Functional Title : **Health Officer**
Department/ Project/ PN : **Mother and Child Wellbeing (MCW) project**
Workstation : **Rautahat, District**
Supervisor/ Principal Evaluator : **Project coordinator**

JOB SUMMARY
KEY RESPONSIBILITIESAND TASKS:

R1: Program, Planning and Implementation (70%)

- Support developing monthly, quarterly and annual plan of the project in coordination with palika level technical support of New Mother and Child Wellbeing project under the Mother and Child Wellbeing (MCW) project
- Collect Mother & child wellbeing (MCW) project specific data and information on various community health issues.
- Assist in designing Health Nutrition and WASH related plan of Action (PoA)
- Assist in feasibility study on Mother & Child Wellbeing (MCW) activates.
- Prepare detailed plan of Action for Mother & Child Wellbeing (MCW) follow up activates
- Take lead in implementation of Health Nutrition and WASH related activates mentioned in (PoA)
- Collect supportive documents required for activity approval.
- Support Multi sector program in Municipality and ward level.
- Keep record of project activates
- Enhance Purchasing and delivery of food, supplies, and equipment for the food service program. Collaborate with the Health Coordinator and Health/Nutrition Specialist for service delivery to children with special dietary needs.
- Mapping of existing private and public service providers, nutation and food security groups and networks, and other stakeholders to understand the situation and develop project activities based on the information
- Provide technical support to the district base project team in planning, implementation, monitoring and reporting of the field activities in line with the New Mother and Child Wellbeing project under the Women's Economic Empowerment and Climate Justice (WEECJ) Program project goal and objectives
- Support the district team, municipality team, local government and community level interventions for mainstreaming of the GESI and SBC and social norms issues in (WEECJ) activities in coordination with GESI, SBC and social norms specialist.
- Keep all the project staff and board members updated on project requirement; implementation guideline, tools and procedure for their understanding and use
- Work with local government and other stakeholders and identify the common issues and agendas about FP/RH where project can support and provide technical and programmatic assistances to address the issues as appropriate
- Conduct workshops, advocacy meeting, policy dialogues, and interactions with the local government and other stakeholders at local level for localization of Mother and Child Wellbeing (MCW) project polices and program
- Participate as part of the management team, providing input and support for the overall direct care programs.
- Ensure that (MCW) activities planning compliance are ensured while planning and implementing the program

R2:

M&E, Documentation Research (10%)

- Make sure that project data is being collected from field regularly, analyze them against quality benchmarks and share with New Mother and Child Wellbeing project under the Women's Economic Empowerment and Climate Justice (WEECJ) Program
- Have frequent field visit to monitor (MCW) project against quality bench mark, produce & share monitoring reports
- Support to M&E specialist of (MCW) project M& E specialist while conducting baseline / end line survey, research, developing M&E action plan and implementation of the plan
- Ensure data quality of the periodic report; verify those data and information from sources periodically in sample basis and orient the field staff at the site for further improvement
- Organize quarterly review meeting of the project at district, identify the gaps and issues and take the action accordingly for the further improvement
- Organize the monitoring visits of Government Officials at project for their information and update about the programs
- Document the learnings and major findings of the project interventions and share with CARE Nepal /iDE Nepal and government on regular basis
- Organize periodic review meeting of the project team in coordination with (MCW) project team based at palika and community.

R3: Linkage, coordination and advocacy and program integration (10%)

- Coordinate with palika level stakeholders including government entities and like-minded organizations to avoid the duplication of the Mother child wellbeing (MCW) project activities and develop the synergy in programs
- Coordinate with key informants in the communities to establish early report and assist o provide overall orientation of the project.
- Coordinate with local government office for (MCW) project programing at palika and ward level.
- Coordinate with municipalities (livestock, agriculture, health, education, women and children section) for (MCW) project programing at local level
- Oversight palika-based the project activities as per the goals/ objectives of the project
- Share the project update with Municipality health and WASH service provider Office of Local government periodically and invite them for monitoring of the project activities in the field
- Coordination with GESI officer and social norms specialist for information, issues and support require related of GESI and social norms.
- Work closely with the local level Government Chief Administration Officer (CAO), private sector engagement officer, youth mobilization and social norms officer for implementation of the program activities.

R4: Contribute in mainstreaming GESI, social norms and Good Governance across the program areas (5%)

- Establish the accountability mechanism at project office in coordination with Executive Director / board of the organization and operationalize it accordingly
- Provide orientation/ training on prevention of Safeguarding training and make sure that all staff members well aware of safeguarding policies and sign on the code of conduct.

R5: Support Financial management, Administrative and Human Resource Management (5%)

- Review project Activities budget, track the expenditure of budget regularly in field level.
- Follow strictly the organizational policies and requirements on procurement manual, finance manual, personnel manual, etc.

- Ensure that all staffs have job descriptions and performance appraisal formats and orient them as required.
- Ensure that the personnel policies (contract renewal/extension, disciplinary actions etc.) are effectively followed.

R6: Upholding Organizations Core values and ensuring its principles

- Link and demonstrate organizations core values, programming principles, strategic objects, gender equity, equality & social inclusion in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior and safeguarding of program participants.
- Engage in safeguarding and code of conduct awareness raising activities.

AUTHORITY:

Spending Authority: NA

Supervision: WASH facilitator and Nutation and marketing facilitator

Working conditions:

Based in Rautahat District Office with estimated 70% travel to project implementing local government, ward and communities.

Skills and Knowledge:

- Strong interpersonal communication skills
- Have local knowledge of language and socio-cultural practices
- Team work, team management skills and team building
- Report writing
- Basic computer skills; MS word, Excel and PowerPoint
- Relationship management with government officials and other key stakeholders at palika
- Training and facilitation skills
- Al least there year in relevant field
- In depth knowledge of community Health and Nutrition & WASH capacity
- Hands on experience in social mobilization on field.
- Two-Wheeler driving License (Valid Period of time)