Animal Health Training and Consultancy Services (AHTCS)

# JOB DESCRIPTION

**Position:** Community Officer

**Project:** Sustainable Equine Welfare Project (SEWP)

**Level** **:** AHTCS 7th  
**Responsible to:**  SEWP Project Coordinator  
**Location:** AHTCS Nepalgunj Office (Working Station may changes as needed)

# Job Summary

**The community Officer (CO)** will play a crucial role in engaging and mobilizing communities to improve equine welfare and enhance the livelihoods of working equid owners. This position involves working closely with project beneficiaries, facilitating training, monitoring community led initiatives, and ensuring effective implementation of project activities. The officer will also assist in reporting, stakeholder coordination, and awareness programs to support AHTCS’s Mission.

# Qualification and Experience

* Bachelor’s degree in Social Science, Rural Development, Agriculture or a related field.
* Minimum 3 years of experience in community development, training facilitation, and stakeholder engagement.
* Experience in equine welfare, animal health, or rural development is an advantage.

# Key Responsibilities and Accountabilities

The Community Officer will be responsible for carrying out the following functions:

## 1. Community Engagement & Mobilization (40%)

* Develop and support community-led initiatives to improve equine welfare.
* Facilitate training programs for equid owners, community members, and animal health workers.
* Conduct regular field visits to assess community needs, monitor activities, and provide support.
* Promote participatory planning to enhance community ownership of project interventions.
* Establish and strengthen community steering groups to ensure sustainable equine welfare programs.

## 2. Training, Awareness & Capacity Building (30%)

* Assist in designing training materials and awareness campaigns on animal health and welfare.
* Organize and conduct trainings on alternative income generating activities targeting women in the communities.
* Organize and conduct training workshops, community discussions, and school programs.
* Facilitate behavior change communication sessions for equid owners.
* Support local stakeholders in implementing disaster preparedness and emergency response plans for equines.

## 3. Monitoring, Reporting & Documentation (20%)

* Participate in data collection, monitoring, and evaluation of project activities.
* Ensure timely submission of reports within two weeks of activity completion.
* Assist in developing case studies, impact stories, and community feedback mechanisms.
* Maintain accurate records of community interactions and training sessions.

## 4. Coordination & Stakeholder Engagement (10%)

* Work closely with the Project Coordinator, Service Provision Officer, and Field Coordinator.
* Facilitate communication between equid owners, government agencies, and veterinary service providers.
* Represent AHTCS in community meetings and local advocacy efforts.
* Assist in developing proposals and project documentation for funding agencies.

## Additional Duties:

* Report the arrangement to perform timely follow up, monitoring and evaluation community groups and their progress
* Keep frequent and timely communication with project's beneficiaries
* Make arrangement of field for visit and other tasks
* Compile and submit activity summary report to the coordinator within the two weeks after the completion of the activity
* Assist Field Coordinator as required
* Other work as assigned by Executive Director and Project Coordinator

# Additional required skills and competencies

* Excellent interpersonal and networking skills, with the ability to build strong relationships with diverse stakeholders.
* Strong planning, problem-solving, and analytical skills, with a proven ability to identify challenges and develop effective solutions.
* Self-disciplined and proactive, capable of setting personal goals, evaluating progress, and working independently with minimal supervision.
* Strong judgment and decision-making ability, with a results-oriented approach.
* Exceptional communication skills, both verbal and written, in English and Nepali, for clear and confident reporting and advocacy.
* Proficiency in Microsoft Office (Word, Excel, PowerPoint) for documentation, data analysis, and presentations.
* Self-motivated and resourceful, with the ability to take initiative and meet deadlines.
* Leadership and coaching skills, with the ability to mentor and encourage colleagues and community members.
* Deep commitment to AHTCS’s vision, mission, and core values.
* Strong team player, able to collaborate effectively with staff at all levels, including senior management and the Executive Committee.
* Valid motorbike license and willingness to travel frequently to project sites and policy meetings.
* Attend regular team meetings and supervision with line manager.
* Undertake training and development as agreed with line manager.
* Be a positive force within the staff team taking personal responsibility for ensuring good morale and positive work relations.

**Interested candidates, who meet the above-mentioned criteria, may submit an application along with recently updated CV, name of two references, recently taken passport sized photo, and cover letter with expected salary and benefits no later than 5pm April 13, 2025.**

**The Chairperson**

**AHTCS, P.O. Box 419, Kaski, Pokhara-13**

**Or at email: hr@ahtcs.org.np**