

Health Research and Social Development Forum (HERD)

TERMS OF REFERENCE

1. JOB IDENTIFICATION

Job Title	: District Programme Officer
Project	: Support to implement NTP Programme in Partnership with SCI
Reference No.	:
Department	: Programme Implementation
Reporting to	: Programme Manager
Job status	: Project Bound Contract
Working hours	: 40 hours per week
Job Assignment	: Makawanpur

Job Purpose:

Under the overall supervision and guidance of Executive Director on administrative matters and under the direct supervision of Programme Manager for the technical and organizational matters, the District Programme Officer is one of the members of the Programme Implementation Unit of HERD. He/She is responsible to work as focal point for the field programme implementation under the Programme development and management unit for overall accomplishment of field activities. S/he will be a key and responsible person for the planning the field activities, implementation, monitoring and onsite coaching in health facilities for timely delivery of the project activities and timely reporting in efficient way. The position also contributes to the development and compliance of organizational strategies, policies and practices.

2. Main Responsibilities:

- i. Prepare Programme implementation plan according to the endorsed Work plan by SCI (PR) and National TB Center.
- ii. Implement the project activities in the assigned districts as per the organizational norms and policies.
- iii. Conduct regular field visits to monitor and follow up of project activities to ensure effective project implementation.
- iv. Prepare detail project activity plan and Activity report and submit to Programme Manager in timely manner.
- v. Prepare monthly progress reports, regular field reports, project status report, activity report, and logistics reports in consultation with relevant team members.
- vi. Ensure timely completion of implementation of the project activities according to the designated Workplan.
- vii. Collect quality data, triangulate with the record and report to Program Manager in timely manner.
- viii. Coordinate with concerned government officials in Palika/District level and other relevant stakeholders and key gate-keeper of NTP service delivery mechanism.
- ix. Support district/Palika staff to accomplish the NTP SR program service delivery activities.
- x. Contribute to facilitate to the programme team's technical, financial and coordination aspects.
- xi. Liaise and coordinate with concerned government officials, Palika staff including other stakeholders at the district and health facility level.
- xii. Ensure the logistics supply and distribution in the districts and health facility level in

- coordination with programme team.
- xiii. Represent the program and the organization responsibly in district and health facility level.
- xiv. Assist Programme Manager and District Program Coordinator to facilitate the Provincial and national level coordination efforts for the overall programme implementation and management.
- xv. Perform other duties as assigned by Program Manager.

Functional Role and Responsibilities:

A. Core Function (Program management, Planning and implementation):

- i. Responsible to support to Implement NTP activities project at district level for the overall coordination, planning, implementation, monitoring and evaluation of the project under the guidance and supervision of Programme Manager.
- ii. Coordinate with field programmes implementation team to ensure timely planning of activities, implementation, disbursement of resources, logistics management, Maintain appropriate liaison with key stakeholders and authorities at district & community levels for the effective planning and implementation of programme activities;
- iii. Make field trips to ensure timely and appropriate implementation of planned activities at field level in agreement with Programme Manager.
- iv. Prepare field visit reports and submit to Programme Manager;
- v. Support Program manager and Admin/Finance Officer to carry out M&E activities and support to prepare quarterly progress report, M&E report etc;
- vi. Responsible for the proper documentation and reporting of all activities with sufficient proof documents including any other relevant issues during execution of field activities.
- vii. Prepare and submit monthly project progress reports to Programme Manager.
- viii. Perform any other duties as assigned by the Programme Manager.

B. Organizational Effectiveness

- i. Manage programme functions at district level
- ii. Contribute towards the development and growth of HERD through vision-setting, policy formulation, strategy development, process review and programme evaluation.
- iii. Contribute ideas and be innovative for the creation and continuation of efficient professional team.
- iv. Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.

C. Organizational Leadership

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

D. Administrative

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

E. Communications and Working Relationships

- i. Working and closely coordination with Programme Manager, Admin/Finance Officer make timely communication and update about the project's events and progress
- ii. Communicate with other related I/NGOs and stake holders
- iii. Communicate programme related and administrative matters to the concerned staff

Scope and Range

HERD is a dynamic national non-governmental organization, promoting evidence informed policies and practices for sustainable development in health, environment and social sectors to improve quality of life. The vision of HERD is to promote health and well-being of people functioning with the 3I approaches of Intervention, Innovation and Impact.

The position is under the direct supervision of the Programme Manager under the Programme Management Unit and will be responsible for leading role on improvement of the programme planning and implementation systems in the organization. The responsibility and authority of the position is executed and guided by the HERD's policies and guidelines.

Organizational Position

This position is linked to the organizational structure as District Programme Officer under the Programme Management Unit.

Job Description and Agreement

The job description of the position is a part of the employment contract

Performance Appraisal

The performance appraisal of the position will be completed annually by the line manager as per the HERD's performance appraisal system. Line Manager may do performance appraisal for particular issues in particular period.

Equal Opportunities:

All duties will be carried out in a manner that supports and promotes absolute commitment to the HERD and its policies.

Applicable Policies

All HERD's policies and guidelines are applicable those are linked to the job description

Appeal

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

xvi. **JOB PROFILE**

S.N.	Assessment criteria	Essential	Desirable	Remark
1	Academic Qualification/Training	Bachelor in Public health or related discipline Practical working experience in National TB Programme		
2	Experience	Prior experience of working with government stakeholders	Strong background and work experience in field program implementation	
3	Knowledge	Knowledge and proven academic experience of National Tuberculosis Programme policies and guidelines.	Good track record of working at the program implementation level for disease control program preferably TB control.	
4	Skills and Abilities	Ability to work independently provides leadership to the team, and assist in building skills Excellent computer skills and proficient in excel, word, outlook, and access. Excellent communication skills both verbal and written. Excellent people manager. Delegate responsibilities effectively. Ability to look at situations from several points of view.	High comfort level working in a diverse environment	
5	Attributes	Commitment to social justice and the mission. Excellent interpersonal skills and a collaborative management style		
6	Special Competencies	Analysis and use of information, Decision making, Planning and delivery of work, Ability to work effectively with others, Communication with others, Influencing others, Organizational awareness, Managing change, Continual improvement		

On Behalf of Employee:-

Signature
Name
Date

On behalf of HERD:

Signature
Name
Date