

# **Karnali Community Development Center (KCDC), Mugu**

## **Vacancy Announcement for Project Officer**

**Date of Publication: 15 January 2025,**

### **DETAILED JOB DESCRIPTION / REQUIREMENTS:**

**Position: Project Officer**

**Location: Project Office – KCDC, Mugu**

**Application deadline: 21 January 2025,**

**Duration of Contract:** Fixed term till December 2025 (with possibility of extension)

The Karnali Community Development Centre (KCDC) is an exclusively service oriented nongovernmental organization (NGO), registered in District Administrative Office, Mugu, Nepal in the year 2062. The KCDC is dedicated towards community development activities and is engaged in various kinds of social and rural development, Maternal and New Born Child Health Care, alternative energy, improved water mill, improved metallic cooking stove, rural infrastructure, social empowerment, poverty reduction, food security and agriculture promotion works in the country.

With technical and financial support of **GNI Nepal, Karnali Community Development Center (KCDC)** Mugu is implementing “**Integrated Community Development Project**” (ICDP) in Khatayad RM, Mugum Karmarong RM, Soru RM and Chhayanath Rara municipality of Mugu district.

#### **Job Description**

The incumbent will be mainly focused on the following major duties and responsibilities.

#### **Planning and Implementation**

- Prepare annual and monthly work plan of activity based on local context.
- Execute the activities mentioned in the plan of action (POA) in coordination with the supervisor.
- Identify the potential Income Generating Activities (IGA) in the groups or cooperative working area.
- Support supervisor to identify business service packages for the groups or cooperatives.
- Select sites and communities for the implementation of income generation program activities in close coordination with the supervisor.
- Explore and plan for groups or cooperative businesses at the community level.
- Assist groups/cooperatives to develop their annual plan and budgeting.



## **Training and Development**

- Arrange entrepreneurship development training for entrepreneurs, Agriculture skill training.
- Organize farmers' groups and conduct field-level training for agriculture and livestock value chain development.
- Train farmers and cooperatives in proper record keeping.
- Support to train groups or cooperative business development.
- Plan and implement workshops on financial services available for the member of groups or cooperatives.
- Provide regular business counseling to members, groups, or cooperatives.
- Provide cooperative education, business & financial literacy training to groups or cooperative members.
- Support to update groups or cooperative policies & guidelines.

## **MEAL**

- Assist in the carry-out periodical assessment of the project in order to assess the gap in operational practices of project interventions.
- Conduct field visits to observe, monitor and evaluate the project interventions and utilization status.
- Prepare reports based on project requirements.
- Review physical and financial progress of project interventions.
- Collect relevant information and support to prepare case stories, best practices, and lessons learned.
- Assist in the feasibility of infrastructure activities.
- Collect and verify the monthly financial report of groups or cooperatives.
- Support supervisor to prepare monthly Revolving Fund Status Reports.
- Keep record of production and sales data of the individual entrepreneur(s), groups or cooperative business.
- Support supervisor in carrying out market surveys for linkage of products from members, groups or.
- Support conducting a public audit.

## **Collaboration and Coordination**

- Coordinate with the rural/municipality and ward-level stakeholders for the quality implementation of the project activities and building synergy at the local level.
- Facilitate conducting regular meetings of groups or cooperatives and help them to plan appropriately for the enhancement of their livelihood.
- Collaborate with marketing actors to expand the market of groups or cooperatives.
- Encourage the community to strengthen groups or cooperatives and make them self-inspired, self-reliant, and self-sustained;



## **Qualification and required skills:**

- A bachelor's degree in agriculture, or a Junior Technician (JT) certification combined with a bachelor's degree in a relevant field, with a minimum of three years of field-level and sector-specific work experience.
- Proven expertise in group financing, cooperative management, and cooperative business development.
- Strong community mobilization and communication skills, with the ability to effectively engage with diverse community groups.
- Proficiency in English, Nepali, and local languages, ensuring seamless communication across all levels.
- Ability to work under strict deadlines.
- Preferably have a two-wheeler driving license.

## **NOTES:**

- Locals, especially women and members of ethnic or marginalized communities are encouraged to apply for this position.
- Applications received after the deadline will not be considered and only shortlisted candidates will be notified for the further process.
- Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate

Eligible and interested candidates are encouraged to apply with their current CV, Cover Letter and other Earned documents to the email address [kedemugu@gmail.com](mailto:kedemugu@gmail.com) or in direct to the **KCDC Office, -Gamgadhi-2, addressing to The Human Resource Department of KCDC Mugu, by 21 January 2025 within office hour**. Please indicate the position title while applying for on the subject of your cover letter and in mail.

*Only applicants who are short-listed will be contracted for further recruitment process. Applications received after the deadline will not be considered. Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate. Telephonic enquiries shall not be entertained. Applicants from marginalized groups, women and local residences are especially encouraged to apply*

