



## Health & Nutrition Officer

- **Vacancy for:** 1
- **Posted on:** Aug. 10, 2018
- **Deadline:** Aug. 19, 2018, 5 p.m.

**GRADE:** 4

**TEAM/PROGRAMME:** SABAL

**LOCATION:** Udaypur, Khotang, Okhaldhunga

**POST TYPE:** Fixed term- Sabal Grant

**CHILD SAFEGUARDING:** Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

### **ROLE PURPOSE:**

Health officer is overall responsible for the planning, implementation, monitoring and reporting of integrated health and nutrition program in district including Enhanced Homestead Food Production and WASH. S/he is further responsible to provide technical support to PNGOs, schools, health facility and district health office/District public health office to plan and implement program activities. S/he will establish good coordination and collaboration with government counterpart to expand health and nutrition component in the district.

### **KEY AREAS OF ACCOUNTABILITY:**

#### **Core Responsibilities:**

#### **Planning, implementation and monitoring of the Health and Nutrition activities**

- Primarily responsible for all health and nutrition activities of the district.
- Responsible to provide technical support to adjoining Sabal district where there is no health and nutrition officer
- Develop detail implementation plan (DIP) for health and nutrition activities in the district.
- Provide technical support to District Health Office (DHO)/District Public Health Office (DPHO) and PNGOs to plan and to implement health and nutrition activities as per DIP
- Facilitate/participate in different district and rural/municipal level workshop, training, orientation and meeting for the effective implementation of health and nutrition program in the district
- Conduct MIYCN review workshop in district. Support other districts as required.
- Plan and implement adolescent health program in close collaboration with DHO/DPHO and DEO
- Support DHO/DPHO and DEO to plan and to implement adolescent health technical sessions in secondary schools.
- Coordinate with DHO/DPHO to ensure the timely and quality supply of essential health commodities and materials including family planning commodities in the peripheral health facilities.
- Regular monitoring and follow up of the program and provide technical support to health facilities and FCHVs as required
- Conduct health and nutrition review workshop at district and rural/municipal level in close coordination with government, PNGOs and team
- Conduct data verification and ensure the quality of data of health and nutrition activities and are entered in OPMIS .
- Ensure timely implementation and budget utilization of project interventions as per DIP and phased budget prepared for the district.
- Conduct technical support visit to FCHVs, Health facilities, Schools , EHFP beneficiaries, VMFs and ensure the quality of technical support with data verification

#### **Coordination and technical Support to DHO/DPHO, District Education Office (DEO), Schools and health facilities, provide technical support to urban and rural municipalities**

- Establish good coordination with different stakeholders related to health and nutrition services
- Provide technical support to DHO/DPHO, health facilities, FCHVs, DEO, schools and in mother groups
- Attend and provide technical support in the district, municipality, health facility, school and VDC level meetings related to health and nutrition.
- Advocate rural/municipalities and wards for the budget allocation in health & nutrition interventions.

#### **Reporting and documentation of the project interventions**

- Prepare various project reports of the district as per requirement of government and project and submit with in deadline

- Document case studies, best practices and learning in relation with health and nutrition interventions
- Support DHO/DPHO, PNGOs and schools for the timely and quality reporting

#### **Other responsibilities:**

- Coordinate with agriculture office and livestock office, WASH coordination committees both in district and rural/ municipality level for the implementation of EHFP interventions and WASH activities
- Coordinate for the conduction of trainings, vegetables seed production training, community brooding training and implementation of Post ODF activities.
- Facilitate linkages and integration among the livelihood, health and nutrition, disaster risk reduction and climate change adaptation interventions to increase the resilience capacity of the HHs;
- Attend in some quarterly review meeting conducted by VMFs.
- Follow-up EHFP beneficiaries regarding change in EHFP and IYCF practices and behaviours

#### **SKILLS AND BEHAVIOURS (SCI Values in Practice)**

##### **Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

##### **Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

##### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

##### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

##### **Integrity:**

- Honest, encourages openness and transparency

#### **QUALIFICATIONS AND EXPERIENCE**

- Bachelors in Public Health/Basic Nursing

#### **EXPERIENCE AND SKILLS**

- Atleast 3 years' experience in the related field (2 years' experience for GSI group)
- Proficiency in writing technical and programmatic reports that document program directions and results
- Ability to work in remote, complex environment with multiple tasks and short deadlines.

#### **ATTRIBUTES**

- Innovative

#### **ESSENTIAL**

- Ability to work in remote, complex environment with multiple tasks, short deadlines and intense pressure to perform
- Proficiency in writing technical and programmatic reports that document program directions and results
- Good written and spoken skills both in Nepali and English
- Excellent computer skills (office package, , data management)
- Excellent interpersonal and communication skills
- Commitment to Sabal-Save the Children values

**DESIRABLE**

- Team work
- Good time management and stress management skills

**Applying Procedure**

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