

## **JOB DESCRIPTION**

**Title: Health Officer**

**Project: Mother Child Wellbeing (MCW) Project**

**Work station: Kailali District (Five municipalities: Kailari and Janaki Rural Municipality and Bhajani, Ghodaghodi and Godawari Municipality)**

**Reports to: Project Coordinator**

### **JOB SUMMARY**

The Health Officer will provide technical support for implementation of health, nutrition, and WASH activities under the Mother and Child Wellbeing (MCW) project. The position requires coordination with local government entities, stakeholders, community health workers and health mother group, should have strong knowledge on Multisectoral Nutrition Plan (MSNP) and linking the project activities with MSNP to improve health systems and promote positive mother and child health and nutrition behaviors.

### **KEY RESPONSIBILITIES AND TASKS**

#### **1. Program Planning and Implementation**

- Support developing monthly, quarterly, and annual project plans in coordination with palika-level technical support
- Conduct feasibility studies and map existing private/public service providers, nutrition groups, and food security networks to understand the situation and develop project activities
- Prepare detailed Plans of Action for MCW follow-up activities and assist in designing Health, Nutrition, and WASH-related action plans
- Take lead in implementing Health, Nutrition, and WASH-related activities mentioned in Plans of Action
- Support multi-sector programs at Municipality and ward levels
- Provide technical support to the district-based project team in planning, implementation, monitoring, and reporting of field activities
- Collect MCW project-specific data, information on various community health issues, and supportive documents required for activity approval; maintain records of project activities.

- Collaborate with Health Coordinator and Health/Nutrition focal person for service delivery to children with special dietary needs
- Support the district team, municipality team, local government, and community-level interventions for mainstreaming GESI and SBC issues
- Conduct workshops, advocacy meetings, policy dialogues, and interactions with local government for localization of MCW project

## **2. Monitoring, Evaluation, Documentation and Research**

- Ensure regular collection of project data from the field, analyze against quality benchmarks, and share with project team
- Conduct frequent field visits to monitor MCW project against quality benchmarks, produce and share monitoring reports
- Support M&E specialist with baseline/endline surveys, research, and M&E action plan implementation
- Ensure data quality of periodic reports; verify data and information from sources periodically
- Provide technical quarterly review meetings at the district level, identify gaps and issues, and provide suggestion take action for improvement
- Document learnings and major findings of project interventions and share with project coordinator.

## **3. Linkage, Coordination, Advocacy and Program Integration**

- Coordinate with palika-level stakeholders including government entities and like-minded organizations to avoid duplication
- Coordinate with key informants in communities to establish early rapport and provide project orientation
- Support and coordinate with local government offices for MCW project programming at palika and ward levels
- Coordinate with municipalities (livestock, agriculture, health, education, women and children sections)
- Oversee palika-based project activities as per goals/objectives
- Share project updates with Municipality health and WASH service providers periodically
- Coordinate with GESI and social norms for support related to gender equality and social inclusion.

## **4. Support Financial Management, Administration and Human Resource Management**

- Review project activities budget and track expenditures regularly at field level
- Follow organizational policies on procurement, finance, personnel, etc.
- Ensure personnel policies are effectively followed

#### **5. Upholding Organizational Core Values and Principles**

- Demonstrate organizational core values, programming principles, and strategic objectives
- Promote rights and good governance
- Practice gender-responsive behavior and safeguarding of program participants
- Engage in safeguarding and code of conduct awareness-raising activities

#### **WORKING CONDITIONS**

- Based in District Office with estimated 70% travel to project implementing local governments, wards, and communities
- Coordination with 125 health mother groups in the district and other stakeholders.

#### **AUTHORITY**

- Supervision of WASH facilitators and Nutrition and marketing facilitators