

Consultants - Planning and Budgeting

- **Vacancy for:** 4
- **Posted on:** March 19, 2018
- **Deadline:** March 28, 2018, 11:55 p.m.

Position: Consultants – Planning and Budgeting

Locations: Humla (1), Dolpa (1), Mugu/Jumla (1), Rukum - West (1)

Period of Performance: Three months (Mid-April to Mid July)

The Consultants will work with the District Health Offices (DHOs), or their equivalent in new federal structure, selected Municipality officials, District Coordination Committees (DCCs), and Karnali Province's Social Development Ministry to assist in preparation of Annual Workplans and Budgets for FY 2018/19 (Nepali FY 2075/76) for the targeted municipalities. The Workplans and budgets will be prepared in accordance with the guideline of Ministry of Federal Affairs and Local Development (MOFALD) and Ministry of Health and Population (MOHP). In addition, the consultants will provide technical support to municipalities for preparation of Municipal Health Situation Analysis Reports, if required.

Consultants will be directly accountable to the Deputy Chief of Party for the duration of the assignment.

Key Responsibilities and Activities

- Provide technical, logistical and other administrative support to selected municipalities to prepare their Annual Workplans and Budgets, based on review of health and other sociodemographic information and by utilizing tools and guidelines prepared by MOFALD and MOH.
- Coordinate closely with the DHO, DDC, Social Development Ministry and other authorities to help prepare these workplans and budgets on timely basis and per the requirements.
- Support selected municipalities to enter the workplan and budget in electronic Workplan and Budget System (eAWPB) and to build their capacity to monitor their expenditure through Transactional Accounting and Budget Control System (TABUCS).
- Document and prepare necessary reports of project activities and periodically update the project team on accomplishments and lessons learned.
- Assist with the planning of project meetings, training sessions and consultations, as needed and assigned.
- Make logistical arrangements for project team travelling to their assigned municipalities, as needed.

Skills Pre-requisites:

- Graduate Degree in Public Health, Health Administration, or other relevant field.
- At least six years of related professional experience.
- Understanding of Government of Nepal's planning and budgeting process, including in context of federalism and previous experience in supporting preparation of annual work plan and budget for District Health Offices and/or Municipalities.
- Ability to travel in remote areas of assigned districts within short notice; those who are from and/or working in the Karnali Province will be given preference.
- Strong networking and computer proficiency skills
- Excellent written/oral skills in Nepali and English

Applying Procedure

Apply Link : <https://merojob.com/consultants-planning-and-budgeting/>

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