

JOB DESCRIPTION: Livelihood Officer	
Project name: Enhanced Community Resilience Level: 6 th Department/Unit: Nepal Red Cross Society, Disaster Management Department	
1. Position Title	Livelihood Officer
2. Location:	Gadhawa, Dang district
3. Duration:	27 months , starting October 2017
4. Purpose of position	The Livelihood Officer is responsible for effective management and successful implementation of Cash Transfer programming (CTP)/resilient livelihoods activities of of Enhanced Community Resilience project in Dang district as per project document, Log frame, budget, action plans, NRCS policies, national guidelines and donor requirements.
5. Main responsibilities	<p>Under direction of Project Officer and technical support of DM department and in close coordination with the other team members and different stakeholders, the Livelihood Officer is responsible for:</p> <ul style="list-style-type: none"> • Prepare plans for effective implementation of the CTP/resilient livelihood activities that targets most vulnerable people and increases the resilience of the target rural communities to disasters and hazards • Identify, prioritize and support communities to implement potential livelihood strategies that are less sensitive to existing and potential hazards and resilient to disasters • Design, develop and provide necessary training for target communities to develop skills and capacities for disaster resilient livelihood strategies to improve household productivity and income (related to agriculture and livestock, small business development, vocational trainings, linking of hazard early warning and livelihoods, sustainable use of natural resources, promotion of CCA technologies and approaches in farming, promotion of crops and livestock insurance, conditional cash grants and micro-finance/credit unions/cooperatives) • Design and implement transparent selection of beneficiaries of conditional cash grant activity based on need assessment, clear selection criteria and participatory methods • Plan and implement conditional cash grant distribution and monitoring (mobile technology based) to support resilient livelihood • Facilitate capacity building of project staff and volunteers in CTP / resilient livelihoods Provide technical support to and supervision of the staff and volunteers involved in implementation of CTP/Livelihood activities of the project • Ensuring consistent application of GESI, child protection policy and anti-corruption policy and risk mitigation based on environment protection/climate change and addressing gender, age, disabilities and other vulnerabilities in all aspects of CTP/resilient livelihood activities of the project • Develop narrative reports, updates and case studies on the CTP/resilient livelihood activities of the project • Monitor expenditures related to CTP/livelihood activities and provide inputs to timely preparation and submission of funds requests, budget revisions and financial reports • Establish and maintain close coordination and cooperation with district and municipal line agencies and authorities, between communities, project beneficiaries and other stakeholders for effective delivery of project activities and policy influence at local level • Contribute to establishment and maintenance of effective coordination and synergies between the project livelihood and other activities (e.g. WASH, health) through sharing of experiences, tools and lessons learned and developing successful case stories • Contribute to resource mobilisation for the resilient livelihood activities including negotiation of authorities contribution Perform any other project related to CTP/resilient livelihood tasks that may be necessary or assigned by the Project Officer
6. Qualification/ working experience and skills	<ul style="list-style-type: none"> • University degree in Rural Development, Economics, Business or related studies • Minimum 3 years of professional experience implementing livelihoods and cash transfer programming working in the field of local development, community mobilization, awareness raising • Demonstrated technical skills in coordination and development of activities related to cash transferring programming, agriculture, livestock, vocational trainings, micro-finance, credit unions and small business development • Experience in project management including project planning and monitoring • Experience with budget planning and expenditures monitoring • Ability and proven experience in transferring knowledge and skills through formal and informal training of staff and volunteers and rural communities

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| | <ul style="list-style-type: none">• Understanding of natural and human induced hazards and root causes and driving factors of disaster vulnerability in Nepal with good understanding on CBDRM, climate change adaptation, gender and social inclusion• Strong communication and facilitation skills• Strong commitment to team work and ability to work in a large team of volunteers.• Exposure to work in cross-cultural environment• Good English speaking and writing skills and proficiency in computers (user level)• Demonstrated ability to multi-task and work under pressure• Willingness and ability to cope with frequent off-road travels (mainly using motorbike transportation) and to work in an environment with power, transportation and communication challenges |
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