



## **POST TITLE**

Assistant manager and coordinator (2 vacancies)

## **BACKGROUND**

*One World – a learning centre* is a small for profit ethical company operating in Nepal since 1996.

The company is producing and manufacturing biodynamic certified (Demeter) herbal teas and incenses for the export market under the *Nepali Gardens* brand. The company's approach to agricultural development is driven by public-private partnership. The Himalayan Development Trust (HBDT) is the non-profit arm of the company bridging the gap between the private and the public sector. This approach allowed the company being a successful and recognized stakeholder in rural development work. The company serves as a link between the producers and the market, the company's work contributes to the development of the communities in which it operates.

In the past few years the company grew significantly and it is expected to grow more in the coming years. In the perspective of enlarging its management team we are looking for a dynamic individual strongly interested by organic and biodynamic agriculture who is willing to contribute to the overall growth of the company. Within the perspective of long term cooperation the candidate will be assessed over a five months period.

## **TASKS AND RESPONSIBILITIES**

- Work closely with the company's founders, the farm manager and the manager of the processing unit in Kathmandu
- Baseline study and survey of agricultural products in the project area
- Support the farm manager in planning agricultural activities
- Follow up and report activities carried out both in the farm and in the project area
- Strengthen the relationship with farmers in the project area
- Monitoring and organizing certification process (*eg* group certification)
- Post-harvest and processing follow up
- Coordinate the operations between the fieldwork areas and the manufacturing unit
- Contribute to internal communication and coordination to harmonize the work flow
- Contribute to the long term planning of the company's activities
- Coordinate and lead interns' work

## **REQUIREMENTS**

- Bachelor degree in agricultural development, tropical agriculture or development studies, candidates holding a Master degree in a related field will be prioritized
- Proficiency with Office package. Capacity to use WP, HTML, CSS and PHP is an asset



- Excellent command in written and spoken English is a must, German and Nepal language are an asset
- Ability to work under pressure and to adapt easily to rural condition
- Flexibility to move within several working areas
- Previous activities in biodynamic or organic farming are an important plus
- Willingness to live for long period in rural areas and “to get the hands dirty” is a must
- Previous work experience in a developing country is an asset
- Any kind of art is more than welcome. Being creative and innovative with the few inputs available in rural areas will be highly appreciated

#### **WHAT WE OFFER**

- Housing, both in Kathmandu and in field work areas
- A motorbike and a reimbursement for field trips
- A pocket money of 300€/month
- 5 months trial with possibility to extend

Send your application (CV and brief cover letter, 1 page max) to [info@oneworld-alc.org](mailto:info@oneworld-alc.org) before the 16<sup>th</sup> of March 2015. Selected candidates are requested to start working at latest the 20<sup>th</sup> April 2015.