



**JOB-DESCRIPTION Local Personnel**

<b>Swiss office abroad in:</b>	Kathmandu	<b>Date:</b>	31.05.2024
<b>Name</b>		<b>Degree of employment:</b>	100%
<b>First name (s)</b>		<b>Total subordinated Staff:</b>	None
<b>Function</b>	National Programme Officer – Federal State Building	<b>IPDM Number:</b>	
<b>Direct Supervisor:</b>	Deputy Head of Mission	<b>Entry into function:</b>	xxx
<b>Personnel category:</b>			
<b>Requirements</b>	<p><b>Expert Competence</b></p> <p><b>Education and experience</b></p> <ul style="list-style-type: none"> <li>▪ Master’s degree in Economics, Public Administration, Political Science, or other relevant field;</li> <li>▪ Not less than 3 years of experience in practical development work in the areas of federalism, decentralization and local governance, public financial management (PFM), including extensive field exposure;</li> <li>▪ Experience working with provincial and local governments;</li> <li>▪ Good understanding of concepts and current issues related to federalization, public financial management and the functioning of the provincial and local governments;</li> <li>▪ Proficiency in spoken and written English in addition to Nepali.</li> </ul> <p><b>Methodical Qualification/Competence</b></p> <ul style="list-style-type: none"> <li>▪ Strong analytical thinking and writing skills in English;</li> <li>▪ Knowledge in project cycle management (PCM);</li> <li>▪ Strong networking, negotiation and presentation skills.</li> </ul> <p><b>Personal competencies</b></p> <ul style="list-style-type: none"> <li>▪ Good understanding and network of contacts in the public sector and academia relevant for federalism;</li> <li>▪ Ability to prioritize and work independently and efficiently;</li> <li>▪ High transparency and integrity</li> </ul> <p><b>FDFA-specific skills</b></p> <ul style="list-style-type: none"> <li>▪ Intercultural sensitivity; sensitivity for gender equity and social inclusion and climate change</li> </ul>		
<b>Tasks and competences (activities in order of importance)</b>			
	<b>in %</b>	<b>job completion (independent or acc. to instructions)</b>	
<p><b>Purpose of the Job</b></p> <p>Under the supervision of the Deputy Head of Mission (DHoM), the National Programme Officer is responsible to support the DHoM for developing, monitoring and steering projects in the Federal State Building Domain (Domain 1) of the Swiss Cooperation Strategy 2023-26. S/he shall support the supervisor in the quality assurance of SDC’s programme implementation, contribute to the formulation of concepts, plans and strategies, and to the annual programmes of the</p>	100%	Autonomously / in consultation with supervisor	

<p>projects and the SDC Annual Report. Specifically, the NPO shall be responsible for the oversight and development of assigned projects of the Federal State Building Domain (D1); conduct trainings and inductions for projects and colleagues; in close consultation with DHoM liaise with and advise the province government on behalf of the SDC. The role is based in Kathmandu with frequent visits to provinces, especially Koshi. In the contacts with partners and authorities, the NPO is representing the Embassy of Switzerland in Nepal and assures that the communication is coherent with SDC's and FDFA's principles and strategies.</p>		
<p><b>1. Programme and project responsibility / PCM</b></p> <ul style="list-style-type: none"> <li>• Responsible for the quality of: (1) project planning, (2) the management of the project cycle at SDC's level, (3) the follow-up of activities (incl. financial aspects) and (4) the monitoring and evaluation of the assigned projects and programs under the Federal State Building Domain;</li> <li>• Observe the implementation of the constitution, the alignment of development programmes (of SDC and in general) to the constitution, periodic plan and help coordinate / mobilize support for the province government in appropriate manner;</li> <li>• Identify possible new projects, assess and enrich them with own ideas, ensuring coherence with the strategies, policies and development plans of the country in line with the Swiss Cooperation Strategy;</li> <li>• Assess project proposals and based on management's consent, work out the needed details with the partner and prepare the documents to submit for approval;</li> <li>• Prepare contents and organise call for tenders, participate in the evaluation of bids assuring that the procedure is carried out respecting instructions and regulations;</li> <li>• Participate or lead negotiations related to the preparation of new projects with partners and authorities and draft corresponding contracts; ensure that they are implemented according to the contractual agreements as well as efficiently, effectively and result-oriented;</li> <li>• Support implementing partners in the realisation of the mandated tasks, advise and promote to foster an effective exercise of functions, minimising risks (based on partners' progress reporting);</li> <li>• Assure quality of projects according to state of the art and the specifications in the agreements and corresponding plans, with focus on gender mainstreaming and social inclusiveness;</li> <li>• Contribute to experiences capitalisation, knowledge management and exchange and learning processes in-house and externally.</li> </ul>	50%	in collaboration with supervisor
<p><b>2. Relations with interlocutors and partners</b></p> <ul style="list-style-type: none"> <li>• Support and provide policy advice to OCMCM, finance ministry, Planning Commission, Ministry of internal affairs;</li> <li>• Find space to advise them on implementation of reforms;</li> </ul>	10%	in collaboration with supervisor

<ul style="list-style-type: none"> <li>• Assist in developing capacities required for the implementation of the periodic plan.</li> <li>• Maintain contact with the Swiss NGOs present locally and support them if needed and possible, in consultation with the supervisor;</li> <li>• Contribute to the dialogue with bilateral and multilateral partners, aiming at identifying possible synergies with the bilateral projects;</li> <li>• On request, contribute to the elaboration of positions and statements related to multilateral organisations or other development partners present in State 1;</li> <li>• Support the supervisor's networking and facilitate contacts with national and local authorities as well as with members of the civil society and its organisations.</li> </ul>		
<p><b>3. Thematic tasks / knowledge management (Federalism focal person)</b></p> <ul style="list-style-type: none"> <li>• Support in anchoring of SDC's sectoral programmes in provincial and local context by providing advice (based on his observations in the field) to the Embassy management (bilaterally), concerned NPOs (bilaterally) the SDC programme team (e.g., in PT meetings), and the team leaders (e.g., in TL meetings) on how to enhance alignment, coherence/synergies, and federal state building of the SDC sectoral programmes</li> <li>• Proactively inform the NPOs in charge of sectoral projects/programmes on possible implications resulting from the various policy reforms with a view to remain coherent with the implementation of federalism as foreseen in the constitution and relevant policies, laws, rules and guidelines.</li> <li>• Follow up the evolution of federalism, provide regular updates to the SDC management, the Programme Team and Team Leaders meeting on the implementation progress of federalism;</li> <li>• Inform SDC management about the federal state building context and take the appropriate measures where needed;</li> <li>• Support the Embassy management to liaise with Development partners regarding the implementation of the constitution (e.g. in regard to preparing position papers, presentation in IDPG etc.)</li> <li>• Active member in DDLGN network of SDC and contribute to knowledge building and management;</li> </ul>	20%	in collaboration consultation with supervisor
<p><b>4. Public relations, networking, policy dialogue</b></p> <ul style="list-style-type: none"> <li>▪ Maintain regular dialogue with the governments, in particular of Koshi province, and partner organisations relevant to the Federalisation (e.g., NNRF, MUAN and NARMIN);</li> <li>▪ Inform and communicate proactively on SDC's programmes and projects as well as their developments and progress;</li> <li>▪ Keep adequate national and international contacts to ensure knowledge transfer and organisational learning, as well as to ensure that the tasks fulfilment is state of the art (quality assurance).</li> </ul>	10%	in collaboration with supervisor
<p><b>Other and special tasks</b></p>	10%	in collaboration with supervisor

<ul style="list-style-type: none"> <li>• Support the SDC management (Dy head of mission) in organising regular provincial workshops, and facilitate the sessions and ensure the proper documentation.</li> <li>• Closely monitor federalism related issues in the field, especially in Koshi province, in close collaboration with the other SDC field based operational officer;</li> </ul>		
<b>Area of tasks changed</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No:		

<b>Signature</b> Matthias Meir, Deputy Head of Mission
<b>Signature Employee:</b>

Note: The final Job Description may be adjusted in line with the level of experience of the selected candidate.