

	<b>JOB DESCRIPTION</b>	
	<b>Position name:</b> <b>CHIEF OF PARTY - AGRONOMIST</b>	<b>Date:</b> <b>February 2018</b>

## 1. POSITION LOCATION AND RELATIONSHIPS

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<b>Area/department:</b>	Managerial and Technical
<b>Based in:</b>	Kathmandu with frequent visits to Sindhuli, Kavrepalanchok, Sindhupalchok , Nepal
<b>Internal relations:</b>	Country Representative and Program Manager
<b>External relations:</b>	CEAPRED Program Manager and CEAPRED project staff, local authorities (DADOs, Municipalities), farmers organizations (groups, cooperatives), Istituto OIKOS project staff, Fondazione PUNTO.SUD project staff & other key stakeholders
<b>New Position?</b>	YES
<b>Position length:</b>	11 months
<b>Allocation:</b>	Project 2221 – AICS AID n. 010954 - Development of Climate Change Resilient Agriculture in Nepal
<b>Nationality</b>	Italian
<b>Reference range gross salary/month</b>	Between 2.000 – 2.200 Euro /month according to the experience

## 2. GENERAL OBJECTIVES

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Under the supervision of the Country Representative:

1. To guarantee the timely and properly implementation/execution of project activities to ensure the objectives and results are met
2. To ensure that the projects activities implemented/executed by the Implementing Partners (CEAPRED, Istituto OIKOS and PUNTO.SUD) are timely and properly executed to reach the project objectives and results
3. To ensure that ASIA programming is effective, cost efficient and of the highest quality
4. To measure impact of project interventions through rigorous monitoring and evaluation actions

To maintain effective relationships with Governmental Local Authorities, CEAPRED project staff, Istituto OIKOS project staff and Fondazione PUNTO.SUD project staff

## 3. PROFILE REQUIRED

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### 3.1 Competences

Deontology	<b>X</b>
Motivation	<b>X</b>
Teamwork	<b>X</b>
Organization and Planning	<b>X</b>
Results focused	<b>X</b>
Stress resistance	<b>X</b>
Adaptability and Flexibility	<b>X</b>
Effective communication	<b>X</b>

Technical knowledge	X
Problem solving	X
Inspirational leadership	
Negotiation	X
Innovation and creativity	
Strategic vision	

### 3.2 Knowledge and experience required:

Training:	University degree (5 years or 3+2) in agricultural sciences
Technical specific knowledge:	Background in agricultural or rural development or economic a significant asset; Ability to plan, to monitor and to control project activities; Excellent diplomatic, communication and negotiation skills. Report writing skills. Good knowledge of organic agricultural production techniques with particular focus on horticultural crops' production, horticultural seeds' production and medicinal herbs' production; good knowledge in analyzing and evaluating agricultural supply and value chains, agribusiness and organic certification;
Previous experience (years):	At least 2 years' experience in Rural Development Project Management and in agricultural field in similar contexts
Humanitarian sector knowledge:	Knowledge of the agricultural context of Nepal is an asset
Organization knowledge:	Excellent ability in planning, monitoring and controlling agricultural project activities
Languages:	English (Italian is an asset)
IT systems:	Computer skills including Windows and Microsoft Office/Excel
Mobility (national/ international)	Flexible with respect to working hours and place of work.

### 3.3 Profile conclusions:

Under the supervision of the Country Representative:

To quickly and efficiently plan, organize, supervise and coordinate the execution of the project activities
To work closely and cooperatively with the Implementing Partners, specifically with CEAPRED, Istituto OIKOS and Fondazione Punto.sud
To monitor if the achievements of the project activities are in line with the project objectives and results and, in case of discrepancies, to propose feasible solutions
To support the project team in planning, management, monitoring and evaluation of project activities

## 4. POSITION DESCRIPTION

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### 4.1 Position general objective

Under the supervision of the Country Representative:

- ✓ Ensure project activities comply with the policies and regulations of the donors

- ✓ Develop action plans, budget plans, procurement plans during the execution of the project to ensure that the project results are timely met
- ✓ Monitor project activities and project expenditures to ensure a correct execution of the project
- ✓ Responsible for submitting activity reports on regular basis to the Country Representative
- ✓ Ensure close collaboration and coordination with ASIA, the Implementing Partners & all the stakeholders to guarantee smooth implementation of activities and achievement of results.

#### 4.2 Position specific objectives and tasks.

<b>Objective 1: Project Management</b>	
<p>Under the supervision of the Country Representative:</p> <ul style="list-style-type: none"> <li>• Design, establish, plan, oversee and maintain a regular monitoring and evaluation system for all activities of the project, in consultation with the Country Representative</li> <li>• Ensure the execution of the project activities in close cooperation with Implementing Partners and beneficiaries</li> <li>• Ensure that the project activities are effectively delivered according to project plans and timeframe</li> <li>• Ensure that financial and logistical management of the project adhere to ASIA and donor regulations</li> <li>• Conduct regular field monitoring visit (at least 2 weeks per month)</li> <li>• Submit regular technical reports related to project activities to Country Representative, using ASIA templates</li> <li>• Report on a two-weekly basis the achievements and difficulties of the projects, using ASIA templates</li> <li>• Facilitate coordination efforts with all key stakeholders</li> <li>• Work closely with technical consultant expert(s) to incorporate advice and recommendations into project delivery</li> <li>• Ensure capitalisation of programmes documentation (including assessment reports, methodology, beneficiary selection and list, distribution reports, etc...)</li> <li>• With the support Country Representative, evaluate the relevance and appropriateness of the intervention in view of the evolution of the context and needs; propose necessary adjustments to projects in consultation with Country Representative and Implementing Partners</li> </ul>	
<b>Objective 2: Financial Management</b>	
<p>Under the supervision of the Country Representative:</p> <ul style="list-style-type: none"> <li>• Monitor cash flows and expenditures of the project</li> <li>• Work closely with ASIA Nepal Adm – Fin Officer to ensure that the expenses are eligible according to the project budget</li> <li>• Ensure optimal use of project funds, according to the budget lines of the planned project objectives and activities</li> <li>• Ensure adherence and compliance to ASIA and donor’s financial and procurement guidelines</li> </ul>	

- Support Country Representative in the preparation of financial reports and budgeting of any future initiatives

**Objective 3: Promoting and institutionalising of ASIA management tools**

Under the supervision of the Country Representative:

- Use PROMO tool on a monthly basis
- Update PROMO tool on a monthly basis online with financial projections for the project
- Actively promote ASIA management tools among staff to adopt their usage in everyday work

**Objective 4: Project Development**

Under the supervision of the Country Representative:

- Gather and collate all pertinent information and data to support the design of further interventions/projects
- Work together with local and international experts and stakeholders to identify new proposal of interventions
- Provide recommendations to Country Representative and Desk HQ for future projects
- Support the Country Representative and Desk HQ to design new projects' proposals

## 5. KEY INTERNAL DOCUMENTS FOR THE POSITION PROPER PERFORMANCE

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- Project documents
- Project chronograms
- Project procurement plans
- Project budgets
- Code of Conduct of ASIA Onlus (to be signed by the employee)

## 6. ENCLOSING

Candidates are invited to send within 25.01.2018 to [a.nardi@asia-ngo.org](mailto:a.nardi@asia-ngo.org) and [m.albanese@asia-ngo.org](mailto:m.albanese@asia-ngo.org) the following attachments (object "NEPAL\_CHIEF OF PARTY – AGRONOMIST"):

- Updated curriculum vitae
- Cover Letter
- Specify at least two references, indicating telephone numbers, e-mail addresses and relation with the candidate
- **Only shortlisted candidates will be contacted for further selection process**