



Project Officer - UNFPP

- **Vacancy for:** 1
- **Posted on:** Nov. 17, 2017
- **Deadline:** Nov. 30, 2017, 5:55 p.m.

Basic Job Information

Job Category	: NGO / INGO / Social work
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Okhaldhunga with frequent field visits
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 3 years

Other Specification

Qualifications and Experience:

- Minimum qualification of [B.SC.](#) Nursing passed
- At least 3 years' experience in providing FP services. Experience of mentoring and coaching will be added advantage

Skills and Competencies:

- Good communications skills, English and Nepali (knowledge of local language will be an asset)
- Highly numerate (for performance analysis and budget development)
- Excellent knowledge of IT especially, MS Word, Excel, internet applications etc
- Influencing and conflict management
- Able to work under pressure and with minimum supervision
- A demonstrated ability in building and maintaining relationships with government staff, HFOMC staff and healthy volunteers at community level
- Strong interpersonal skills, ability to work in teams and self-management skills
- Highly mobile within and outside the district
- Should have the ability to use tact and diplomacy, resolve conflicts and achieve results

Job Description

The position will be working under SPN for UNFPA Nepal Family Planning Project (UNFPP). Through this project, SPN will contribute to improving maternal health through increased uptake of family planning services by: (i) Building capacity of service providers on various family planning methods especially of Long Acting Reversible Contraceptives (LARC) (ii) Expanding availability LARC through visiting providers (ii) improving the quality of voluntary FP information, counselling, and services to better serve those with an unmet need for FP services, among hard-to- reach and marginalized groups. The responsibilities of the position are included but not limited to the following:

Key Responsibilities Measure

Managerial Responsibilities

- Coordinate project procurement and logistics activities with administrative support personnel;
- Support information dissemination activities and advocate for the project among key stakeholders;
- Implement the project activities in within his/her respective area of responsibility as per the work plan and budget.
- Coordinate with district line agencies, VDC and relevant stakeholders, participation in the relevant meetings at district and VDC level to update the project activities;
- Establish the smooth relation and maintain close coordination/linkages between District line agencies, local bodies, I/NGOs, and projects within the project area and keep them fully informed of the project activities;

- Support in organizing project inception workshops/meetings with partners (central) and at district levels communities (local) as a requirement of the project.
- Support field staff and volunteers in any activities connected to project activities;
- Provide additional support to Project Management Unit as required.
- Ensure the availability of FP commodities at service delivery points in coordination with visiting providers/D/PHO.
- Collect monthly data from the service delivery team, validate, record and report to support office on monthly basis

Technical Support

- Travel extensively within the district to carry out clinical supervision visits, and on-site coaching and mentoring to government providers.
- Provide technical assistance on clinical family planning services to all levels of clinical staff during visits
- Assess skills, knowledge, and capacity of government providers during visits and plan corrective action with the Project Manager, providing on-the-spot training where appropriate
- Make recommendations for formal training of government providers
- Assist to provide follow-up supervision and monitoring to government service providers after training is provided
- Provide family planning services at government facilities as the need arises

Other Responsibilities

- Actively maintain relationship with the DHO and external partners
- Assist to ensure timely and accurate activity planning
- Compile data and prepare reports to Line Manager
- Carry out action points developed in MAT meeting
- Any other activities as requested

Applying Procedure

Suitable candidates meeting the above criteria are requested to send their CV and covering letter to MSNPRcruitment@mariestopes.org.np by November 30, 2017, 5:00 PM. Only shortlisted candidates will be invited for further selection process.

SPN reserves all rights to qualify/disqualify applications in any case. SPN accepts Nepalese citizens only and encourage women, people of ethnic minorities and Dalits to apply.

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