

**Youth Acting for Change Nepal**  
**Job Description – Clinical Support Officer**

<b>Name of Employee</b>	
Address	
Program/Project	Nurture Every Future-Poshan
Designation	Clinical Support Officer
Immediate Line Manager	Project Coordinator
Line Management (supervisory role)	None
Working Area	5 working Municipality
Duty Station	Kailali
Contract Period	1 July 2026 to 30 June 2027

**Purpose of the Position**

The Clinical Support Officer is responsible for providing clinical support for nutrition-specific interventions and technical backstopping in quality clinical services on Maternal, Neonatal and Child Health and nutrition services. The officer works closely with local health facilities, municipalities, and the district project team, conducting regular on-site coaching and mentoring visits at health facilities, municipal hospitals, and Nutrition Rehabilitation Centers (NRCs), with special focus on maternal and child health and nutrition during different phase and quality assurance of nutrition services through on-site coaching, mentoring, readiness assessment, and support.

This position requires field visits comprising 70 percent of total working hours/days for clinical mentoring, readiness assessment, and quality improvement at health facilities.

**Major Task and Responsibilities:**

**Program Planning and Implementation**

- Lead planning and implementation of nutrition specific, clinical related activities on maternal child, neonatal health and nutrition activities and components with approved plans and targets.
- Coach and mentor at health facilities with OTC/birth services per IMAM, CB-IMNCI, MNH protocols.
- Facilitate district project team team for active case finding and screening of U5 children and PLW for acute malnutrition using MUAC, WHZ, and edema assessment.
- Coach municipal and health facility staff along with project team on SAM management at OTCs per IMAM protocols and refer complicated cases to ITC/hospitals as per protocol.
- Integrate nutrition screening/counselling into CB-IMNCI OPD for sick U5 children; counsel caregivers on breastfeeding, feeding during illness, and complementary feeding.
- Assess availability of RUTF, SSF, anthropometric equipment, medicines; monitor stock and coordinate resupply to prevent stockouts.
- Verify equipment functionality/calibration; ensure IMAM protocols, job aids, counselling cards, and recording formats are updated.

- Assess quality gaps on program intervention and develop action plans to address gaps.
- Facilitate municipal and health facility staff on GESI-responsive, women-friendly nutrition, MNH and SAM/MAM management services, addressing harmful social norms and barriers to equitable access and utilization.
- Contribute and representation at different annual reviews, sharing and planning meetings at municipal and district forum and platform.

### **Capacity Building, Training, and Workshops**

- Conduct training need assessment, update training data base roster, organize training on nutrition-specific interventions aligning with project PFA coordinating with government health system.
- Provide on-site training/orientation/mentorship on IYCF, IMAM, CB-IMNCI, MNH; review HP-MSS and guide clinical readiness.
- Apply QA/QI checklists for nutrition/MNCH services per QI Guideline 2078.
- Support in developing regular follow up and monitoring action plans for capacitating onsite support and sharing of gaps with municipal authorities.
- Strengthen service quality through hands-on mentoring for effective protocol application at HF/MC/OTC.
- Ensure and support cross-sector collaboration to ensure cohesive delivery across, nutrition, WASH, education, GESI, social norm and social protection.

### **Monitoring, Documentation, and Reporting**

- Prepare periodic progress and outcome reports, capturing achievements, challenges, and lessons learned including success stories.
- Maintain accurate real-time records of screened, admitted, discharged SAM/MAM cases in IMAM/CB-IMNCI registers and maternal records.
- Ensure data quality through regular verification and use of digital tools for real-time data entry and analysis from an intersectionality and GESI perspective.
- Document case studies, success stories, best practices, and lessons learned from clinical mentoring/QI activities.
- Support assessments, surveys, evaluations, and evidence of generation.

### **Coordination and Collaboration**

- Maintain close coordination and collaboration with project team, municipal health authorities, Health workers, HFOMC, development partners and private health institutions to ensure cohesive program delivery.
- Coordinate with government for technical support to conduct on-site coaching and PFA follow-up under health system support.
- Engage with local leaders, HFOMCs, and stakeholders to promote MNCH and nutrition services; coordinate with the Municipal level for joint effort and action plan on the gap part.
- Build collaborative actions with government/NGOs ensuring resource leverage and sustainability of nutrition interventions.

### **Financial and Administrative Compliance**

- Implement activities within approved budgets and ensure compliance with policies and donor requirements.
- Ensure timely financial documentation, settlements, and accurate record-keeping.
- Support logistics and administration for training, meetings, and field activities.

### **Safeguarding, GESI, and Accountability**

- Ensure gender-responsive, inclusive, participatory approaches; promote participation of women, children, marginalized, and vulnerable groups.
- Demonstrate positive behaviors in accordance with the organizational Code of Conduct and safeguarding policies, including PSHEA and Child Protection.
- Strengthening community feedback and accountability mechanisms at all levels and ensure safety and security compliance during project implementation and field engagement.

### **Qualifications and Experience**

- Bachelor's degree in nursing with 1-year relevant experience, or bachelor's degree with staff nurse/health assistant background and 3 years of experience.
- Experience in government clinical settings at local HF level with advanced clinical knowledge and skills.
- Training in IMAM, CB-IMNCI, SBA, MNH coaching, and CNSI coaching are highly preferred.
- Knowledge of GESI, safeguarding, accountability, and health information systems.

### **Competency**

- Strong interpersonal and stakeholder management skills.
- Leadership, coordination, and problem-solving abilities.
- Team-oriented and collaborative approach with commitment to accountability and organizational values.
- Familiarity with government clinical protocols and checklist-based mentoring.

I hereby declare acceptance of the above-mentioned Job Description.