

JOB DESCRIPTION

Job Title: Health Program Officer – Field Hub

Program name: Strengthening emergency response capacity of critical hub hospital networks in the Mid- and Far- Western Development Regions of Nepal through enhanced hospital safety and their linkages with pre-hospital and post-hospital care services and the community

Level:6th

Department/Unit: Nepal Red Cross Society, Health Department

Working Station: NRCS Field Hub, Banke

1. Position Title	<u>Health Program Officer – Field Hub</u>
2. Purpose of Job	<ul style="list-style-type: none">• Under supervision of the Field Hub Coordinator, work in close coordination with NRCS district chapter, Health institutions and other relevant stakeholders in the districts to ensure implementation of the activities.• Monitor and supervise the program and provide information to the Field Hub Coordinator on the program progress and achievements• Maintain proper coordination and communication flow between districts, region and HQ level• Ensure appropriate and relevant communication and coordination with DPHOs, Hub and satellite hospitals, Ambulance committees and other local government institutions.• Ensure that plan of action, implementation modalities etc. are in accordance with proposed plan• Supervise District Program Officers and provide technical support
3. Reporting to	Field Hub Coordinator
4. Outline of responsibilities and tasks	<ul style="list-style-type: none">• Lead and ensure the implementation of the program in the 4 targeted districts in line with the program document, DG ECHO guidelines and NRCS policies and guidelines in coordination with Field Hub Coordinator and District Program Officers• Coordinate with district program team for planning, monitoring and reporting• Establish and maintain close coordination with NRCS district chapter and sub-chapters, District Health institutions, and other consortia supported by EU in the region

	<ul style="list-style-type: none"> • Compile and update monthly narrative and quantitative progress report of program activities from District Program Officers and share to Field hub Coordinator • Collaborate with ENCORE and DP DRR Program colleagues to ensure relevant coordination, integration of approaches and efficient implementation of activities • Ensure Field hub coordinator is updated with security situation in program districts. • Any other task assigned by the Field hub coordinator
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5. Person Specification	Required	Preferred
<p><i>5.1 Qualifications</i></p> <ul style="list-style-type: none"> ◆ Graduate (or equivalent qualification) in Public Health or Nursing. 	○	
<p><i>5.2 Experience</i></p> <ul style="list-style-type: none"> ◆ At least 4 years of experience in health programs with NGO/INGOs, NRCS or other relevant organization. ◆ 4 years of experience in implementing health programs/projects, coordination and monitoring. ◆ Experience in coordination and communication with line agencies, Governmental Health institution and NGOs/INGOs ◆ Previous experience working in the district and Regions targeted by the project ◆ Previous experience working with Red Cross and Red Crescent Movement 	○ ○ ○ ○	○
<p><i>5.3 Skills</i></p> <ul style="list-style-type: none"> ◆ Experience of writing reports. ◆ Understanding of the principle of Red Cross Movement ◆ Good understanding of the Health context in Nepal, ambulance services and/or planning pre-hospital care initiatives ◆ Advance use of Excel, word and e-mail ◆ Strong communication and interpersonal skills ◆ Cross cultural sensitivity and ability to interact well with diverse groups of people and multiple teams ◆ Good influencing and networking skills 	○ ○ ○ ○ ○ ○	

<ul style="list-style-type: none"> ◆ Demonstrate flexibility and open mindedness ◆ Strong communication skills, both written and oral ◆ Strong representation skills ◆ Good planning, organizational and time management skills. ◆ Cross cultural sensitivity ◆ Able to write and speak good English 	<ul style="list-style-type: none"> ○ ○ ○ ○ 	
<p><i>5.4 Core competences</i></p> <ul style="list-style-type: none"> ◆ Planning and managing projects and activities ◆ Innovative and creative thinking ◆ Leadership and Team management skills ◆ Interpersonal and communication skills ◆ Good planning, organizational and time management skills 	<ul style="list-style-type: none"> ○ ○ ○ ○ 	
<p><i>5.5 Additional competencies</i></p> <ul style="list-style-type: none"> ◆ Willingness to be contactable at all times in case of emergency. ◆ Willingness to work out of office hours when required. 	<ul style="list-style-type: none"> ○ ○ 	