



JOB PROFILE: FIELD ASSISTANT

Development Concern Society (DECOS) is a regional-level non-government organization (NGO) working for the past 17 years in the development field having its head office at Libang Rolpa. It envisions “a prosperous community where all human beings share equitably distributed resources for their social growth, economic stability and civilization”. Since its establishment, it has been working with vulnerable communities for their social and economic development. Its expertise lies in Advocacy, Livelihood, Community Empowerment, Networking, Human Rights, Education, and Social Mobilization.

We are recruiting young, energetic, highly motivated candidates for implementing the **Transforming the cookstove market in rural Nepal** project which is funded by **Livelihoods Venture** and Partnership with Practical Action Nepal and implemented by DECOS Nepal. This Project is implementing in 6 districts of Lumbini province of Nepal namely Rukum east, Rolpa, Pyuthan, Arghakhachi, Palpa, and Gulmi.

Project: Transforming the cookstove market in Nepal

Location: Respective Palika and cluster

No. of Vacancy/s: [5]

Report to: Cluster Field Officer

Purpose of Position:

The field Assistant will be responsible for users’ demand collection, social mobilization, and community-level facilitation in conducting field-level activities, sessions, events, data collection, and monitoring of all project activities in the assigned location. S/he will work closely with cluster field officers coordinating with local government, ward office, line agencies, and local NGOs/CBOs. S/he will perform the following specific tasks,

Major Responsibilities

- Support to implement project operational plan under the cookstove project.
- Demand creation of cookstoves: social mobilization, coordination with beneficiaries, FCHVs, and other stakeholders.
- Organize demonstration events and lead issue-based social marketing of the clean cookstoves
- Verification of cookstoves sales and use(monitring): HH door-to-door visits and phone interviews with randomly selected 30% of households to verify cookstoves sales, use and repair, and maintenance.
- Support to organize and facilitate workshops, seminars, and training as planned at the field level.
- Facilitate the enhancement of the capacity of user members.
- Mobilize the community members for the effective implementation of the program.
- Facilitate/encourage the entrepreneurs at the community level.
- Help to develop/design necessary formats, tools, manuals, and materials for the program.
- Make regular visits to the program areas to coordinate and build linkages with local-level stakeholders.
- Facilitate the project and stakeholder team during a field visit.

- Collect data and information and prepare monthly, quarterly progress, and event-based report.
- Prepare the case study, success story, feature, etc.
- Share the learning and best practices with other related staff and support for better performance.
- Coordinate with the team regularly.
- Fulfill other specific assignments given by DECOS Nepal.

Required qualification and experience:

- 10+2 Passed with at least 2 years of experience in social mobilization
Good interpersonal skills and the ability to work effectively with community people in coordination with all sub-sector staff at the cluster and local levels.
- Experience in community-level mobilization, implementation, and facilitation to conduct various sessions would be added advantage.
- Working knowledge in computer and mobile phone-based surveying will be an added advantage.

APPLICATIONS:

Interested Nepali applicants with suitable skills are requested to submit an application letter (developed by DECOS Nepal, which is available at <http://decos.org.np/category/publication/>) and updated CV with three referees through email: jobs.decosrolpa@gmail.com by 13 September 2023. Please clarify the position you are applying for as the subject of the email. Applications will proceed as soon as we receive them.

Only shortlisted candidates will be contacted for the selection process.