION: Rolpa

GRADE: 5

POST TYPE: Fix term/ National

Child Safeguarding Level 3- the responsibilities of the post may require the post holder to have regular contact with or access to children or young people for better of children, women and poor and marginalized people. S/he will be accountable on the child safeguarding policy while treating with children.

ROLE PURPOSE:

Save the Children is the leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Under the guidance of Project Coordinator – Integrated Project (SC Korea), and in close consultation with Sr. Program Coordinator Integrated Projects s/he will be responsible to overall technical support and quality assurance on livelihoods components of the project. S/he will also be responsible for ensuring minimum standard of the project and work closely with project coordinator and documentation officer in reporting and information management and compilation of lessons learned. At times, s/he is responsible to develop capacity of partner's staff to implement these projects through various approaches. Similarly s/he will assist the project coordinator through contributing in project planning, monitoring, reporting and ensuring minimum standard of the intervention

Supporting Save the Children's mandate of full spectrum as well as being the leader in emergency preparedness and response for children.

SCOPE OF ROLE:

Reports to: Project Coordinator- Integrated Project (SC Korea)

Dimensions: Save the Children works in 18 districts of Mid and Far Western Region with a current staff complement of more than 100 staff.

The position holder will be working closely with Integrated Project team (SC Korea) and M&FWRO livelihoods team, Nepalgunj for ensuring quality of livelihoods components have been provided by SC and its partners. S/he will responsible to execute program interventions following Save the Children's Theory of Change in all levels of its responsibility; The position holder will support to Project Coordinator - integrated project on program planning, implementation, monitoring and reporting of the activities as planned as prospect of accessibility and quality services at the project sites.

Staff directly reporting to this post: Non

Scheme of Delegation: The position has no authority for scheme of delegation at this stage.

Key Areas of Responsibility

Strategic Planning and implementation, Quality Assurance, Quality reporting and learning, Technical Support, Coordination, collaboration, representation are the major components of the responsibilities of this position:

Project Implementation:

- Support to Project Coordinator by ensuring the partners implement the plan & budget as stipulated in the detail implementation plan and phased budget, and provide technical support.
- Ensure the beneficiaries track the monthly income and well document it.
- Support to partners and project team to ensure that minimum standard of the project are met and followed up the alert points raised by MEAL report
- Mentoring and backstopping of partners particularly in livelihoods components and ensure the interventions carried as per quality bench mark and project document.

Monitoring, Reporting and Documentation

- Work closely with documentation officer to ensure that the partners provide analytical insights on project reports and produce high quality reports of the project

- Provide necessary information assistance to Project Coordinator for quality project report
- Regular field visit and ensure the project implemented as quality benchmark.
- Occasional support the partners to document the innovative approaches, best practices, lesson learned, and case studies and shared at appropriate level
- Support to project coordinator to incorporate the key learning in upcoming plan and intervention
- Contribute in the preparation of best practices and project documentation documented

Coordination, Collaboration and Networking in the field:

- Maintain functional coordination and relation with district stakeholders and ensure SC's visibility
- Builds and maintains effective relationships with partners and other supportive and like minded actors.
- Keep Sr. Program Coordinator and project coordinator abreast on the progress, challenges and way forward in the area responsible for
- Communicate SC and partners about proposed changes from partner's side
- Carry out dual responsibility in case of big emergency as per organizational requirement

Occasional Significant Duties

- Work in a team spirit in a coordinated way if other SC interventions also exist in the district and officials assigned
- Represent SC within district, regional, national and international forum as per need
- Work as a resource person with different external visitors.
- Participate in strategic planning process within the district and revision of activities going on with in the project and measure the financial progress and forecast of the budget.
- Any other task given by supervisor

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self accountable for making decisions , managing resources efficiently, achieving and role model as Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for her/himself and team
- Takes responsibility for Him/her own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated and strategic in own areas of work.

Collaboration:

- Builds and maintains effective relationships, with team, colleagues, Members and external partners and stakeholders
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener and easy to communicate

Creativity:

- Develops and encourages new and innovative solutions as community situation
- Willing to take disciplined risks in case of maternal and child health issues.

Integrity:

- Honest, encourages openness and transparency in work

QUALIFICATIONS AND EXPERIENCE

- Bachelor in management, business studies, agriculture, financial institution management or others relevant disciplines.
- At least 3 years of progressively responsible working experience in related field especially in economic opportunities, agriculture, employment creation, saving promotion, life skills and prevocational skill.
- Good understanding of contemporary issues, activities and approaches in livelihoods and economic opportunities areas.
- Experience and willingness to work in the remote and underserved communities.
- Good computer skills with able to do written and verbal communication in English and Nepali
- Excellent organizational skills with ability to prioritize multiple tasks and coordinate with multiple stakeholders
- Priority will be given for applicants from Mid and far-west part of Nepal, marginalised community, and female.

Applying Procedure

Apply Link : <https://merojob.com/livelihood-officer-integrated-project-sc-korea/>

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