

Detailed Job Description

Functional Title: Project Officer-Health

Base Location: Christine's Dispensary, Bir Hospital with frequent field visits to the project areas

Reporting to: In-Charge, Christine's Dispensary and Executive Director, Bikaska Lagi Ekata

Contract Duration: 2 years with the possibility of extension

Starting Date: 17th July 2023

Salary & Benefits: NRs.30,000 per month (Basic Salary)

Age: Below 35 years

Position: Project Officer

The Project Officer (PO) will be responsible to ensure effective coordination among line agencies (Bir Hospital, Donor organization, Local governments etc.) for the smooth functioning of Christine's Dispensary and Health Project of SfD. The PO will also be responsible for reporting, documentation, community engagement, project management, and long term planning of the Health Project. The PO will report to Executive Director in coordination with respective Project Leads, Finance and Admin. Department.

Key Responsibilities

Project Management, Implementation, Monitoring, and Reporting

- Support in the activities and budget planning.
- Manage successful implementation of the assigned tasks including program quality and budget management in line with approved project documents.
- Support in the procurement process in close coordination with Finance and Admin. Department.
- Guide and Assist to ensure participatory beneficiary selection processes.
- Implement activities within budget lines with relevant documentation in line with the policies and procedures of Bikaska Lagi Ekata.
- Conduct routine ward visit to ensure the beneficiaries and their needs.
- Assist in the regular tasks of Christine's Dispensary: Entry of Bills/Vouchers and billing of dispensed medicines.
- Report in a monthly basis including total beneficiary count.
- Prepare and send case/success stories in a bi-monthly basis.
- Assist during Health Camps.
- Prepare the detailed reports of Health Camps.
- Create an effective mechanism for the follow up of referred patients of Health Camps.

Program Development, Capacity Building and Networking

- Support the In-Charge to finalize the new project concept notes and proposals and preparing long term vision of Health project.
- Conduct and Participate in regular meetings with the team for sharing progress, work plan and further planning.
- Participate in review meetings, planning meetings, SWOC meetings, training and exposure programs, workshops, seminars, etc. as required.
- Establish and maintain collaborative relations with project team, donor organization, Bir Hospital and other stakeholders.
- Active representation within the relevant cluster and other coordination mechanisms.
- Ensure close coordination with local level authorities, and other technical partners for the conduction of Health Camps.

Additional Tasks

- Carry out any other tasks as assigned by the line manager.
- Carry out dual responsibility in case of emergency as per organizational requirements.

Qualification:

- Minimum Bachelors degree in Public Health.

Experience and Skills:

- Skilled in coordination and networking with local and district stakeholders.
- Knowledge of Project Management including planning, budgeting, monitoring, reporting, and developing proposals.
- Familiar with up-to-date health and other related governmental policies and development practices.
- Good command over written and spoken English.
- Good interpersonal and facilitation skills with the ability to lead team to reach a consensus on complex and/ or divisive issues.
- Sound knowledge of computer application (word, excel and power-point).
- Experience of working in remote areas in cross-cultural environment.
- Experience of working in I/NGO with Diploma in Pharmacy/Certificate Level in General Medicine will be an advantage.