

Health Officer

Position Overview:

PeaceWin has been implementing the activities/programme around Sexual and Reproductive Health and Rights (SRHR) and Gender Equality and Women Empowerment with the technical and financial support of United Nations Population Fund (UNFPA). The partnership between UNFPA and the PeaceWin aims to advance UNFPA's mandate under 9th Country Programme specifically in the output area of SRHR and GEWE. The activities/programme under the SRHR are the part of the Reproductive Health and Right for Accelerating Impact (RHEA) programme in selected Municipality of Bajura and Bajhang, Comprehensive Sexuality Education programme in selected programme Municipality/school of Achham, Baitadi and Bajhang and Family Planning, Supply Chain Management (SCM) related activities in all UNFPA Priority District and Province and Empowering Women Prosperous Nepal in Bajura, Doti and Kanchanpur.

Scope of the Work/Purpose of the Job:

The Health Officer (HO) will play a crucial role in the planning and implementation of UNFPA-supported programs focusing on Sexual and Reproductive Health and Rights (SRHR) in Bajura, Bajhang, Baitadi, and Achham for the year 2024. Their responsibilities include establishing effective coordination and collaboration with relevant government stakeholders, particularly the municipality and health office, to ensure smooth program implementation. Additionally, they will closely collaborate with UNFPA team members at both district and municipal levels, ensuring synergy among various activities, fostering collaboration within the organization and with partners and stakeholders, and ensuring project compliance with timelines and budgets.

Job Title	Health Officers (Two positions)		
Place of work:	Bajhang and Bajura Districts, with frequent visits to the Programme Municipality and communities, as well as neighboring districts (Baitadi from Bajhang and Achham from Bajura).		
Grade:	8 th	Project Code	
Contract type:	Temporary	Staff ID#	
Contract Period (Date)	From:	To:	
Direct Reports to	Health Programme Manager and UNFPA Program Specified contact person at Province and District		
Indirect Report (S)			
Work Relationships	<i>Internal:</i> Executive Director, Programme Manager, Health Programme Manager, Evaluation and Documentation Officer, Municipal Officers, Admin and Finance Officer <i>External:</i> UNFPA province and District, team Local government, stakeholders and CBOs and their networks, communities.		
Month Salary NPR.			

Jobs and Responsibilities:

1. Plan and implement the activities as per the agreed AWP under SRHR in collaboration with respective municipality of Bajhang/Baitadi and , Bajura/Achham

2. Ensure the logistic arrangement for conducting the programme/activities with necessary documentation of both finance and programme.
3. Build strong and productive cooperation and collaboration with Palika and other relevant actors in the Palikas for implementation of activities under SRHR
4. Provide technical support to municipality for planning, budgeting, monitoring of health, specific to reproductive health at health facilities and other community level health activities.
5. Collaborate with governmental bodies/LG, health facilities, and community organizations to build synergies and ensure a comprehensive approach.
6. Support Palikas to develop policies, strategies, and guidelines, especially for the health including health emergency.
7. Frequent community visits for follow up of the activities implemented and keep the record and report to the health programme officer
8. Explore capacity gaps of HWs and provide the training as per the annual work plan document. Support to facilitate on regularization of HFOMC meeting at HF
9. Support municipality in developing the annual operation of calendar for health section for effective implementation and avoid duplication.
10. Support and participate palika levels review, planning and coordination meetings and share the progress, lesson learned to influence the resource mobilization in the area of SRHR/GBV
11. Ensure the quality of the data collected from the different activities, prepare the event report and support to finalize the different periodic reports to health programme manager
12. Support for knowledge management through developing different products; success story, video, abstract, photos
13. Implement and uphold PeaceWin's Integrated Safeguarding and Accountability, Gender and Social Inclusion Policy, ensuring adherence to GESI policy.
14. Implement precautionary measures to minimize environmental impact, including reducing unnecessary vehicle movements and minimizing the use of plastic and environmentally taxing materials.
15. Ensure compliance with PSEA policies and procedures, while implementing the programme activities organizing training, reporting mechanisms, victim support, and corrective measures implementation, and review.

Qualifications, Knowledge and experience:

1. Bachelor's Degree in Public Health/Nursing and other relevant discipline
2. Minimum of 3 years of work experience after completion of bachelor's degree basically in reproductive health (maternal health, family planning), health system strengthening and quality improvement of health service
3. Good understanding of Nepal government health system, plans and policies related to health service specific to Sexual and reproductive Health and GBV
4. Candidate with clinical background; health assistant /staff nurse with working experience with municipality will be an asset. Proficiency in gender, equity, and sustainability principles
5. Outstanding communication, coordination, and organizational abilities
6. Familiarity with the socio-cultural landscape of Sudurpaschim Province, Nepal, is advantageous
7. Steadfast commitment to preventing GBV, sexual exploitation, and abuse
8. Proficiency in logistical arrangements and generating high-quality reports
9. Practical knowledge of logistical software and tools, as well as MS Excel, Word, or office packages

Key competences:

1. Accountability, Integrity, and Innovation
2. Competency in PeaceWin's working approaches and policy
3. Processes of inclusion, Prevention of Sexual Exploitation and Abuse (PSEA), child rights, institutional system strengthening, behavioral changes, and gender and youth mainstreaming
4. Team spirit, motivation, mutual trust, and a positive working attitude
5. Cultural awareness and effective communication
6. Willingness to undertake field visits as required

Required documents to be submitted with the application:

1. Detail CV in prescribed format
2. Citizenship Certificate
3. Certificates of Bachelor's degree and SLC
4. Letters of work experiences in related field

Candidate:

I wholeheartedly agree with the job description and am dedicated to successfully fulfilling the tasks outlined in the roles and responsibilities, qualifications, knowledge and experience, as well as key competences.

Name and Position:

Date:

Apart from the above-mentioned job descriptions, terms, and conditions, PeaceWin has the right to apply all other necessary conditions according to its policies, guidelines, and decisions.