



JOB-DESCRIPTION

Date of issuance: XX.XX.2023	
Function: National Programme Officer – Migration	Assessment of Function:
Assumption of the Function: XX XX 2024	Assessment by:
Organisational Order of: Embassy of Switzerland in Nepal	Job No.:
Direct function of the Supervisor: Programme Manager	Employment Level: 100%
Direct subordinated Staff: None	Total subordinated Staff: None
Surname, name, initials: XX XX (initials)	Staff Number:
Staff Category:	
<p>Requirements:</p> <p>Expert Competence</p> <ul style="list-style-type: none"> ▪ Master Degree in Public Policy, Governance, Development Studies, Gender Studies, Social Science or any other relevant fields; ▪ At least 3 years of practical work experience in the development sector in the area of labour migration, employment and/or gender and social inclusion (GESI); ▪ Sound understanding of the international and national policy framework and institutional landscape related to international labour migration, employment and/or GESI; ▪ Good understanding of political issues and dynamics related to labour migration, employment and/or GESI, including workforce diversity; ▪ Understanding of the political and development landscape in Nepal, including the functioning of the federal, provincial and local governments; ▪ Excellent conceptual and analytical abilities, in an intercultural context; ▪ Good understanding of and experience with development agencies, including project cycle management (PCM) is considered an advantage; ▪ An existing network amongst national experts on migration, employment and/or GESI is considered an advantage; ▪ Strong commitment to the goal of gender equity and social inclusion; ▪ Proficiency in written and spoken English and Nepali. <p>Methodical Qualification/Competence</p> <ul style="list-style-type: none"> ▪ Goal and result oriented; ▪ Demonstrated ability to analyse, conceptualise, manage and monitor programs; ▪ Ability to work independently, take decisions and implement them; ▪ Innovative, ability to think out of the box and initiate changes; ▪ Ability to learn and adapt quickly. <p>Social Qualification/Competence</p> <ul style="list-style-type: none"> ▪ Networking, negotiation and communication skills; ▪ Ability and willingness to work in team; 	



- Ability to address feedbacks constructively;
- Accept a wide spectrum of tasks;
- Intercultural sensitivity; sensitivity for gender equity and social inclusion questions.

Work in serial order of its implication	%	Kind of Completion
<p><u>Purpose of Job</u></p> <p>The National Programme Officer (NPO) supports the Programme Manager for Switzerland's engagement in the migration sector at political, policy and programmatic level, providing timely, strategic inputs.</p> <p>The NPO contributes to SDC/the Swiss Embassy's policy and political engagement on migration, and participates in donor coordination activities, on behalf of SDC.</p> <p>For assigned projects, the NPO is responsible for developing, monitoring, and steering of these. Under the Programme Manager's supervision, the NPO ensures that the project management cycle is timely managed and that the planning, implementation and reporting are of high quality. The NPO closely coordinates with implementing partners, government institutions and other donors.</p> <p>The NPO updates the supervisor regularly on relevant developments regarding the political 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 and to reporting results for the annual report.</p> <p>When communicating with partners, authorities and donors, the NPO represents Switzerland and ensures that the communication is coherent with SDC's and FDFA's principles and strategies.</p>	100%	
<p>1. Project management responsibilities / PCM</p> <ul style="list-style-type: none"> • Responsible for the quality of project planning, management, monitoring and reporting in the field of migration, under the supervision of the Programme Manager; authorises payments as per approved agreements and contracts; • Based on the guidance of the supervisor, contribute to develop concept notes, credit proposals and participate in tender evaluation processes for projects as required; • Identify opportunities for new collaborations and initiatives, together with the supervisor; • Support external partners in the realisation of the mandated tasks, advice and promote an effective exercise of functions, maximizing impact and minimising risks (based on partners' progress reporting); • Contribute to SDC's annual planning and reporting activities in relevant thematic fields; contribute to Quarterly Reviews/Planning, the Annual Report and Mid-Term Reviews; • Support mainstreaming of the SDC transversal themes, namely federal state building, GESI and climate change, in all assigned projects. 	50%	Independently
<p>3 Policy dialogue:</p>	25%	In consultation with Programme Manager



<ul style="list-style-type: none"> • Create and maintain a network which allows SDC/the Swiss Embassy's to proactively contribute to the political and policy dialogue on labour migration; • In close coordination with the supervisor, contribute and facilitate engagements with the Government of Nepal at all three spheres to support (i) the implementation of the constitution in the relevant thematic fields and (ii) the enforcement and strengthening of the relevant national and sub-national policy provisions; • Liaise regularly with government officials at local, provincial and federal level, prepare material for workshops when needed and inform the supervisor about new developments or issues of a policy / political nature in the relevant thematic fields; • Develop wider knowledge on the implementation of the constitution and reform needs in the relevant sectors through relevant networks, self-studies, field visits and interaction with other development partners. 		
<p>4. Coordination, networking and knowledge management:</p> <ul style="list-style-type: none"> • Represent SDC and participate in meetings, workshops, seminar and key events and in the policy dialogue with the Government of Nepal at all three spheres and with other development partners (multilateral, bilateral and civil society); • Establish and maintain linkages and networking at national and international level to ensure knowledge transfer and organisational learning; • Coordinate and follow up with SDC's relevant thematic sections, namely the section migration and forced displacement and participate in relevant thematic networks of SDC; • Review projects, concept notes of HQ and other development partners with a labour migration lens, draft positions and responses in coordination with the supervisor; • In close coordination with the supervisor, disseminate information about SDC's engagements and projects to external audiences; prepare stories, case studies and write-ups for dissemination on websites, social media and for other means of communication. 	15%	Independently
<p>5. . Other tasks:</p> <ul style="list-style-type: none"> • Actively contribute to strategic reflections on SDC's future engagement in relevant thematic areas and contribute to the drafting of the cooperation programme, focusing on the area of programmatic responsibility; • Generate and share innovative ideas and approaches to improve SDC Nepal's engagement and strategy in the area of thematic responsibility and beyond; • Identify external technical resources and use them as needed; • Any other additional task, foreseen and unforeseen, requested to effectively manage the SDC programme in Nepal. 	10%	Autonomously and under instruction of Programme Manager
<p>5. Relief Staff: Programme Manager</p>		



6. Area of tasks changed:	Yes	No		
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Signature Superior:
Signature Employee: