

JOB DESCRIPTION

Job Title:	Team Leader (Agriculture) _Mainly Responsible for objective 2, 4 and 5
Job Location:	Banteay Srei offices in Battam Bang and travel 30% to other offices.
Report to:	Provincial Manager
Responsible for:	Community Organisers (Agriculture, Entrepreneurship, WASH, DRR and Nutrition)
Other key relationships:	Program Manager, Team Leader for Gender and Safe House, Finance and Admin Manager (FAM), Finance and Admin Officer (FAO), Procurement and Admin Officer (PAO), Finance and Admin Assistant (FAA), Community Organizers (COs)
Status	Full time, Specified Duration Contract

1. GENERAL DESCRIPTION

The Team Leader (Agriculture) will manage the implementation of Sustainable Livelihood and Economic Empowerment Program, with particular focus on the multiple fund and donors. She/he will provide technical assistance to BS staff, Farmer Trainers, producer groups, agriculture cooperatives, women business cooperatives, saving groups and CBO and partners on agriculture, nutrition, WASH, DRR and proactively represent BS works at international, sub national and national technical working group and other relevant forums. She/he will be responsible for the Monitoring, Evaluation, Accountability, and Learning (MEAL) components of the assigned individual project and global MEAL in relation to sustainable livelihood and economic empowerment which included the preparation of project monthly, quarterly, bi-annual and annual reports and project completion report for submission to the Provincial Manager. She/he is supporting staff in designing, implementing and monitoring project plans and networking with local government actors, NGOs and other relevant organizations. The Team Leader (agriculture) will foster learning together with BS partners and propose new initiatives on sustainable livelihood and economic empowerment for the growth of BS program.

The Team Leader (Agriculture) is responsible for line management and support of the Community Organizers (CO) which includes engaging and developing the capacity of community members, supporting staff in implementing and monitoring project plans and strategies and providing staff with on-the-job training and coaching. She/he is also responsible for the management of the Community Agriculture Learning Centre (Demo Farm) at BS community land. The role includes ensuring that the centre's projects and administrative requirements are met and providing overall managerial support to all team members.

In addition, she/he will work closely with Operations and Finance Department in developing and monitoring budget of assigned projects and host visitors.

2. RESPONSIBILITIES:

a) Agriculture Program Delivery (40% of time)

- Promotes the services of the Agriculture Learning Centre and farm cooperative to relevant stakeholders.
- Establishes and maintains active partnerships with agencies, include private sector that provide complementary services to famers.

- Ensures that famers are aware of their economic rights and able to raise their concerns to relevant stakeholders.
- Conducting of Participatory Needs Assessments which focuses on agriculture production, marketing and social management.
- Develop mechanisms for providing sufficiency technical support to famers including a) ToT training on Integrated Agriculture and Marketing to Banteay Srei staff, Community Volunteers, farmer trainers and famers, b) technical assistant to community volunteers and famers to open Farmer Field Schools in communities, c) support community volunteers and farmers to form Farmer Self Help Group and famer networks, d) facilitate the identification of value-adding enterprise opportunities for SHG members and guide them to develop simple business plans, marketing strategies, saving and financing plans .
- Develops a monitoring and evaluation framework for the centre, inclusive of strategies for following up and monitoring famers and famer networks.
- Develop marketing strategy for agriculture learning centre and project which include marketing folders and documentation of best practices.
- Hosts delegations who visit the centre.

b) Program Management (20% of time)

- **Planning:** Oversee and coordinate annual and quarterly project implementation plans with provincial manager, team members and partners ensuring that the planning process provides the means for accomplishing the objectives and is participatory.
- **Program Implementation:** Provide oversight, guidance and support to team members to ensure plans are implemented effectively and according to schedule. Anticipate needs and problem areas and coordinate necessary support.
- **Budget Planning and Tracking:** Supports provincial manager, finance and operation units to develop detailed annual and quarterly budget for assigned projects. Coordinate with BS Finance staff to carry out budget planning for the project: cash forecasts, budget analysis and financial reporting. Coordinate with BS finance staff to ensure project expenses are accurately accounted for and cash advances are liquidated to the Finance Department according to schedule. Work with BS finance staff to develop budget reports for BS and donors for assigned projects and donors.
- **Compliance:** Ensure team members adhere to donors and BS regulations governing procurement and project expenditures.

c) Monitoring, Evaluation, Accountability and Learning (MEAL-5% of time):

- Ensure that project activities are appropriately monitored and supervised so that objectives and indicators are met in accordance with agreements and that reports are produced accurately and on time for assigned projects and donors. Working with PM, COs and

Counsellors to implement MEAL policy, document lessons learnt and develop relevant program strategic approaches.

- Assist with the development and implementation of an M&E framework for Gender and SH related programming by working closely with Provincial Manager and other teams.
- Contribute to development of M&E framework, incorporating donor-defined indicators and national program indicators.
- Assist with the implementation of quality assurance procedures for data collection system (e.g. developing data collection processes, training data collection staff, establishing filing and system).
- Analyse data, produce reports and contribute to compilation of external reports.
- Work in target villages and spend overnight stay in Banteay Srei's target villages 10 days/month.

a) Networking/Collaboration/Coordination (5% of time)

- Establishes good relationships and collaborates with local authorities and other stakeholders in target areas in order to provide support to farmers, vulnerable women, children and people with disabilities.
- Participates actively in networking meetings in target areas as relevant to BS program
- Exchanges good practices and lessons learnt with stakeholders for the promotion of sustainable livelihood and economic empowerment program.

b) Personnel Management (5% of time)

- Ensures full and open communication between the staff under supervision, Provincial Manager and head office.
- Monitors team member performance through six monthly and annual appraisals, provides leadership, coaches them and helps them to resolve work issues.
- Ensures that appropriate mechanisms are in place for staff debriefing and self-care of the team.
- Facilitates staff capacity building through mentoring and coaching of team members including facilitating reflective learning opportunities.
- Delegates tasks to team members in an efficient and fair manner.

c) Other (5% of time)

- Actively promotes a positive learning environment within BS
- Attends meetings and presentations where appropriate within BB and outside of BB
- Participates in, and where appropriate, leads BS team meetings and other events
- Actively reflects and learns with team members
- Maintain an active and up to date professional development plan for personal capacity development
- Performs other duties as requested by line manager.

3. PERSON SPECIFICATION

a) Education/Qualification

- **Required** at least Bachelor Degreed in agriculture.
- **Required** at least 3 years experiences in management proven experience and skills in agriculture and entrepreneurship.
- Knowledge of economics' rights and related laws.
- Proven experience in management at the project level (at least 2 years).
- Proven ability to produce high quality and timely monthly, quarterly, bi-annual and annual reports.
- Proven ability to lead and motivate staff in an equitable manner.

- Understanding and experience in community development and economic empowerment, nutrition, WASH and DRR.
- Knowledge and experience of Participatory Approaches such as participatory rural appraisal (PRA) and appreciative inquiry (AI).
- Familiarity with advocacy and natural resource management issues.
- Ability to lead and motivate staff in an equitable manner.
- Conflict mediation and personnel management skills.
- **Required** to produce good quality reports in a timely manner.
- Demonstrated experience in planning, budgeting and monitoring.
- **Required** good spoken and written English language skills.
- **Required** good computer skills, including familiarity with Microsoft Word, Excel, Access and Email/Internet.

b) Characteristics:

- Outgoing personality with good communication and leadership skills.
- Ability to be self-directed, creative, take initiative and anticipate changes that can affect the organisation's activities.
- Good team leader.
- Ability to perform tasks in accordance to Banteay Srei organisational values.

Signed By:

	NAME	POSITION/REMARKS	SIGNATURE	DATE
Employee				
Direct Supervisor				
Executive Director				