

### Job Description: Health Supervisor

<b>Job Title</b>	Health Supervisor
<b>Organizational Unit</b>	Earthquake Response Operation (ERO)
<b>Immediate Supervisor</b>	District Programme Coordinator
<b>Report to</b>	Health Officer
<b>Duty Station</b>	Strategic area of Sindhupalchok (Needs to spent more than 50 percent time in the targeted community and can be transferred in other district as and when required)
<b>Lateral relation</b>	Health Officer and sectoral officer in the district

#### Organizational context

Nepal Red Cross in the aftermath of the two successive earthquakes has been implementing integrated recovery activities in the 14 districts that have been classified as the most affected district by the Nepal Government. In line with the PDNA and operational plan of the Government, NRCS with the support of the Federation and Partner National Societies (PNSs) has been leading the implementation of the integrated humanitarian recovery activities through the Earthquake Response Operation (ERO) unit – an independent operational unit reporting to the NRCS management. ERO also functions as a main coordination unit behalf of the RCRC partners in the management and implementation of the integrated operational plan for the recovery.

The Admin and Finance Assistant in field Office is an operational part of the District Programme Unit.

#### Job purpose

The Health Supervisor is a key resource person in the NRCS recovery program areas, who works closely with program team membersto facilitate the Health Post system strengthening component through trainings and beneficiary communication. Health supervisor monitors and reports the activities to the Program Officer-Reconstruction of Health Posts. She/he is responsible to facilitate the health activities of a cluster of Village Development Committees (VDCs). Beneficiary communication will remain the key strategy of the health supervisor throughout the program period to support in the access to health of the earthquake affected communities.

The position holder directly reports to the Program Officer- Health Post Reconstruction and maintains lateral relation withrest of the technical staff recruited in the program.

#### Job duties and responsibilities

The responsibilities of this position are:

- Support the Program Officer to plan and deliver an active and successful Health recovery program
- Support the Program Officer in monitoring as well as reporting of the program activities in the cluster
- Work in close coordination with the NRCS District team and the Health facilities team to implement the activities for health in the cluster
- Support in organizing training by inviting participants, record keeping of the training events and preparing event related reports
- Conduct community sessions to increase beneficiary communication in the VDCs in relation to the reconstruction of Health facilities by NRCS
- Play a role of focal point for Health activities within the cluster and support in ensuring that activities has balanced integration in all the other sectors. This has to be guided by the Program Officer
- Facilitate to strengthen referral system and ensure effectively functioning in targeted area.
- Provide feedback to the program officer and the district team on the program implementation plan based on the feedback from the communities and stakeholders

#### Duties applicable to all staff

1. Actively work towards the achievement of the Nepal Red Cross Society 7<sup>th</sup> Development Plan and Recovery Framework.
2. Abide by and work in accordance with the Red Cross and Red Crescent principles, Code of Conduct for Disaster Response, NRCS Safer Access Framework and Code of Conduct, IFRCs Quality and Accountability Framework and HAP Framework.
3. Perform any other work related duties and responsibilities that may be assigned by the District Program Officer and District Chapter.

### Position Requirements

Education	Required	Preferred
Completion of Health Assistant (HA) Program from an institution affiliated to CTEVT or Community Medical Assistant (CMA) from an institution affiliated to CTEVT with additional certificate level completion having at least a health subject	✓	
Bachelor Degree in public health		✓
<b>Experience</b>		
Minimum 1 year experience for HA with in Health facility of government, NRCS, I/NGOs health services in Nepal	✓	
Minimum 2 years experience for CMA with in Health facility of government, NRCS, I/NGOs health services in Nepal	✓	
Familiar with organogram of the health facilities in the districts of Nepal	✓	
Experience for the capacity building of HFOMC, FCHVs and mother groups		✓
Knowledge about the referral system from community to health facility		✓
Knowledge of participatory approaches and use of IEC and BCC and other community-based tools to exchange information		✓
Knowledge of the tools and curriculum for capacity building of staffs and volunteers in the health facilities of Nepal		✓
Expeience in setting up and managing two-way communication systems such as complaints, feedback and response mechanisms		✓
<b>Knowledge and Skills</b>		
Knowledge of humanitarian needs and affairs and needs of health access and services	✓	
Understanding of practical approaches to work with Health facility and mother groups, flexible to learn and adapt	✓	
Communication, Decision making, Motivation, Problem solving and conflict resolution	✓	
Proven skill to assess and analyze needs within the short timeframe, conceive a new ideas	✓	
Ability to work effectively on all MS applications e.g. Word, advance Excel and PowerPoint in both Nepali and English	✓	
<b>Languages</b>		
Excellent command of Nepali and English		✓

Name and Signature of Supervisor:

Name and Signature of employee

Name: Hari Subedi

Name: .....

Signature :

Signature:

Date

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