Vacancies

Sahaj – Nepal Agricultural Market Development Programme (NAMDP) – Phase 2

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1. **Introduction to Sahaj – Nepal Agricultural Market Development Programme (NAMDP) – Phase 2**

Nepal Agricultural Market Development Programme (NAMDP), also known as Sahaj, operates under bilateral agreements between the Government of Nepal (GoN) and the Government of Switzerland. Funded by the Swiss Agency for Development and Cooperation (SDC), Sahaj is implemented by a consortium led by Swisscontact. Swisscontact is a leading partner organisation for the implementation of international development projects. Represented in 38 countries with over 1,000 employees, Swisscontact promotes since 1959 – inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

1.1 **Background: Sahaj – Phase 1**

Sahaj has been designed with a long-term vision of thriving and inclusive agriculture markets. Sahaj Phase 1 (October 2016 – August 2020) aimed to increase farmers’ income by facilitating their engagement in commercial agriculture markets and participation in networks within markets. It contributed to developing stronger and better functioning market systems that would increase farm-productivity and boost marketing potential of the products produced by smallholder farmers, including women and people from disadvantaged backgrounds.

1.2 **Sahaj – Phase 2**

Sahaj Phase 2 is expected to start from September 2020 (subject to ratification of the bilateral agreement for phase 2 between the governments of Nepal and Switzerland). Building on the achievements and learnings in phase 1, Swisscontact with its consortium partner will implement Sahaj phase 2 in Province 1 of Nepal. Sahaj phase 2 will focus on forward production linkages, on overall agriculture commercialisation, trade, and employment generation, particularly at the level of SMEs.

The project has three main pillars in phase 2: agriculture service provision, non-agriculture service provision, and business enabling environment / federal state building. Under these pillars, interventions will identify and address constraints to innovative and sustainable products/service delivery by agriculture service providers (ASPs) and non-agriculture service providers (N-ASPs). This includes addressing policy bottlenecks and unlocking potential for closer collaboration between sub-national governments and the private sector. Sahaj phase 2 will have a rolling portfolio of agricultural sectors in Province 1, cross cutting the above-mentioned pillars. Based on the needs and feasibility of systemic interventions in specific sectors and results of rolled-out interventions, Sahaj may opt out of some sectors and include new sectors during the implementation of the programme. Monitoring and Results Measurement (MRM) is a crucial process for quality assurance of Sahaj phase 2. Timely and robust evidence generated through Sahaj’s MRM system will effectively support programme steering, learning, adaptive management, and accountability.

2. **Vacancies: Sahaj – Nepal Agricultural Market Development Programme (NAMDP) – Phase 2**

For the second Phase of Sahaj – Nepal Agricultural Market Development Programme (NAMDP), subject to ratification of the bilateral agreement for phase 2 between the governments of Nepal and Switzerland, Swisscontact invites applications from committed and experienced Nepali citizens for the following positions.

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1 FAO, 2002: “Production linkages can be divided into backward and forward linkages, or, to use an alternative terminology, up-stream and down-stream linkages. Backward production linkages refer to linkages from the farm to the part of the non-farm sector that provides inputs for agricultural production, for example agrochemicals. Forward production linkages refer to the part of the non-farm sector that uses agricultural output as an input. The distribution and processing of agricultural outputs are fundamental components of forward production linkages.”
### Vacancies: Sahaj-NAMDP phase 2

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<th>Serial Number</th>
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<th>Place of work</th>
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<td>I</td>
<td>Manager – Agriculture Services</td>
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<td>II</td>
<td>Manager – Non-Agriculture Services</td>
<td>Biratnagar or Kathmandu, with willingness to travel frequently (40-60%) between the two cities. In case of equal qualifications, preference will be given to candidates (willing to be) based in Biratnagar.</td>
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<td>III</td>
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<td>IX</td>
<td>Drivers (2 positions)</td>
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See section 4 for the job descriptions.

3. **Application Procedures**

Interested candidates who meet the requirements for relevant position(s) are requested to send their current CVs (maximum four A4 pages) and a motivation letter to np.info@swisscontact.org latest by 11:59 PM Nepal time on 01 July 2020. Along with the CV and the motivation letter, please send the duly filled in “job application form”, which is available on our website (same address as above).

**In the "subject" line of your email, please mention the position applied for.** If interested in multiple positions, please apply separately for each position (i.e. send separate emails with appropriate subject line and required documents for each position).

Swisscontact Nepal will not entertain any phone enquiries or other such solicitations for these positions. Only shortlisted candidates will be contacted for the selection process. Swisscontact Nepal reserves the right to reject any or all applications.

Swisscontact Nepal promotes workforce diversity and applies positive discrimination to candidates from discriminated groups (women, Dalit, Janajati, Madhesi/Terai and other minority communities).
4. **Job Descriptions**

I. **Manager – Agriculture Services**

**Start of employment:** 1 September 2020  
**Place of work:** Biratnagar, Province 1, Nepal  
**Reports to:** Senior Manager – Services and Innovation

**Tasks**

The Manager – Agriculture Services is responsible for the planning, designing, and monitoring of interventions which aim at improving product/service delivery of agriculture service providers for agricultural commercialisation.

Her/his major tasks include:

- Manage a pool of officers, overseeing the day to day implementation of interventions targeted towards agriculture service providers.
- Lead operationalisation of the strategic objectives of her/his team in close collaboration with her/his supervisor.
- Lead the preparation of costed annual strategic plans, technical and operational work plans and budgets for the agricultural services component’s work.
- Lead the design and implementation of interventions in agriculture services provision – in accordance with the relevant strategies and consistent with the market systems development (MSD) approach.
- Identify potential strategic partners in the private and public sector to trigger innovative business practices. Coach and support the program’s intervention officers to establish relationships with key private and public sector actors in selected markets.
- Ensure the quality of the work of her/his team. Ensure relevant activities are progressing according to annual work plan and timeframes.
- Provide/compile input to the Yearly Plan of Operations (YPOs) and (semi-)annual progress reports.
- Review and monitor annual budgets and ensure appropriate spending.
- Contribute to Federal State Building/Business Enabling Environment (FSB/BEE) initiatives as per project approach.
- Implement approaches and interventions that foster gender and social inclusion.
- Coordinate and exchange information/ideas with the other service provision teams (Non-ag services, start-up & innovation support, SIP interventions, and FSB/BEE).
- Support timely monitoring and streamlining of data collection and analysis in collaboration with the Monitoring and Results Measurement (MRM) team.
- Comply with the Project Manual of NAMDP and other relevant requirements of Swisscontact and SDC.

**Requirements**

- Minimum 5 years of working experience in the field of market systems development and/or value chain development.
- Master’s degree in relevant discipline or at least 2 years additional relevant work experience.
- Experience of working with the private sector in agriculture value chains.
- Excellent knowledge of agri businesses, and services for agri businesses.
- Excellent understanding of the constraints facing agriculture service providers in Nepal.
- Experience of working with the public sector on policy bottlenecks impeding the promotion of agri businesses desired.
- Excellent analytical, managerial, and organisation skills. Excellent written and spoken English.
II. Manager – Non-Agriculture Services

Start of employment: 1 September 2020
Place of work: Biratnagar or Kathmandu, with willingness to travel frequently (40-60%) between the two cities. In case of equal qualifications, preference will be given to candidates (willing to be) based in Biratnagar.

Reports to: Senior Manager – Services and Innovation

Tasks

The Manager – Non-Agriculture Services is responsible for the planning, designing, and monitoring of interventions which aim at supporting non-agriculture service providers, such as financial institutions, ICT companies, media, business development service providers, skills and technology providers, to provide innovative services that support the expansion of innovative business models and crowding-in in agriculture commercialisation. Her/his major tasks include:

- Provide leadership and manage a pool of officers and experts, overseeing the day to day implementation of interventions targeting non-agriculture market actors providing supporting services and functions to agri value-chain actors
- Co-lead the ideation and operationalisation of the strategic objectives of her/his team in close collaboration with her/his supervisor.
- Lead the preparation of costed annual strategic plans, technical and operational work plans and budgets for the non-agricultural services component’s work.
- Lead the design and implementation of effective strategies and interventions in non-agriculture services provision - consistent with the market systems development (MSD) approach.
- Lead the preparation of costed annual strategic plans, technical and operational work plans and budgets for the agricultural services component's work.
- Identify potential strategic partners in the private and public sector to trigger innovative business practices. Coach and support the program’s intervention officers to establish relationships with key private and public sector actors in selected markets.
- Ensure the quality of the work of her/his team. Ensure relevant activities are progressing according to annual work plans and timeframes.
- Provide/compile input to the Yearly Plan of Operations (YPOs) and (semi-)annual progress reports from the non-agriculture services team. Review and monitor annual budgets and ensure appropriate spending.
- Contribute to Federal State Building/Business Enabling Environment (FSB/BEE) initiatives as per project approach.
- Implement approaches and interventions that foster gender and social inclusion.
- Coordinate and exchange information/ideas with the other service provision teams (Ag services, start-up & innovation support, SIP interventions, and FSB/BEE).
- Support timely monitoring and streamlining of data collection and analysis in collaboration with the Monitoring and Results Measurement (MRM) team.
- Comply with the Project Manual of NAMDP and other relevant requirements of Swisscontact and SDC.

Requirements

- Minimum 5 years of working experience with financial service providers, investors, and/or relevant private sector actors.
- Master’s degree in relevant discipline or at least 2 years additional relevant work experience.
- Excellent understanding of support services relating to business growth.
- Experience working with agri businesses and knowledge of underlying constraints facing non-agriculture service providers in Nepal.
- Experience in market systems development and agricultural value chain development.
- Excellent analytical, managerial, and organisation skills. Excellent written and spoken English.
III. Access to Finance Expert

Start of employment: 1 September 2020
Place of work: Biratnagar or Kathmandu, with willingness to travel frequently (40-60%) between the two cities. In case of equal qualifications, preference will be given to candidates (willing to be) based in Biratnagar.
Reports to: Manager – Non-Agriculture Services

Tasks

The expert is responsible for identifying access to finance related opportunities and interventions in different programme components of NAMDP. Her/his major tasks include:

- Lead the design and implementation of interventions related to access to finance.
- Conduct rapid assessment of banks and other sources of SME finance to identify weaknesses in their understanding of the SME market potential, and their ability to design and implement SME financial service outreach. Identify and propose innovative ways to address gaps in SMEs’ capacity to engage with lenders.
- Assess minimum requirements for banks or other actors to lend to new client groups and proactively map the entry points and most promising sources of capitals (e.g. investment funds, banks, microfinance institutions, impact or angel investors).
- Explore opportunities to reduce the financial gap between agribusinesses and relevant (non-) agriculture service providers and financial intermediaries (banks, MFIs, social investors and other financial institutions) through facilitating relevant awareness raising and capacity building services to both the demand and supply side and through strong coordination with the legal expert of the team.
- Serve as the principal liaison between programme teams (ag, non-ag components) and financial intermediaries
- Develop clear briefs and material that foster understanding of the situation of SME borrowers, constraints of lenders, and the government regulatory framework that affects lending.
- Coordinate and exchange information/ideas on issues related to finance with the other service provision teams (Ag services and FSB/BEE).
- Ensure that the interventions are consistent with the market systems development (MSD) approach.
- Ensure the quality of the work related to access to finance interventions.
- Ensure relevant activities are progressing according to annual work plans and timeframes.
- Provide relevant input to Yearly Plan of Operations (YPOs) and (semi-)annual progress reports.
- Contribute to Federal State Building/ Business Enabling Environment (FBS/BEE) initiatives as per project approach.
- Implement approaches and interventions that foster gender and social inclusion.
- Support timely monitoring and streamlining of data collection and analysis in collaboration with the Monitoring and Results Measurement (MRM) team.
- Comply with the Project Manual of NAMDP and other relevant requirements of Swisscontact and SDC.

Requirements

- Minimum 5 years of relevant working experience in the financial sector.
- Master’s degree in relevant field (degree in Finance or Business), or at least 2 years additional relevant work experience.
- Excellent knowledge on Nepal’s banking and financial services industry. Excellent networks with banking and financial institutions, associations and/or projects working on access to finance issues.
- Proven experience in best practices for SME financial access strategy approaches and tools.
- Demonstrated capability to carry out analyses of lending and diagnosing prevalent problems and obstacles to effective lending.
- Experience of working on issues related to access to finance from a ‘development challenge’ perspective.
- Good knowledge on agribusinesses, and agriculture and non-agriculture services for agribusinesses will be an added advantage. Good knowledge of market systems development approach desired.
IV. Start-ups and Innovation Support Expert

**Start of employment:** 1 September 2020

**Place of work:** Biratnagar or Kathmandu, with willingness to travel frequently (40-60%) between the two cities. In case of equal qualifications, preference will be given to candidates (willing to be) based in Biratnagar.

**Reports to:** Manager – Non-Agriculture Services

**Tasks**

The expert is responsible for the design and implementation of interventions that will support innovations (disruptive) and provide start-up support through collaboration with existing start-up ecosystem actors/service providers. Her/his major tasks include:

- Identify innovative early-stage growth entrepreneurs and start-up models in agribusiness and related sectors. Lead the process of soliciting innovative strategies from early-stage private sector market actors (growth enterprises as opposed to subsistence or very traditional ones), and experienced market actors that are innovative and ambitious and risk-takers.
- Identify and provide information to the wider team on gaps and opportunities in the entrepreneurship/start-up ecosystem in Province 1
- Broker relationships to identify innovative mechanisms that improve access to finance for early-stage entrepreneurs in collaboration with the Access to Finance Expert, including start-up support mechanisms and platforms for the provision of identified support needs.
- Manage relationships with ecosystem partners and link them with agribusinesses. Constantly update herself/himself on the start-up ecosystem scenario for relevant sectors/markets of NAMDP.
- Ensure the quality of the work of the start-ups and innovation support initiatives.
- Ensure relevant activities are progressing according to annual work plans and timeframes.
- Provide relevant input to Yearly Plan of Operations (YPOs) and (semi-)annual progress reports.
- Contribute to Federal State Building/Business Enabling Environment (FSB/BEE) initiatives as per project approach.
- Implement approaches and interventions that foster gender and social inclusion.
- Coordinate and exchange information/ideas with the other service provision teams (Ag services and FSB/BEE).
- Support timely monitoring and streamlining of data collection and analysis in collaboration with the Monitoring and Results Measurement (MRM) team.
- Comply with the Project Manual of NAMDP and other relevant requirements of Swisscontact and SDC.

**Requirements**

- Minimum 5 years of relevant working experience (within the start-up ecosystem).
- Master’s degree in relevant field (degree in Business or Economics is preferred), or at least 2 years additional relevant work experience.
- Excellent knowledge on Nepal’s start-up ecosystem.
- Excellent networks with ecosystem partners such as equity investors, venture capitals, accelerators, and business incubation facilities.
- Good knowledge on agri-businesses, and agriculture and non-agriculture services for agri-businesses will be an added advantage.
- Good knowledge of market systems development approach desired.
V. Manager – Business Enabling Environment (BEE) & Federal State Building (FSB)

Start of employment: 1 September 2020
Place of work: Biratnagar, Province 1, Nepal
Reports to: Team Leader

Tasks

The Manager – BEE & FSB is responsible for the planning, designing, implementation and monitoring of interventions in relevant policy and federalisation issues in agriculture market systems. Her/his major tasks include:

▪ Manage a pool of officers and experts, leading and overseeing the day to day implementation of interventions supporting federal and sub-national governments in their efforts to address bottlenecks related to current, or not yet existing, policies, standards, rules, and regulations, to support agriculture and non-agriculture service provision and agriculture-led growth, in close collaboration with SDC.
▪ Scope and engage in the facilitation of effective partnerships between public and private sector.
▪ Take lead in the project’s contribution to Federal State Building/Business Enabling Environment (FSB/BEE).
▪ Take lead in identifying key policy and regulatory issues; plan and execute research and analysis of policy and regulatory constraints and opportunities in the agriculture sector in Province 1;
▪ Incorporate information shared by the senior policy adviser, lead activities including developing clear policy road maps for each policy issue. Policy road maps shall clearly set out the goals of each policy interventions, key entry points, partners, and key milestones to be achieved.
▪ Develop and lead the implementation of evidence-based policy interventions, including dialogue, advocacy to address key constraints and unlock opportunities in close collaboration with other relevant private and public sector actors and in coordination with the services and innovation teams.
▪ Lead the preparation of costed annual strategic plans, technical and operational work plans and budgets for the BEE and FSB work.
▪ Support timely monitoring and progress analyses of BEE/FSB interventions in collaboration with the Monitoring and Results Measurement (MRM) team.
▪ Ensure the quality of the work of the BEE/FSB team. Ensure relevant activities are progressing according to annual work plans and timeframes
▪ Provide/compile input to the Yearly Plan of Operations (YPOs) and (semi-)annual progress reports.
▪ Review and monitor annual budgets and ensure appropriate spending.
▪ Implement approaches and interventions that foster gender and social inclusion.
▪ Coordinate and exchange information/ideas with the other service provision teams ((Non-)Ag services and start-up & innovation support)
▪ Comply with the Project Manual of NAMDP and other relevant requirements of Swisscontact and SDC.

Requirements

▪ Minimum 7 years of working experience with the public sector in the promotion of policies related to private sector growth, trade, or agriculture.
▪ Master’s degree in relevant discipline or at least 2 years additional relevant work experience.
▪ Ability to make connections; establish, shape, and maintain strong relationships with government and private sector actors.
▪ Ability to analyse and recommend policies in support of agri businesses.
▪ Excellent knowledge of business enabling environment issues including policies and regulations affecting agri businesses. Good knowledge on business climate, agri businesses, and agriculture and non-agriculture services for agri businesses will be an added advantage.
▪ Have strong networks with provincial and local governments.
▪ Experience in conducting political economy analysis.
▪ Excellent analytical, managerial, and organisation skills. Excellent written and spoken English.
VI. Legal Expert

Start of employment: 1 September 2020
Place of work: Kathmandu with at least 30% of the time spent in Province 1
Reports to: Manager – Business Enabling Environment (BEE) & Federal State Building (FSB)

Tasks
The expert is responsible for reviewing and advising on legal aspects of policy related interventions of the project. Her/his major tasks include:

- Provide thorough analysis of relevant regulations/laws/policies and regulatory frameworks and diagnose the shortcomings and inadequacies of prevailing laws and regulations
- Provide expertise in the research, analysis and diagnosis of policy and regulatory issues (such as issues in trade policies, economic policies, financial policies) that affect agri businesses, especially SMEs and agri-business related policies (existing and proposed).
- Provide legal recommendations for policy, procedure, or legislative changes, appropriate at federal and provincial level.
- Develop and provide drafts of key changes to be incorporated in new or future policies (regulations, laws, etc...) to support advocacy at government level.
- Diagnose gaps in current laws/policies and propose and draft changes to support the development and implementation of appropriate policy interventions.
- Provide technical feedback to the line Manager on policy issues identified by team members while developing interventions.
- Ensure relevant activities are progressing according to annual work plans and timeframes.
- Assist implementing approaches and interventions that foster gender and social inclusion.
- Support timely monitoring and streamlining of data collection and analysis in collaboration with the Monitoring and Results Measurement (MRM) team.
- Comply with the Project Manual of NAMDP and other relevant requirements of Swisscontact and SDC.

Requirements

- Minimum 7 years of relevant working experience in the legal sector.
- Master’s degree in Law and strong background in business/corporate law, and/or economics and/or business and related field
- Significant work experience in matters relating to governance, tax, accounting, economics and business.
- Sound knowledge on local laws and policies and excellent knowledge of the Nepal’s judicial system and procedures as whole.
- Excellent knowledge of principles, procedures, and standards for drafting a range of complex legal documents.
- Knowledge of litigation and legal contract, agreement and settlement procedures and documentation.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Strong investigative and problem resolution skills.
- Ability to effectively communicate complex legal information to senior staff of NAMDP.
- Good knowledge on agri businesses, and agriculture and non-agriculture services for agri businesses will be an added advantage.
- Basic knowledge of market systems development (MSD) approach desired.
VII. Manager – Monitoring and Results Measurement (MRM)

Start of employment: 1 September 2020
Place of work: Biratnagar, Province 1, Nepal
Reports to: Team Leader

Tasks

The MRM Manager is responsible for designing MRM systems and evidence-generation strategies that support learning and adaptive management. Her/his major tasks include:

▪ Manage the MRM officers, leading and overseeing day to day MRM activities across the programme.
▪ In collaboration with the team leader and senior management team, develop and ensure implementation of mechanisms and tools that optimise the use of evidence for adaptation at strategic level. Ensure robust evidence generation and use of evidence through a well-functioning MRM system.
▪ Use results to drive the programme’s understanding on what works, what does not, why and how, under which circumstances, and support adaptation.
▪ Participate in sector meetings, facilitate periodic MRM meetings, assist sector teams in interpreting the findings, and ensure that the findings are used to refine, improve, and maximise the impact of NAMDP interventions. Develop agenda and facilitate strategic reviews (including discussions with SDC) where evidence is assessed to refine interventions timely.
▪ Guide and review tools developed by MRM officers for field research, including case studies and impact assessments aimed at tracking the programme’s progress and impact.
▪ Aggregate impact results at sector and programme level, gender and DAG disaggregated.
▪ Develop the MRM manual and ensure programme implementation complies with the MRM system.
▪ Guide and review the development and formulation of case studies, special studies impact assessments tools and knowledge sharing/capitalisation documents, developed by the MRM officers.
▪ Process/document lessons-learned and disseminate them through appropriate channels.
▪ Contribute to finalise Yearly Plan of Operations (YPOs) and (semi-)annual progress reports.
▪ Review and monitor annual MRM budget and ensure appropriate spending.
▪ Ensure the quality of work of her/his team. Ensure relevant activities are progressing according to annual work plans and timeframes.
▪ Liaise with external evaluators and impact assessments teams as and when necessary.
▪ Comply with the Project Manual of NAMDP and other relevant requirements of Swisscontact and SDC.

Requirements

▪ Minimum 7 years of relevant work experience in Monitoring, Results Measurement and Learning.
▪ Master’s degree in relevant discipline or at least 2 years additional relevant work experience.
▪ Experience and knowledge about what optimise learning and utilisation from MRM generated evidence.
▪ Demonstrated interest in learning and the uptake of evidence to improve development interventions.
▪ Experience in using programme theory to design and evaluate interventions that aim at facilitating change in complex systems.
▪ Strong technical skills in quantitative and qualitative MRM methods (including impact assessments) applied to development programmes.
▪ Experience of applying DCED standards for results measurements in private sector development / market systems development projects.
▪ Experience of developing practical guidance and tools for effective monitoring and reporting.
▪ Strong analytical and problem-solving skills.
▪ Outstanding command of MS Excel. Command of MS Access, SPSS, and other suitable statistical packages will be an added advantage.
▪ Good understanding of private sector development issues and the market systems development (MSD) approach is a plus.
▪ Good analytical, managerial, and organisation skills. Good written and spoken English.
VIII. Finance and Administration Officer

Start of employment: 1 September 2020
Place of work: Biratnagar, Province 1, Nepal
Reports to: Finance and Administration Manager

Tasks

The Finance and Administration Officer is responsible for the day to day financial operations of the project’s field office in Biratnagar, Province 1. Furthermore, this position will act as a focal person for finance, administration & HR at the field office and oversee office assistant and drivers at field office. Her/his major tasks include:

Financial management at Biratnagar office
- Support Finance & Administration Manager to ensure effective and efficient financial management.
- Implement control system for financial integrity at project’s office in Province 1 in line with Swisscontact’s policies and procedures and including donor’s requirements.
- Prepare vouchers and journal entries with adequate supporting documents.
- Make data entries in accounting software for monthly accounts and maintain the computerised accounting system AbField.
- Prepare periodic financial reports and expenditure forecast as required.
- Prepare monthly, half-yearly and year-end closing of accounts.
- Prepare and dispatch timely invoices as per contract to external parties.
- Process the consultants’ payments.
- Prepare monthly bank reconciliation statements.
- Prepare fund requisition document to submit project office in Kathmandu and request for timely fund transfer.
- Assist in monitoring the expenditure processes in accordance with policy and procedures of Swisscontact.
- Provide orientation to project implementing partners on Swisscontact’s financial rules and monitor their account keeping.
- Issue advances to staff and consultants and ensure timely settlements of advances.
- Ensure deduction at source and advance payment of income tax and VAT from all applicable payments and safe keeping of the entire tax and VAT related documents.
- Proceed E-TDS and coordinate with project office’s finance unit for vat refund.
- Support to prepare monthly financial reports as per requirements of the project.
- Support to prepare for external audits and work with external auditors.
- Maintain integrity and confidentiality of all financial transactions.

General Administration and HR at Biratnagar office
- Support Finance & Administration Manager to carry out the day-to-day activities of the administration.
- Support to conduct regular staff meetings and other periodic meetings and prepare meeting minutes.
- Arrange official invitation letters for incoming guests and visitors as well as for staff members going for international visits.
- Provide logistic arrangement for all relevant project activities/events including national flight reservations, hotel and vehicle arrangement for staff, consultants, and interns.
- Fleet management of NAMDP (assigning vehicle, repairing, safeguarding, and maintaining vehicle performance report and ensuring timely renewal of necessary documents for the office vehicles).
- Verify and update the store ledger and ensure that other office supplies stock is adequate.
- Ensure proper maintenance of IT equipment.
- Support to conduct proper recruitment process, maintain logistic for recruitment and induct newly joined employees.
- Maintain HR roasters, personnel files, transfers, terminations, changes in job classifications, merit increment, track vacation, sick leave, and annual leave. Orient and ensure that staff are aware about policies and procedure of Swisscontact.
- Provide periodic operational and HR reports to project office in Kathmandu.
- Comply with the Project Manual of NAMDP and other relevant requirements of Swisscontact and SDC.

**Requirements**

- Bachelor’s degree in business administration, management or equivalent with specialisation in finance/accounting or professional qualification of CA/ACCA/CIMA (Master’s degree in a related field will be an advantage).
- Knowledge and background in finance and grant management, GAAP/IFRS, internal control, local laws, taxation, audit, general administration including logistic, security, procurement and inventory management, human resources, operations, and communications.
- At least 3 years work experience in finance and administration sector in the development sector (NGOs/INGOs) (experience in SDC funded projects will be an added value).
- Proven skill of MS office package (Word, Excel, Outlook, PowerPoint etc) and accounting software.
- Good team player and ability to work in diverse team.
- Ability to work under pressure and short deadlines.
- Fluency (oral and written) in English and Nepali languages.

IX. Drivers (2 positions)

**Start of employment:** 1 September 2020  
**Place of work:** Biratnagar, Province 1, Nepal  
**Reports to:** Finance and Administration Officer, Biratnagar office

**Tasks**

- Drive office vehicle for transportation of authorised personnel, document delivery and pickup.
- Maintain logbook for all travels, mileage, gas consumption and refills.
- Maintain office vehicle with regular check-ups and cleaning.
- Maintain passenger safety while driving.
- Perform other duties as required.
- Comply with the Project Manual of NAMDP and other relevant requirements of Swisscontact and SDC.

**Requirements**

- At least School Leaving Certificate  
- Valid driver’s license  
- Excellent eyesight and driving fitness  
- Minimum 3 years driving experience in similar office environment, ideally with INGOs/multilateral organisations  
- Able to read and write in English as well as understand and communicate in English  
- Excellent knowledge of all relevant safety precautions  
- Familiar with major roads and roads in Province 1 and Kathmandu valley  
- Experience in driving in the remote hills and rough terrain of Nepal