

## **Position:** Municipal Officer –Agriculture

Environment and Rural Development Center (ENRUDEC), Banke has made a partnership with Helen Keller International to implement USAID Integrated Nutrition Activity in Banke district. USAID Integrated Nutrition's primary goal is to improve the nutrition status of women, adolescents, and children in Nepal's underserved and marginalized communities. The activity will tackle the direct and underlying determinants of malnutrition in Nepal while strengthening the national and local enabling environment to implement multisectoral nutrition programs through four synergistic intermediate results. Success will be measured by improvements in nutrition status indicators among women of reproductive age, adolescents, and children.

## **Position Overview**

### **Position Overview**

Under the supervision of the Program Coordinator and technical guidance from the USAID Integrated Nutrition provincial or sub-office, the **Municipal Nutrition Officer** is pivotal in designing, planning and implementing the USAID Integrated Nutrition program in municipal areas of the respective district. The role involves leading the municipal team to deliver effective, inclusive, accountable, and sustainable nutrition programming, integrating health, agriculture, WASH (Water, Sanitation, and Hygiene), and governance. Key responsibilities include managing municipal-level program implementation, coordinating field activities, and ensuring high-quality execution. The Municipal Officer will work closely with government and non-government stakeholders, development partners, and private sector entities to maximize the program's impact at the local level. Moreover, the Officer will ensure Gender and Inclusive Development (GID) principles are embedded in program delivery.

## **Key Responsibilities**

### ***Planning, Implementation, and Capacity Building:***

- Support the Program Coordinator in organizing co-creation workshops at the municipal level to develop a detailed implementation plan aligned with federal, provincial and municipal nutrition priorities under the Multi-Sector Nutrition Plan framework.
- Prepare monthly plans and budgets in consultation with the district team.
- Oversee the implementation of the detailed plan at municipal and sub-municipal levels.
- Provide technical support to municipal health sections for executing nutrition-related activities.
- Coach, mentor, and supervise front-line staff to ensure effective community-level program implementation and achievement of objectives.
- Mobilize municipal and ward-level mechanisms like Nutrition and Food Security Steering Committees, Health Facility Operations, and Management Committees.

- Support baseline, mid-term, end-line, and evaluation processes.
- Conduct regular field visits using appropriate tools to ensure quality program delivery.
- Assist local governments in conducting quarterly reviews using data from established systems.
- Organize quarterly pause-and-reflect sessions with staff and partners to evaluate strengths, address challenges, and enhance efficiency, accountability, and performance.
- Facilitate communication within municipalities and liaise with the USAID Integrated Nutrition provincial/sub-office team.

***Advocacy and Stakeholder Engagement:***

- Advocate for sustainable financial resources for nutrition sanative programming at the municipal level.
- Foster two-way communication with USAID Integrated Nutrition and municipal stakeholders.
- Represent the program in various forums, share insights, and convene partners for learning and knowledge exchange.

***Monitoring, Reporting, and Compliance:***

- Ensure timely reporting of progress through the DHIS2 reporting system.
- Establish effective relationships with municipal-level stakeholders and maintain regular communication.
- Ensure adherence to Helen Keller International and USAID rules and regulations.

**Required Qualifications and Competencies**

***Education:***

- Bachelor’s degree in any Agriculture.
- 

***Experience:***

- At least 2 years of professional experience in government, non-government, sectors specially in nutrition sanative section.
- Experience managing diverse teams to implement nutrition-specific and nutrition-sensitive programs.
- Proven experience coordinating with multiple stakeholders, including government and local bodies.

**Skills:**

- Problem-solving skills with an ability to inspire trust and openness to diverse viewpoints.
- Decision-making capabilities in dynamic environments with adaptability to future needs.
- Strong team building and coordination abilities.
- Effective delegation, mentoring, and staff management skills.
- Proficiency in English and Nepali (written and spoken); knowledge of local languages is a plus.
- Competency in Microsoft Word, Excel, and PowerPoint.
- Valid two-wheeler driving license with a willingness to travel to remote areas.

The Municipal Nutrition Officer –Ag Specific should demonstrate respect for all individuals regardless of religion, ethnicity, caste, class, or gender, with a high comfort level working in a diverse environment and a demonstrated commitment to high professional ethical standards and comply the ENRUDEC Helen Keller and USAID rule and regulations.