

# Vacancy Announcement

No: 01/2018

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2<sup>nd</sup> Publication on July 11, 2018

Rural Institution for Community Development (RICOD) is a non-governmental social organization working with children, women and youth in the area of basic health, education, disaster management, peace, food security and nutrition since 1994 in Nepal. The organization is seeking self-motivated and qualified candidate for earthquake response project in the following position. The project is with the support of Mennonite Central Committee Nepal.

**Job title:** Project Officer for Livestock (1 position)

**Duration:** One year (with possibility of extension)

**Desired Qualification and Experiences:** Bachelors in veterinary with at least 1 year of experience in related field.

**Major responsibility:** The Project Officer for Livestock will take the overall responsibility of livestock management training, technical support to farmers, seed money support, regular monitoring and reporting of the progress. The Project Officer for Livestock has to stay in the field (Chaughare, Shankhu, Nallu, Bhardeu and Lele) for trainings, meetings, livestock support, follow-up and home visits. Coordination with district and local level stakeholders is another key role of the staff.

**Job title:** Finance Officer (1 position)

**Duration:** One year (with possibility of extension)

**Desired Qualification and Experiences:** Master's degree in management with 2 years of experiences or Bachelors in management with 4 years of experience in related field

**Major responsibility:** The finance officer will take the overall responsibility of financial transaction of RICOD. Initiate procurement process, financial transaction, book keeping and stock management are major role of this position. S/he has to prepare the monthly financial report and must perform tax related work. The finance officer has to stay in RICOD's main office with frequent field visits.

## **Location Description:**

RICOD's main office is in Godawari Municipality; ward no 11, Chapagaun Lalitpur, on the south edge of Kathmandu Valley. Project areas lie in the rural part of the district with scattered settlement. There is no scheduled transportation facility from Chapagaon and/or city. Most of the roads are rough and dusty.

**Required Skills:** Two wheeler driving license, Microsoft Office, Nepali and English typing and familiar with accounting software for finance officer.

**Salary, allowances and other benefits:** As per the rules of the organization

Qualified and interested candidates are requested to submit updated CV with an application letter by e-mail to [jobricod@gmail.com](mailto:jobricod@gmail.com) by 27 July 2018.

*Only short listed candidates will be invited for further process.*

## Job Description

<b>Post Title</b>	<b>Project Officer for Livestock (POL)</b>
<b>Name of Project</b>	<b>Earthquake Response Project</b>
<b>Location</b>	Based in Lalitpur district Specially 5 VDCs Dalchoki, Chaughare, Bhardeu, Nallu and Lele (Bajrabarahi municipality ward #14, 15, 16 & 17)
<b>Basic Salary</b>	As per RICOD's policy
<b>Benefits per annum</b>	10 % provident fund, annually 12 days sick leave and 18 days annual leave
<b>Line Manager</b>	Team Leader
<b>Line managed</b>	Peer Educators
<b>Location Description:</b>	RICOD's main office is in Bajrabarahi Municipality, Chapagaon Lalitpur, on the south edge of Kathmandu Valley. There is a project office established in Lele for operating day to day activities of EQ response project. POL has to stay in project office for regular project work. As Project areas lie in the rural part of district with scattered settlement, most of the roads are rough and dusty with no any routine public transport. So POL has to plan to use personal or office vehicle for regular field visits.
<b>Context</b>	The <i><b>Project Officer for Livestock (POL)</b></i> will take the overall responsibility to roll-out Livestock related activities that is planned for improving livelihood status of earthquake affected farmers through training, market linkage, goat distribution, technical support and exposure visits.
<b>Skills and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>● Bachelor's Degree in Veterinary Science (BVSc&amp; AH) from a recognised Institution</li> <li>● Fluency in written and spoken English and Nepali including communication skills</li> <li>● Excellent computer skills including Microsoft Office package and internet</li> <li>● Working experience with rural community in multicultural environment</li> <li>● Working experience with farmers, groups and networks</li> <li>● Handling finance including budgeting and reporting</li> <li>● Monitoring and evaluation, including writing both qualitative and quantitative reports</li> <li>● Experience in conducting Livestock management training, planning and follow-ups</li> <li>● Clear understanding of contemporary development issues</li> <li>● A strong personal commitment to the values, aims and approaches of organization</li> <li>● Ability to travel in rural areas including overnights stay during the field</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>● Fluency in written and spoken English, Nepali and local language</li> <li>● Valid two wheeler driving licence (motor bike/scooter)</li> <li>● At least two years of relevant experience</li> <li>● Sound health (mentally and physically)</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>● Programme planning, implementation and reporting (50%)</li> <li>● Programme coordination (15%)</li> <li>● Capacity building, market linkage and participation (15%)</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitoring and Evaluation (M&amp;E) (10%)</li> <li>• Logistic and Financial management (10%)</li> </ul>
<b>Time 50%</b> <b>Programme planning, implementing and reporting</b>	To lead on the planning, implementation and reporting of livestock related activities under the project. Additionally S/he is responsible to support for the development of new project proposal under the thematic area.
Duties	<ul style="list-style-type: none"> <li>• Support on developing and designing project proposal related to livestock theme</li> <li>• Oversee implementation of the Livestock related activities in the project areas</li> <li>• Support farmers for market linkage of their production</li> <li>• Develop livestock training manuals and regular update</li> <li>• Ensuring the quality of training delivered to the farmers with relevant documentation</li> <li>• Regular interaction with peer educator, local and district level government authorities and stakeholders.</li> <li>• Prepare activities report, monthly, quarterly, semi annually and annually progress report of the thematic areas</li> <li>• Submit progress report in local and district level government authorities as per requirement</li> </ul>
<b>Time 15%</b> <b>Program Coordination</b>	To lead on the effective coordination of livestock related events in local and central level.
Duties	<ul style="list-style-type: none"> <li>• Oversee implementation of the livestock related events in the project areas, including capacity-building of farmers and market link of livestock related production</li> <li>• Sharing of activities plan with peer educators contributing on the project activities</li> <li>• Make good coordination with local and district livestock office (DLO)</li> <li>• Support for social audit in each VDC and assist in Project Advisory Committee meeting.</li> <li>• Coordinate field level activities between other projects/program implementing in the project areas.</li> <li>• Coordinate with finance team for budgeting and advance</li> <li>• Identification of resource persons and materials for trainings</li> <li>• Coordinate and communicate with team leader for regular activity and prior purchase approval or any update related to the project</li> </ul>
<b>Time 15%</b> <b>Capacity building, market link and participation</b>	To organize livestock management training, meetings, support for market linkage of livestock related production, exposure visit of farmers. S/he is also responsible to participate in various programs representing organization.
	<ul style="list-style-type: none"> <li>• Create opportunities to share learning of the work within team</li> <li>• Work with team for selection of project participants and peer educators</li> </ul>

	<ul style="list-style-type: none"> <li>• Home visit of trained farmers and provide regular technical support</li> <li>• Taking lead role on livestock related training design and delivery</li> <li>• Share major outcomes in monthly sharing and planning meeting</li> <li>• Take overall responsibility for staff support and discipline, working closely in field with staff and volunteers</li> <li>• Taking consideration of all the meetings conducted, follow-up and review the plan of actions.</li> <li>• Ensure effective communication between staff and team leader.</li> <li>• Participate in the meeting, training and visit representing RICOD</li> </ul>
<b>Time 10% monitoring and Evaluation</b>	To coordinate monitoring and evaluation processes of EQ Response project and support development of sustainability element
	<ul style="list-style-type: none"> <li>• Work closely with the project team to conduct baseline and end-line survey</li> <li>• Hold regular meetings with stakeholders and participants to ensure objective and impact level achievement</li> <li>• Support team leader to maintain high quality M&amp;E records</li> <li>• Support project team in capturing M&amp;E data</li> <li>• Collect case studies, feature stories, success stories and photographs</li> <li>• Prepare periodic progress reports (both qualitative and quantitative)</li> <li>• Monitor the peer educator's roles and responsibilities</li> </ul>
<b>Time: 10% Logistic and Financial Management</b>	To support logistic and financial management through planning. S/he is also responsible for the proper documentation and reporting
Duties	<ul style="list-style-type: none"> <li>• Taking responsibility of advance for livestock activities with proper settlement</li> <li>• Responsible to track budget and expenses of the project.</li> <li>• Proper documentation of field expenses</li> <li>• Coordination with logistic support staff for purchase of materials assuring the RICOD's procurement policy</li> <li>• Coordinate with finance team to develop monthly budget plan</li> <li>• Ensure RICOD Values, finance policies and procedures are adhered</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Performing any other task as assigned by line manager or his/her designee as required by organization.</li> </ul>

<b><u>Employee</u></b>	<b><u>In Behalf of RICOD</u></b>
Signature:	Signature:
Name:	Name:
Address:	Position:
Date:	Date

*JD reviewed on March 21, 2017*

## Job Description

<b>Post Title</b>	<b>Finance Officer (FO)</b>
<b>Duty Station</b>	RICOD central office with 10% percent in field
<b>Basic Salary</b>	As per RICOD's policy
<b>Benefits</b>	10% provident fund, Annually 12 days sick leave and 18 days annual leave
<b>Line Manager</b>	Executive Director (ED)
<b>Line managed</b>	Accountant, Logistic Support Staff, Office Support Staff
<b>Working Area</b>	RICOD's central office is based at Godawari Municipality ward# 11, Chapagaon, Lalitpur District, on the south edge of Kathmandu Valley. The FO is responsible to overlook overall administrative and financial systems of the organization and has to spend at least 10% percent of the time in the field to perform regular work. Most of the project areas are situated in the rural part of the district with scattered settlement. As the roads are rough and dusty with no any routine public transport. Due to this s/he is responsible to manage transport on his/her own for the field works. The FO has to do extensive walking and should plan to use personal or office vehicle for regular field visits.
<b>Job Summary</b>	The FO will take the overall responsibility for Finance, Logistics and Administrative functions of RICOD.
<b>Skills and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>● Bachelor Degree in management from a recognised Institution and at least four years relevant experience or Master's Degree in management at least two years relevant experience</li> <li>● Have understanding of participatory approaches with good facilitation and negotiation skill</li> <li>● Experience in handling finances including budgeting and reporting</li> <li>● Experience with monitoring and evaluation, including analytical financial reports</li> <li>● Fluency in written and spoken English, including communication skills</li> <li>● Excellent computer skills, including micro soft word, excel, power point, email, internet and accounting software</li> <li>● Clear understanding of contemporary financial, human resource management and NGO policies of Government of Nepal</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>● Valid driving licence (Motor bike/Scooter)</li> <li>● Working ability in multicultural environment</li> <li>● A strong personal commitment to the vision, mission and aims of RICOD</li> <li>● Ability to travel to rural areas including overnights during the field visits.</li> </ul>
<b>Financial Management (50%)</b>	<i>To lead on budgeting, book keeping and financial reporting of all projects.</i>
<b>Duties</b>	<ul style="list-style-type: none"> <li>● Ensures the smooth professional day to day running of all office financial services.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure compliance with all financial policies, procurement policies and other policies of RICOD, donor conditions and Nepal Government Laws relevant to finance.</li> <li>• Ensure compliance with Government tax and other financial rules</li> <li>• Maintain financial transaction in software as stated by an organization</li> <li>• Ensure that payments are made on time to vendors and others</li> <li>• Preparation of budget plan for field visit to executive members and donors</li> <li>• Continuously motivate staff for timely settlement of advances</li> <li>• Assist line manager to prepare organization annual, semi-annual, quarterly and monthly budgets</li> <li>• Assist line manager to prepare financial part of proposals</li> <li>• Prepare monthly financial reports (Income and expenditure, trail balance, balance sheet, bank reconciliation, assets list, payable, advance and receivables details) submit it to the line manager in monthly basis and take feedback</li> <li>• Prepare finance reports and submit to donors and as required to the line manager.</li> <li>• Share approved budget with staff</li> </ul> <p>Regular updates of organizational policies, personal and financial policies to project staff.</p>
Office management (30%)	<i>Support for central and project office management on operating the regular activities. S/he is also responsible to manage the equipment and supplies within the office premises.</i>
Duties	<ul style="list-style-type: none"> <li>• Ensure that office management, staff recruitment and procurements of services and goods is done as per approved RICOD policies</li> <li>• Prepare contractual documents for all procurements, staff appointments and others as instructed by line manager</li> <li>• Maintain files of all staff and procurements</li> <li>• Set expenditure priorities for project office and central office and instruct the Accountant accordingly</li> <li>• Ensure effective communication between staff and Program Management Committee (PMC)</li> <li>• Supervises Accountant and Logistics Support staff</li> <li>• Timely update and decisions getting approved by project management committee and executive committee</li> </ul>
Monitoring and evaluation (M&E) (10%)	<i>To coordinate monitoring and evaluation processes</i>
Duties	<ul style="list-style-type: none"> <li>• Ensure proper utilization of materials in the field or project office and report to the line manager.</li> <li>• Monitor expenditure versus planned budget and inform the line manager and present it in project management committee on monthly basis.</li> <li>• Ensure that RICOD Values, finance policies and procedures are adhered</li> </ul>
Co-ordination and Capacity Building (10%)	<i>To Co-ordinate within team, other project staff and support staff for capacity building</i>

Duties	<ul style="list-style-type: none"> <li>• Coordinate with all staff for smooth performance of financial, administration, and procurement tasks</li> <li>• Report and update financial situation in monthly meeting with all staff</li> <li>• Capacity building of staff on financial policies and management.</li> <li>• Prepare quarterly, semi annual and annual budget and submit to line manager</li> </ul>
Other	Performing any other task as assigned by line manager or his/her designee as required by organization.

<u><b>Employee</b></u> Signature: Name: Address: Date:	<u><b>In Behalf of RICOD</b></u> Signature: Name: Position: Date:
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**JD approved on May 19, 2018**