

SOSEC Nepal JOB DESCRIPTION

JOB TITLE Project Officer (Health System Resiliency Project)	
Name of Staff:	Working station: Dailekh Center Office and Project Area
Employer: SOSEC Nepal	Line Manager: Executive Director
Grade:	Type of Contract: Fixed Term Contract period:

SOSEC Nepal Dailekh is a non-governmental organization established in 1997 A.D. as a non-profitable organization, separated from political parties for the widening improvement of the socio-economic and cultural status of the backward people living in rural communities. The organization is working with a primary focus on the overall development of the communities acting as a helping hand of the government initiatives. Some of the youths of Dailekh, having similar aims and perceptions of developing a prosperous society, established the organization with having inclusive provision of marginalized, Dalit communities, Women, and diverse ethnicities in the legal system of the organization. With the main objective to promote human rights, health, education, CCDDR and further development of the agriculture sector, the organization has been implementing projects and programs which support to fulfill the actual needs of the community along with a focus on skill development rather than mere input supports in coordination and collaboration with different donor and line agencies at Dailekh, Kalikot, Jumla, Salyan, Jajarkot, Rukum West, Surkhet of Karnali Province, Kapilvastu and Dang of Lumbini Province, and Achham district of Sudhuraschim province of Nepal.

The organization is working with poor and vulnerable communities, aimed to address their interest & needs by promoting socio-economic and cultural status. It also encourages the communities for raising their issues themselves along with support in participatory planning as well as prioritization of need-based interventions.

1. JOB SUMMARY:

Under the overall guidance of the Executive Director/Head of Program and direct supervision of the Project Officer/Coordinator for the **Health System Resiliency** Program, the Project Officer shall shoulder the overall responsibility of the smooth operation of SRHR-related interventions focused on safe abortion service, Community support, and agency buildings, Family planning, GBV, Health system and policies, climate justice and SRHR movement intersection in the **SOSEC Nepal** working 34 R/Municipalities of 10 District .S/he shall also be equally supervised and assigned task by Project Coordinator based on respective district .

The Project officer carries out tasks in accordance with the project documents, policies, and systems of **SOSEC Nepal** and supporting organization. She/ He should follow the guidance of the Project Coordinator and closely work with other relevant departments/units as necessary to fulfil the responsibilities and efficient implementation of the Health System Resiliency program. The Project Officer will be based on Health office of respective districts with frequent (at least 80%) field visit. The Project Officer will be charged 100% from the Health System Resiliency Program funed by Ipas Nepal.

2. SCOPE OF ROLE:

Reporting to: Executive Director

Staff reporting to this post: Community Health Assistant

Staff reporting Indirectly to this post: N/A

Budget Responsibilities: As per the Project Agreement

3. ROLE DIMENSIONS:

External:

Representation and lead in relevant donor agencies, government offices and partners at Province, Districts and field levels for cross-learning, collaboration and sharing of project best practices and learning including technical and managerial oversight of the specific and integrated programs and implementation. The position will require to represent at the Local and District Level as appropriate.

Internal:

Coordination and consultations with other sections for effective program design, planning, thematic integration, cross learning and execution required.

As a Project Officer, s/he shares the responsibility for the direction, recommendation and coordination of the Project Plan and report with that of the donor strategies and ensures its' efficient execution. He/she provides time and dedication for organizational development and strengthening.

4. KEY RESPONSIBILITIES AND TASKS:**4.1 Primary Responsibilities**

- Coordinate, consolidate and ensure smooth implementation of program activities according to project design.
- Manage and supervise social mobilizers based on intervened R/Municipalities and ensure the community participation in SRHR/SAS activities along with other software aspects of the project when necessary.
- Take part in local, national or international campaigns and different health education media or tools to raise awareness on SRHR/SAS.
- Liaise with Ward and Municipal authorities, Health Office (HO), and other Key stakeholders in facilitating smooth operations of project activities in their respective areas.
- Provide support to R/Municipalities/Wards/HFs in resource allocation and utilization for safe abortion service, policy formulation and execution, Annual Work plan and Budgeting, Health governance, SAS sites establishment and expansion, GESI, and climate justice.
- Documentation and routine planning as well as reporting of the events/activities.
- Ensure the implementation of SAS accessibility and sustainable interventions for specific target groups e.g., HFOMCs, HWs, FCHVs, Youths, adolescents, Natural Leaders, Men and Boys, women and men groups etc.
- Coordinate with M& E and the finance unit of the organization during routine planning and reporting.
- Coordination with local stakeholders to ensure collaboration with other stakeholders in the district.
- Develop case studies, success stories, and other learning documents.

4.2 Understand and comply with the organization's policies and ethics.

- Understand and comply with the Human Resources, Procurement, Travel, Finance Policy, and other policies of the organization.
- Commitment and adherence to the organization's code of business ethics and conduct and safeguarding policy.
- Ensure all work activities comply with the organization's rules and regulations.
- Ensure proper documentation of memos, decisions, reports, and any official documents for record-keeping hardcopy.
- Read, understand, and sign the acknowledgment to comply with all aspects of the PSEA as defined by the PSEA policy.
- Contribute to a safe working environment where every team member is treated equally and respectfully.

5 PERSONAL SPECIFICATION

- Bachelor's degree in public health with 1 year of work experience in the related field
- Excellent communication skills (empathy, knowledge sharing, participative approach methodologies)
- Experience in community development, public health interventions and social mobilization in the humanitarian/development field.

- Proven experience in implementing projects with community participation and volunteer support.
- Excellent coordination skills and the ability to handle multiple tasks simultaneously.
- Previous experience in community-based work with NGOs and/or international organizations in the fields of SRHR
- Basic knowledge of computer (MS Word, PowerPoint, Excel)
- Ability and willingness to work in a team and to work under pressure and in remote/difficult circumstances.
- Good communication skills both in English and Nepali.

6. TOP SKILLS & PROFICIENCIES

- Developing and Tracking Budgets
- Staff guidance Mobilization and supervision
- Project Management
- Process Improvement
- Planning
- Performance Management
- Verbal Communication
- Sound knowledge of policies

7. KEY BEHAVIOURAL COMPETENCIES (BASED ON SOSEC’S LEADERSHIP MODEL):

Competencies	Description
Child Safeguarding/Safeguarding	We need to keep children safe in our selection process, which includes rigorous background checks, reflecting our commitment of the protection of children from abuse. Similarly, we also have to consider Safeguarding which represents that all individuals involved in a project are protected from harm or abuse, and that their rights and dignity are respected and upheld at all times.
Decisiveness	We are comfortable making transparent decisions and adapting decision-making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities, we have the ability to create them in a respectful and impactful manner.
Humility	We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization
Relationship Building	We understand the importance of building relationships, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.

Agreed By:
Name:

Supervisor:
Name:

Approved By:
Name:

Designation:

Designation: ED/ HoP

Designation: Executive Director

Date:

Date:

Date: