

Program Officer



- **Vacancy for:** 1
- **Posted on:** March 8, 2018
- **Deadline:** March 25, 2018, 11:55 p.m.

Location: Kathmandu, Nepal

Division: International Health (IHD)

Contract: Strengthening Systems for Better Health Activity

Supervisor: Deputy Chief of Party

The Program Officer assists the Deputy Chief of Party and the project's Senior Management Team in the management and implementation of project activities.

Specific tasks include:

- Provides technical, logistical and other administrative backstopping for the Project.
- Coordinates closely with the Deputy Chief of Party and Technical Specialists to complete project reports and deliverables.
- Helps edit and format reports/deliverables as needed
- Assist with the planning of project meetings, training and conferences as needed
- Helps document and prepare training, meeting, workshop reports for project activities
- Maintain hard copy and electronic versions of a project archive, including all reports, personnel files, consultant documents, travel files, procurement files, files of project deliverables, minutes of meetings, and project reports.
- Manage and document correspondences between project offices, the home office, the client, other partners, and stakeholders.
- Oversee the proper reporting of labor time and ensure the timely submission of electronic and paper timesheets, and the timely completion and submission of Labor Adjustment Forms, when needed.
- Manages local procurements for office supplies and other requirements.
- Assists with making logistical arrangements for project events, training, conferences and field activities.
- Make logistical arrangements for project staff traveling outside their region or for international visitors.

Skills Prerequisites:

- Bachelor's degree in Public Health, Health Administration, Business, or other relevant fields
- Minimum two years of relevant professional experience in project administration, program management, and office administration
- Strong organizational and computer proficiency skills
- Experience with donor-funded international health programs in Nepal highly desirable, USAID experience preferable
- Advanced written/oral skills in English
- Excellent knowledge and experience with Windows, Word, Excel, PowerPoint, and other data processing and graphical presentation software.

Applying Procedure

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