**Job Title:** Project Officer cum M & E

**Duty Station:** Gaindakot, Nawalpur

**Reports to:** Project Coordinator

Contract Length: Annual

**Background:**

**About the organization:** SAHAMATI (An Institution Dedicated to Community Plus Humane Development) is a non-governmental, non-political, non-profit social development organization established in 2001. It aims to address the challenges of the 21st century through a community-centered approach, focusing on social justice, human rights development, and self-help promotion. SAHAMATI has built a network of social groups, organizations, and institutions and has been implementing community-centered projects in collaboration with various partners.

**About the Project:** WWF Nepal is in the process of implementing a project on Nature-based Solutions (NbS) with an aim to address the most pressing societal challenges of Khageri and Gindri/ Kerunge watershed of the Lower Narayani River Basin. The project will focus on empowering CSOs and IPLCs, implementing Nature-based Solutions (NbS) to improve conditions of critical sub-watersheds, reducing disaster and climate change-related risks, and improving natural resources governance in two critical watersheds namely, Gindri catchment in Nawalpur and Khageri catchment in Chitwan. SAHAMATI is implementing partner for WWF Nepal's Nature-based Solutions (NbS) Resilient Lower Narayani Basin project through an open call selection process. The project is expected to commence soon. SAHAMATI's office in Gaindakot Municipality is strategically located near the project implementation sites in Gindri sub-watershed in Nawalparasi (Bardagaht Susta East) District and Khageri basin of Chitwan District.

**Position Summary:** The ProjectProject officer is responsible for providing strategic leadership, effective management of the project portfolio, and overseeing project personnel. The coordinator will work under the supervision of the Project Coordinator, and contribute to strategy development, project growth, project design, implementation, monitoring, and evaluation.

**Key Responsibilities:**

* Conduct research on recharge techniques, source augmentation, protection, and conservation, and support consortium partners in implementing field research activities.
* Lead capacity-building and awareness-raising activities at the field to preserve ecologically and environmentally significant areas.
* Generate new innovative ideas to enhance project effectiveness based on field experiences.
* Prepare and Facilitate participatory workshops at the community level and conduct meetings, training sessions, and orientations.
* Support water and forest committees in Palikas (local governments) to implement environment-friendly acts, policies, and actions with intensive field visits.
* Prepare evidence-based learning briefs, case studies, policy briefs, and fact sheets.
* Contribute to the development of a detailed implementation plan for the project.
* Identify and assess risks associated with the project implementation and develop mitigation measures.
* Provide analysis and support to ensure timely achievement of project results.
* Build relationships with local government agencies, line agencies, and relevant stakeholders in Nawalparasi and Chitwan through regular physical meetings and follow ups.
* Provide timely feedback to team members on the quality and standards of the project implementation.

**Competencies:**

**Academic Qualification:**

Minimum bachelor's degree in Environment Science, Sociology, or a relevant field.

**Experience:**

* Minimum 4 years of working experience with project implementation, research and documentation capabilities.
* Demonstrated experience in monitoring and evaluation of the project.
* Ability to manage risks and work effectively in a team, including experience with local communities in conservation and development contexts.

**Sector Knowledge:**

* Knowledge of government policies related to watershed management, water resource management, forests conservation, climate adaptation, and the environment.
* Understanding of environmental issues such as climate change adaptation, water source conservation, wetland protection, climate-smart technologies, livelihoods.
* Knowledge on GESI and human rights-based approaches.
* Knowledge of local development planning processes and budgeting.
* Sound knowledge of monitoring and evaluation, result-based monitoring, and specific tools and methods for water, ecology, and environment.
* Familiarity with field research, participatory action research, participatory tools implementation, knowledge management, finance, and governance.
* **Project implementation capacity:**Understanding of operational issues, including timely and quality delivery of activities, effective planning, and monitoring skills.
* Strong interpersonal and interpretational skills.
* Proficiency in report writing.
* Familiarity with detailed implementation plans and team harmonization.
* Knowledge and skill in project risk analysis and management, including identifying marginalized and vulnerable groups.
* Excellent report writing skills for developing periodic reports, case studies, and event reports.
* Ability to meet financial requirements and deadlines.
* • Demonstrate proficiency in effectively managing work responsibilities both in the field and at the desk, ensuring a balanced workload. Proficient in conducting training needs assessments and developing and facilitating training, workshops, and meetings.
* Ability to incorporate findings and feedback into project activities.
* Experience in developing project trackers and maintaining databases of target groups.
* Competence in documentation and knowledge management, familiarity with Cobo tools or similar internet-based MIS tools.

**Skill Required:**

* Proficiency in stakeholder mapping and mobilization for project benefits.
* Strong facilitation and documentation skills for meetings and workshops.
* Ability to identify local advocacy issues and priorities.
* Track record of effective advocacy campaigns through historical record tracking.
* Excellent presentation skills in various forums and networks.
* Coordination skills with stakeholders, academicians, and expert researchers.
* Strong skills in report and case study writing, presentation, and facilitation.
* Proficiency in documentation and reporting in English and Nepali.
* Excellent computer skills in Word, Excel, PowerPoint, MIS, data analysis, and presentation.

Note: This job description is not exhaustive, and additional responsibilities may be assigned by the Project Coordinator, Directors, and Executive Coordinator based on the situation.