

JOB DESCRIPTION

Job Title: District Program Officer

Project 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 : 6

Department/Unit: Nepal Red Cross Society, Health Department

Working Station: NRCS District Chapter

1. Position Title	District Program Officer
2. Purpose of Job	<ul style="list-style-type: none">• District based focal point for the overall coordination and management of the program.• Coordinate and maintain working relationship with DPHO, Hub and satellite hospitals, Ambulance committees and other local government institutions.• Help facilitate proper coordination within program districts, other NRCS activities and EU partners.
3. Reporting to	Field Hub Program Officer
4. Outline of responsibilities and tasks	<ul style="list-style-type: none">• Ensure implementation of the program in line with the program document, DG ECHO guidelines and NRCS policies and guidelines• Implementation of the Program activities as per POA in district• Engage and maintain relationship with WHO Consortium partners, DPHOs, Hub hospitals, Ambulance committees, health posts, PHCC other health institutions and local government• Ensure capacity building and dissemination on emergency referral protocol at local level• Build capacity of Ambulance service providers, FCHVs, PHCC, Health post and local DM Committees and government on pre hospital safety.• Ensure development of district specific emergency health volunteer's deployment and coordination mechanism.• Develop monthly reports and share it with Field Hub Office for compilation.• Collaborate with ENCOE, DP DRR Program to ensure integrated approach to program• Ensure regular security update to Field Hub Office.• Ensure regular coordination between NRCS district chapter.• Any other task assigned by the Field Hub Program Officer

<i>5.5 Additional competencies</i>		
◆ Willingness to be contactable at all times in case of emergency.	○	
◆ Willingness to work out of office hours when required.	○	