



## Project Officer-SHN and ASRH

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** July 3, 2015, midnight

**TEAM/PROGRAMME:** PID

**GRADE:** 5

**LOCATION:** WRO, Kapilvastu

### **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:**

The Project Officer is overall responsible for planning, implementation, monitoring and reporting of School Health & Nutrition (SHN) and Adolescent Sexual and Reproductive Health (ASRH) interventions under Sponsorship in Kapilvastu district of Western region of Nepal. In addition, he/she provides technical assistance to DHO, HFs to implement and monitor the ASRH activities and to DHO, HF and DEO & schools for SHN activities. Likewise, he/she establish and strengthen good coordination with government counterparts like DHO/DPHO, DEO, DDC and supporting agencies in the district. He/she ensure functional reporting and logistics supply system of DHO/DPHO and HFs for quality and timely service delivery of ASRH and SHN program.

### **SCOPE OF ROLE:**

**Reports to:** Project Coordinator, SHN & ASRH, WRO

**Role Dimensions:** Save the Children works across the five development regions within the country reaching to over 1.5 populations annually. SC is working closely and or/ in partnership with different Ministries/Departments, NGOs and civil societies to implement programs related to child rights under 7 thematic priority of SC.

**Staff directly reporting to this post:** NA

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

#### **1. Planning, implementation and monitoring of the project interventions**

- Assist Project Coordinator to prepare Detail Implementation Plan (DIP), and phased budget of ASRH & SHN program in the district with full participation of government counterparts, partner NGOs and project team
- Ensure timely implementation and budget utilization of project interventions as per DIP and phased budget prepared for the district in partnership with government counterparts and partner NGO
- Conduct random monitoring of activities being implemented to be sure that activities are implemented as per standards

#### **2. Coordination and technical Support to District Public/ Health Office, District Education Office for smooth operation of ASRH & SHN Program**

- Establish good coordination with DHO/DPHO, HFs, DEO, Schools and development partners in the district for smooth operation of the project interventions
- Technical support the District Health office and health facilities, DEO & schools for ASRH & SHN planning at district & below in Kapilvastu
- Ensure the timely and quality supply of essential health commodities and materials of ASRH & SHN service delivery
- Conduct technical support visits to health facilities, community health workers, PHC/ORC, FCHVs, Adolescents, schools and SMC for quality service delivery

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

- Prepare various project reports, complete OPMIS data base of the district as per requirement of government, SC and donor

- Identify case studies and promising/best practices in relation with project interventions and issues and coordinate with program coordinator at RO & CO for documentation
- Develop and process MOU/activity agreement for implementation in partnership with DHO/DPHO, partner NGO and DEO
- Facilitate meetings, trainings and work plan as per plan.
- Support HFs, & schools in recording, reporting, and also ensure that data is being collected at health facilities and reported to the district routinely basis.
- Ensure timely collection of accurate, complete, consistent data by health facilities and schools
- Participate in monthly meetings as per need at HF level to provide technical support and feedback.
- Support Program Coordinator, ASRH & SHN in preparation of reports.

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

### **Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

### **Ambition:**

- Sets ambitious and challenging goals for themselves and takes responsibility for their own personal development
- Future orientated, and seeks to think strategically.

### **Collaboration:**

- Builds and maintains effective relationships, with 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

### **Qualification and Experience**

- BPH/BN and related fields with at least 3 years of relevant experience
- Excellent written and spoken Nepali and English
- Good computer skills
- 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
- Interpersonal and communication skills
- Commitment to Save the Children values

### **Applying Procedure**

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