

**JOB-DESCRIPTION Local Personnel**

<b>Swiss office abroad in:</b>	<b>Kathmandu</b>	<b>Date:</b>	<b>xxx</b>
<b>Name</b>	<b>xxx</b>	<b>Degree of employment:</b>	<b>100%</b>
<b>First name (s)</b>	<b>xxx</b>	<b>Total subordinated Staff:</b>	<b>0</b>
<b>Function</b>	<b>National Programme Officer (Local economic development)</b>	<b>IPDM Number:</b>	
<b>Direct Supervisor:</b>	<b>Programme Manager Employment and Income (D2)</b>	<b>Entry into function:</b>	<b>August 2024</b>
<b>Personnel category:</b>	8		
<b>Requirements</b>	<p><b>Expert Competence</b></p> <ul style="list-style-type: none"> <li>▪ Master Degree in economics, tourism, regional development planning, or similar related field, in Nepal and internationally;</li> <li>▪ At least 3 years of practical work experience in the development sector or in the area of private sector development or a related field;</li> <li>▪ Professional network with private and public actors engaged in economic development of SMEs and tourism;</li> <li>▪ Familiarity with the functioning of the federal, province and local governments, including constitutional mandates and thematic responsibilities, inter-governmental coordination mechanisms, processes etc.;</li> <li>▪ Proven sensitivity and experience in the areas of gender, equity and social inclusion, in inclusive regional development, and, preferably, in climate change adaptation and mitigation;</li> <li>▪ Proficiency in written and spoken English and Nepali;</li> </ul> <p><b>Methodical Qualification/Competence</b></p> <ul style="list-style-type: none"> <li>▪ Excellent analytical, conceptual and strategic abilities, including adaptive and outcome-oriented project management in an intercultural context;</li> <li>▪ Good understanding of project cycle management (PCM);</li> <li>▪ Ability to work independently, make decisions and implement them;</li> <li>▪ Ability to build and nurture partnerships with private and public sector actors;</li> <li>▪ Ability to learn and adapt quickly.</li> </ul> <p><b>Social Qualification/Competence</b></p> <ul style="list-style-type: none"> <li>▪ Networking, negotiation and communication skills;</li> <li>▪ Ability and willingness to work in team;</li> <li>▪ Goal orientation and ability to address feedbacks constructively;</li> <li>▪ Readiness to go to field visits in rural areas with simple facilities, and to engage with stakeholders from different social and ethnical backgrounds.</li> </ul>		
<b>Tasks and competences (activities in order of importance)</b>	<b>in %</b>	<b>job completion (independent or</b>	

		acc. to instructions)
<p><b>Purpose of the job:</b></p> <p>The National Programme Officer (NPO) will have the overall responsibility for the implementation of projects to promote sustainable tourism, i.e., the set-up and steering of the <i>Trail Based Tourism Development Project</i> (TTDP), the design, planning, set-up and steering of other related SME-based local economic development projects contributing to economic growth, jobs and income. The responsibility includes:</p> <ul style="list-style-type: none"> <li>• The design of new projects, including stakeholder engagement, commission of studies, preparing SDC-internal credit proposals and detailed project documents, if required implementing tender processes to identify implementing partners, prepare bilateral agreements with the Government of Nepal as well as contracts with implementing partners, etc.</li> <li>• Ensuring project steering and quality of strategic, operational and financial project monitoring and reporting, following outcome-oriented and adaptive programme management.</li> <li>• Ensuring a responsible and timely exit, based on clear strategic, operational, financial and human resource-related plans.</li> <li>• Thereby, considering and integrating transversal themes, i.e. federal state building, gender and social inclusion, and climate change/green growth.</li> </ul> <p>In addition, the NPO supports the monitoring and steering of SDC Global Programmes.</p> <p>When communicating with project partners, authorities and development partners, the NPO represents Switzerland and ensures that the communication is coherent with SDC's and FDFA's principles and strategies.</p> <p>The NPO engages in dialogue with the governments at federal, provincial and local levels. She/he contributes to SDC/the Swiss Embassy's policy and political engagement in regards to sustainable tourism development, and participates in development partner coordination activities in the sector, on behalf of the SDC.</p> <p>The NPO is an active part of the Employment and Income team and contributes to a constructive collaboration between team members. She/he informs the team and the supervisor regularly on relevant developments regarding the political and economic context, policy frameworks, projects and the project environment to ensure relevance, coherence and informed decision making. The NPO contributes to the formulation of new strategies of the SDC in Nepal and to reporting results for the annual report.</p>	100%	Independent
<p><b>Task and Competencies</b></p> <p><b>1. Project cycle management and steering</b></p> <p>Under the supervision of the Programme Manager for Employment and Income (Domain 2), the National Programme Officer (NPO):</p> <ul style="list-style-type: none"> <li>• Ensures full project cycle management, in compliance with FDFA and SDC standards, for the assigned portfolio (TTDP, upcoming SME-based tourism development programme, small actions).</li> <li>• Assures the strategic, operational and financial quality of projects, i.e. their design, implementation and exit, according to SDC standards, related agreements and corresponding plans.</li> <li>• Ensures mainstreaming of the SDC transversal themes, namely federal state building, gender and social inclusion (GESI), and climate change/ green</li> </ul>	60%	Independent/In consultation with supervisor

<p>growth, including the promotion of workforce diversity in line with SDC's policy on Workforce Diversity, in all assigned activities and projects.</p> <ul style="list-style-type: none"> <li>• Monitors the projects strategically and ensures outcome-oriented project steering. Based on monitoring results and learning, proposes strategic programme adaptation.</li> <li>• Reviews and comments on operational, financial and strategic reports submitted by partners and elaborate management responses to partners. Therefore, closely collaborates with SDC's Finance Controllers.</li> <li>• Manages and follows-up on project evaluations. Ensures learning and compilation of good practice for programme adaptation and communication.</li> <li>• Identifies opportunities for new collaborations and initiatives; based on request, designs and develops new programmes and programme phases, including conduct of studies, development of entry/credit proposals and project documents, conduct of tenders for implementing partners, etc.</li> <li>• Supports partners in the completion of the mandated tasks, advises and foster an effective exercise of functions, minimising risks (based on partners' progress reporting).</li> <li>• Ensures constructive and effective engagement of partners from all sectors, incl. private sector associations and SMEs; ensure an effective collaboration with the government at federal, provincial and local level.</li> <li>• Contributes to communication through web-presence, PR material, etc.</li> </ul>		
<p><b>2. Public relations, coordination and networking</b></p> <p>Under the supervision of the Programme Manager for Employment and Income (Domain 2):</p> <ul style="list-style-type: none"> <li>• Maintain a network that allows SDC/ the Swiss Embassy to proactively contribute to the dialogue on local economic development, including tourism, at political and policy level. Liaise regularly with government officials at local, provincial and federal level, prepare material for policy dialogue when needed and inform the supervisor about new developments or issues of a policy / political nature in the relevant thematic fields.</li> <li>• Play an active role in the development partners' coordination and harmonization. Ensure an active follow-up on other Development Partners' programs in similar thematic and geographical areas, to enhance SDC's understanding on other DPs' approaches and strengthen collaboration where possible. Contribute to or lead the dialogue with multilateral partners, aiming at identifying possible synergies with bilateral projects.</li> <li>• Represent SDC and participate in meetings, workshops, seminar and key events related to sustainable tourism development.</li> <li>• Coordinate and follow up with other entities of the Swiss administration, i.e. with the thematic and geographic section at SDC.</li> </ul>	15%	Independently and in consultation with the supervisor
<p><b>3. Thematic tasks / knowledge management (internal)</b></p> <p>Under the supervision of the Programme Manager for Employment and Income (Domain 2):</p> <ul style="list-style-type: none"> <li>• Participate in and reflect on international, federal, and provincial initiatives and discussions related to sustainable tourism development.</li> <li>• Contribute to internal knowledge sharing; ensure regular updates to the embassy's programme team, the supervisor and the embassy's management.</li> <li>• Participate in the evaluation of bids and other PCM-tasks managed by other NPOs, contributing with thematic knowledge and assuring that the procedure is carried out respecting instructions and regulations.</li> </ul>	20%	Independently

<ul style="list-style-type: none"> <li>Identify and reinforce synergies with other projects of domain 2, as well as with domains 1 and 3.</li> <li>Actively contribute to the working groups, based on demand.</li> </ul>		
<p><b>4. Other tasks:</b></p> <ul style="list-style-type: none"> <li>Contribute to comprehensive analysis and reporting at the level of the cooperation strategy (i.e. MERV, quarterly reports, mid-term review of the country programme, annual report against the cooperation programme), to knowledge management and exchange and learning processes in-house and with partner organisations.</li> <li>Participate in the SDC Economy and Education Network's Private Sector Development sub-networks, as well as in initiatives related to rural urban linkages.</li> <li>Any other additional task, foreseen and unforeseen, requested to effectively manage the SDC programme in Nepal.</li> </ul>	5%	Independently and in consultation with the supervisor
<p><b>Area of tasks changed</b></p>	<p>Yes <input checked="" type="checkbox"/> No</p>	

<p><b>Signature Superior:</b></p>
<p><b>Signature Employee:</b></p>