



Job Description	
Job Title	Health Officer
Organizational Unit	Health Service Department
Immediate Supervisor's Title	Health Service Department Director/ Program Coordinator COVID-19
Lateral relation	Headquarter: NRCS other departments (such as Disaster Management, WASH Division, PMER-IM division, Humanitarian Values and Risk Communication and PGI), EOC members Districts: Municipalities Health Unit/Offices; Health Officers, and NRCS district chapter governance and steering committee
Duration	Until December 2021 (Possibilities of extension)

Organizational context:

Nepal Red Cross Society (NRCS) came into being in 1963. NRCS has, over the years, grown to be the largest humanitarian organization in Nepal, with its network of District Chapters (DCs) extended in each of the 75 districts of the country. District Chapters receive organizational support from more than 800 Sub-Chapters and Co-operation Committees under them. Significant portions of its activities are also borne by students and youth volunteers of Nepal Junior and Youth Red Cross Circles organized at schools, campuses and communities.

As an auxiliary to Government of Nepal, NRCS supports in emergency, recovery and developmental programs in accordance to its multi-year Development and Health Strategy 2016-2020. Currently, along with many other interventions, NRCS is supporting government in COVID-19 preparedness and response activities throughout the country. Continuously building on experience in community health program NRCS will engage all the volunteers required to deliver the project interventions, their essential knowledge of local culture and custom.

Job Summary:

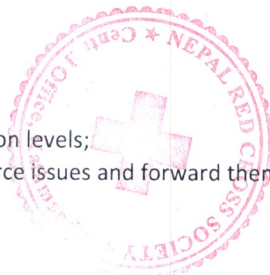
The Health Officer will hold primary responsibility to implement COVID-19 preparedness and response operation field-level activities in, Nepal. The role includes carrying out all field level activities of the assigned municipalities (rural and/or urban); establish effective coordination and collaboration with key stakeholders specifically with district focal points, NRCS district chapter and sub-chapter volunteers. S/he will be based in the NRCS HQs-EOC and will report to the Health Service Department Director.

Role and Responsibilities:**Program design, planning and implementation**

- Support in the development of project plan including annual plans;
- Take responsibilities in the implementation and supervision of project activities based on program design and in-line with the local/municipality context and culture;
- Work in close collaboration with EOC team members to provide technical support, especially in problem analysis, priority setting, target setting and project management;
- Identify needs for capacity development of Red Cross COVID-19 focal persons and volunteers;
- Develop and implement annual work-plan of assigned area and revise where necessary
- Support and conduct training need assessment process, training planning and facilitation process. Support in assessing the training quality and follow up of the training
- Keep database of relevant training information of COVID-19 preparedness and response program and disseminate;
- Participate/support EOC meeting and present weekly progress (program activities and budget) regularly.

Monitoring evaluation, documentation and dissemination

- Coordinate the COVID-19 preparedness and response and development process specific to district and municipalities;
- Support and help facilitate lesson learned and 5W evaluations;
- Assist in the compilation and preparation of work plans and project documents, and the review of project documents to ensure that M&E indicators are clearly and accurately incorporated;
- Monitor and supervise the implementation of COVID-19 activities to ensure that they are being implemented in accordance with the project plan and technical guidelines;
- Develop and update project briefing papers, orientation materials, brochures, project profiles and display charts to include relevant monitoring & evaluation data/results.
- Identify need and areas for improvement and learnings;
- Discuss and share lessons learned at local/municipality/district/regional/national level meetings.



Human resource management and development

- Manage day to day staff concerns and motivation levels;
- Identify and preempt any serious human resource issues and forward them to the supervisor and HQ HR team for investigation and further action.

Coordination and public relations

- Serve as the primary point of contact for information transfer between the EOC and Head Quarter office relating with health care services;
- Liaise and build effective working relationships with district partners including MoHP, EDCD, HEOC and IFRC, PNS and other I/NGOs;
- Participate and represent/advocate for the COVID-19 response and NRCS in relevant district/regional/national level meetings and conferences.

Administration and financial management

- Ensure appropriate usage of office equipment and supplies;
- Oversee financial projection and reporting to the finance team and regular report to the supervisor.

Duties applicable to all personnel

- Actively work towards the achievement of the Nepal Red Cross Society 7th Development Plan and Recovery Framework;
- Perform any other work-related duties and responsibilities that may be assigned by Program Manager and HSD Director;
- Abide by and work in accordance with the Red Cross and Red Crescent Fundamental Principles and Staff Code of Conduct and child protection and anti-harassment code of conduct;
- Respect the safety and dignity of all Red Cross personnel and the people the Red Cross serves;
- Prepare and submit the handover note to the respective supervisors as and when completion of job assignments.

Position Requirement

Education	Required	Preferred
Bachelor Degree in Public Health/Nursing or equivalent and 3 years of experience	X	
Master Degree in Public Health/Nursing or equivalent and 1 years of experience		X
Experience		
Demonstrated knowledge and skill in program planning, implementation and evaluation cycle including logical and monitoring & evaluation framework	X	
Experience in developing and conducting health-related trainings and community mobilization interventions.	X	
Experience and comfort working during emergency and community-based networks.	X	
Experience in facilitating training workshops/seminars	X	
Demonstrated ability to work in a team environment	X	
Prior experience of working within NRCS will be an advantage		X
Knowledge and Skills		
Strong technical knowledge on health Issues during emergency scenario	X	
Excellent written and verbal communication skills	X	
Demonstrated ability to take initiative and work under pressure		X
Ability to coordinate internally and externally and provide technical oversight to multiple activities		X
Training and presentation skills	X	
Excellent time management and organizational skills	X	
Well-developed computer literacy skills within a Microsoft Office environment	X	
Languages		
Good command of spoken and written English	X	



Excellent command of Nepali

X

General Conditions

All Red Cross staff and volunteers are required to:

Adhere to the 7 fundamental principles of Red Cross:

Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality

- Act always in accordance with the Code of Conduct staffs, child protection and anti-harassment COCs
- Assist the organization on occasion, in times of national or local emergencies or major disasters.