

Terms of References

Programme Officer (PO)

Background

Health Research and Social Development Forum (HERD), a prominent NGO working in the sector of health and social development for the past 13 years. HERD aims to promote evidence informed policies and practices for sustainable development in health, environment and social sectors to improve quality of life. HERD work closely with various stakeholders at local, regional, national and international level. HERD works on the 3E approaches of EFFICIENCY, EXECUTION and EMPOWERMENT.

Purpose of the job

Programme Officer is one of the members of the Programme Implementation Unit of HERD. S/he is responsible to work as a leader for the program under the programme development unit for overall management and implementation of programme activities in the district. S/he will be supporting Programme Coordinator for implementing overall activities and enhancing capacities of respective team members in an efficient way.

This position's primary responsibility is ensuring organizational effectiveness by providing leadership for program to 'Support to Implement National TB Programme' in partnership with Save the Children, Global Fund TB grants. The position also contributes to the development and implementation of organizational strategies, policies and practices.

Core Functions:

A. Technical Functions

- a. Responsible to support to implement NTP activities in the districts in coordination with all relevant stakeholders in the districts.
- b. Prepare district implementation plan of allocated activities linking with NTP's district regular activities with the support of DPHO and DTLO and district team members.
- c. Implementation of the allocated activities in the assigned districts as per the organizational norms and policies and provided guidelines.
- d. Prepare detail field visit plans, activity and/or field visit reports and case study report.
- e. Make field trips to ensure timely completion of quality data collection and programme implementation.
- f. Coordinate with team members including admin and finance personnel, M&E officers, ICT team members and logistics members to ensure timely planning & implementation of activities, disbursement of resources, supervision & monitoring, logistics availability etc.

- g. Prepare monthly progress reports, regular reports (project status & activity report, and other reports) in coordination with relevant staffs members.
- h. Responsible for the proper documentation and reporting of all activities with sufficient proof and evidence documents including any other relevant issues during execution of field activities.
- i. Ensure regular communication and coordination with concerned government officials at the district level.
- j. Communicate with line manager and central team members about the progress of the activities.
- k. Perform any other duties as required or requested by line manager.

B. Organisational Effectiveness

- a. Manage programme functions at district level.
- b. Contribute towards the development and growth of HERD through vision-setting, policy formulation, strategy development, process review and programme evaluation.
- c. Contribute ideas and be innovative for the creation and continuation of efficient professional team.

C. Organisational Leadership

- a. Participate in different meetings, trainings, workshop and seminars as required for the organization at district level.
- b. Contribution for the development and strengthening of human resources and organizational capacity at district level.

D. Administrative Functions

- a. Facilitate implementation of HERD's policies and guidelines effectively and efficiently.
- b. Contribute to preparation of programme report to the Principal recipients.
- c. Responsible to complete periodical performance appraisal in close coordination with the line manager as well as to contribute on the performance appraisal system by facilitating to other team members.

E. Communications and Working Relationships

- a. Work closely in coordination with Programme Manager, Programme Coordinator, M&E Officer, and Finance Officer and make timely communication and update about the project's events and progress
- b. Communicate with other related I/NGOs and stakeholders
- c. Communicate programme related and administrative matters to the concerned staff

Reporting

The PO will report to Programme Coordinator

Duration

This position is up to March 2018 with possibility of extension. Three months' probation period applies to the position holder.

Working Hours

This is a full time contract with 40 hours of work per week.

Location

This is a field based position and the PO is responsible to look after Chitwan and Makwanpur districts with frequent travel to service delivery centres (HPs, PHCs, MCs)

Qualification, Experience and Competencies

Qualification and Experiences:

Master in Public Health (MPH) or MBBS with two years working experience in disease control programme or Bachelors Degree in related field with at least five years working experience in officer level in relevant field. Prior experience working with government stakeholder is a must.

Competencies:

- Ability to work efficiently with government stakeholders
- Ability to work effectively and influence others with good communication and coordination skills
- Ability to work with multi-sectoral government and development agencies.
- Demonstrated ability to work well as a team member whilst demonstrating a genuine appetite for personal learning and self-improvement
- Aware about organizational culture