



Liaison and Quality Assurance Officer

- **Vacancy for:** 1
- **Posted on:** Nov. 14, 2018
- **Deadline:** Nov. 24, 2018, 5 p.m.

GRADE: 4

TEAM/PROGRAMME: Global Fund

LOCATION: National TB Centre

CONTRACT LENGTH: Fixed-term

CHILD SAFEGUARDING: Level 1: the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed.

ROLE PURPOSE:

Save the Children is the leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We reached approximately two million populations and invested over 29 million US dollars in 2012 to reach more children than ever before, through program in Health, Nutrition, Education, Protection and Child Rights and Governance, Livelihood, TB, HIV/AIDS, and Humanitarian crises.

Case notification of all forms of TB has remained stagnant for last 10 years in Nepal. There are no significant changes in CNR even analyzed by region or by eco-terrain. Despite the implementation of various activities for case finding there is no significant changes in CNR. So NTC wants to know the actual prevalence of TB in Nepal. Understanding the real situation of Tuberculosis by conducting National TB prevalence survey is considered to be very useful for developing policy/plan and strategy of effective NTP in Nepal. So, NTC is conducting National TB Prevalence Survey under the supervision of NTC Director (Principal Investigator). Global Fund/Save The children Nepal is one of the supporting partners in implementing national TB prevalence survey in Nepal.

The Liaison and Quality Assurance Officer (LQAO) functions as a technical member field survey team of the national TB prevalence survey (NTPS) and will prepare information folder of all clusters (99) and participates in the orientation/ training programs of the national TB prevalence survey. He/she will also coordinate with the local health facility in-charges of the cluster, DTLOs, DHO/DPHOs, RTLOs, RHDs, RMS and other stakeholders as needed to facilitate the prevalence survey implementation process. He will also support in the pre-testing of PS tools and piloting PS.

During the time of field operation, he/she will be responsible for coordinating among the local stakeholders (i.e. District Development Committee, District Administration Office, DPHO/DHO, DTLO, District Police Office, District Education Office, VDC/ ward offices of municipalities, local health facilities and institutions like local schools, health related NGO/ INGOs working in the area, local security offices etc. He/ she will be responsible for conducting pre-visit activities and will also facilitate the training /orientation programs at the cluster level. The LQAO will work as a team member of the field survey team with close coordination with team leader, DTLO and all the team members. The LQAO will ensure that all field operation activities (Census, reception, informed consent, interview & X-ray) are being conducted as per guided by SOP and all the sputum sample are collected from all the suspects. LQAO will support to transport collected samples are to the respective central laboratories in time and by maintaining proper cold chain. At the end of every field operation in each cluster he /she will prepare a comprehensive cluster level summary report and will submit to the LQAC and the PS Coordinator.

He/she will be responsible for ensuring the quality of census taking and field operation activities at the field operation site as per the standard operating procedures (SOPs). He/she will ensure that the locally hired staff (health, non- health and social mobilizers) are oriented and mobilized properly during the field operation.

The LQAO will work closely with the Liaison and Quality Assurance Coordinator (LQAC), NTPSC/ NTC, Save the Children, Regional Health Directorate (RHDs), Regional TB/Leprosy Officers (RTLOs), Regional TB Program Coordinator (RTBC- Save), District TB/Leprosy Officers (DTLOs) and Health Facility In-charges (HFIs). The LQAO will report to the LQAC and PS Coordinator

KEY AREAS OF ACCOUNTABILITY :

- Under the guidance of LQAC, Coordinate with concern stake holders for effective implementation of national TB prevalence survey related activities at Regional, districts and cluster levels.
- Facilitate Team leader to coordinate in an advance with the concerned DTLO, DHO/DPHO, local health in-charges and other relevant stakeholders to inform the schedule of the next visit of the field operation.
- Coordinate and collect necessary information from clusters to prepare cluster information folder required for planning of NTPS.
- Participate and Support in implementation of pretesting and piloting activities.
- Ensure the quality of national TB Prevalence Survey (NTPS) activities which are implemented at the cluster level based on SOP and checklist.
- Support and quality assure the process of Pre-visit, piloting, census taking, field operation site setting and the survey examination.
- Facilitate the local level training and orientation program related to NTPS.
- Monitor and regularly report the updated status of the field operation to the LQAC.
- Liaise with Team leaders to quality Assure process of sputum samples are being transported from the cluster sites as per the transportation plan maintaining quality as the SOPs along with the samples being received at the labs for processing.
- Report immediately to the LQAC if any issues/problem occurred during the process of field operation.
- Participate in the mid- term review and evaluation process of the NTPS
- Coordinate, collect and compile necessary field operation data and prepare a summary report as per the recommended format for quality assurance.
- Perform other duties as requested by LQAC and PSS.

BEHAVIOURS (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 their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

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; demonstrates highest levels of integrity

QUALIFICATIONS

- Bachelor's degree in Public Health (BPH) or health related discipline(s)

EXPERIENCE AND SKILLS

Essential

- Minimum of 3 years (2 years for GSI group) of experience in the Public health field implementation; Prior experience of involvement in the field level survey activities will be preferred.
- Computer experience with MS Word, MS excel and PowerPoint
- Excellent spoken and written skill in English and Nepali language
- Report writing skills
- Excellent communication skills
- Should have strong enthusiasm and physically fit for traveling in all clusters

Applying Procedure

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