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| Functional Title | : | Program Specialist-FP & PAC |
| Responsibility Level/Grade | : | Specialist / Grade F |
| Department/Project/PN | : | EQ Response and Recovery Program |
| Work Station | : | Gorkha |
| Incumbent's Name | : | Vacant |
| Supervisor/Principal Evaluator | : | SRH Specialist – EQ Response and Recovery |
| Co Evaluator/Title | : | Program Coordinator-SRMH & GBV |

JOB SUMMARY

The Program Specialist is responsible to work in close coordination with Emergency Response Manager in the district and, SRH Specialist and Program Coordinator – SRMH and GBV in CARE Nepal Central Office to implement CARE Nepal's Emergency Recovery Program in Sexual Reproductive Maternal Health (SRMH) at Gorkha district. The Program Specialist will primarily be responsible for implementing the Family Planning and Post Abortion Care (SAF-PAC) Program. S/he will provide technical support at district for program implementation, coordination and liaison, advocacy and communication, monitoring and supervision to ensure quality of the program activities under the project. S/he will coordinate with District Public Health Office, District Hospital and other district level line agencies, District Coordination Committee, Rural Municipalities, Health Posts, and the EDPs/INGOS as required. S/he will be responsible for capacity building of relevant health workers in peripheral health facilities and referral centres in Gorkha through arranging scheduled trainings, onsite coaching, regular field visits and dialogue, program review and planning meetings. S/he will provide day to day technical support to partner agency, monitor the progress, provide timely feedback and prepare and submit periodic progress reports based on the progress on implementation. S/he will generate evidences through relevant case studies to measure and demonstrate effectiveness, learning and achievements of the program. The Program Specialist will work in close coordination with other SRMH programs ongoing in Gorkha district for synergies and program approach.

The Program Specialist will have a strong commitment to Sexual Reproductive Health and Rights along with the ability to represent at various forums representing CARE. S/he should be highly motivated, flexible, and capable of working both independently and as part of a team.

The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.

Major Responsibilities and Tasks:

R1. Coordination and liaison with district health system and relevant stakeholders

- Work in close coordination with relevant government agencies such as District Public Health Office (DPHO), District Hospital, Health Facilities, Health Facility Organization and Management Committee (HFOMCs), FCHVs and other stakeholders to carry out health facility and community assessments, coordination and sharing meetings, program planning, implementation, reviews, learning and documentations
- Coordinate with related partners at district level



- Organize and participate in district level alliances with other key actors to advocate on family planning and post abortion issues
- Represent CARE in related meetings, forum as required

R2. Provide technical support for program implementation

- Technically lead the district level implementation of family planning and post abortion care activities under the project at the district level;
- Facilitate the day to day implementation of project work plan. Support in the recruitment of relevant partner staffs, orientation of the program objectives and activities, development and revision of Detail Implementation Plan as required.
- Coordinate and provide technical support as required for the conduction of various capacity building orientation and trainings to government health workers, stakeholders and FCHVs.
- Facilitate the quarterly program review and planning programs at the program health facilities
- Design and facilitate implementation of community level behavior change communication programs among target groups mobilizing community health volunteers in coordination with partner staffs
- Provide technical support for the development and dissemination of relevant advocacy and communication/information materials related to the family planning and post abortion care to the targeted population through the utilization of relevant media

R3. Capacity Building of project team and front line workers

- Support capacity building of CARE staffs Female Community Health Volunteers and partners on family planning and post abortion care programming,
- Coordinate and manage the conduction of clinical trainings related to LARC and post abortion care (Implant, IUCD, PPIUD, CoFP counselling, MVA), certification and post training follow up and service delivery by the trained staffs in targeted health facilities in coordination with District Public Health office and National Health Training Centre
- Coordinate and manage the attitude transformation of health staffs, FCHVs and stakeholders through the conduction of Value Clarification and Attitude Transformation Trainings
- Facilitate capacity building of FCHVs through conduction of communication and facilitation skills training

R4. Program Monitoring including onsite coaching and support

- Support to carry out quarterly health facility assessments using Quality Improvement tools, identify gaps in technical knowledge, attitude and skills, deliver required knowledge and skills to fulfill the gap through regular field visits, on job coaching, joint supervision visits in coordination with District Public Health Office
- Facilitate and support in strengthening peripheral health facilities and referral centres through support in the procurement, delivery, installation and use of equipment ,medical supplies, furniture and other logistics by CARE and partner agency to targeted health facilities
- Coordinates and conduct for regular supervision and monitoring of the programme including joint supervision and monitoring in coordination with DPHO and relevant hospital staffs



R5. M& E and Knowledge Management

- Ensure the regular collection, compilation and reporting of project related disaggregated data in collaboration with health facility staffs involved in service delivery, concerned program staffs in partner and M and E staff in CARE.
- Prepare documentation reports of major activities including process and outputs and outcomes. Support in the preparation of event reports, quarterly progress reports and donor reports in coordination with M and E.
- Collect and promote good practices and lessons learned, contributing to a collection of replicable good practices. Prepare relevant case studies based on experiences and learning from program implementation.

R6. Other tasks

- Works collaboratively with reproductive health officer implementing SRMH program, the district project coordinator of partner agency and other supporting program officers related to the project
- Additional tasks related to the program as required

R7. Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

Spending authority: NA

Working conditions:

This position is based in CARE Nepal Gorkha district office or can be seconded to relevant government office which oversees public health programs and requires frequent travel to the project sites; the health facilities and the communities.

Qualifications

- Master's Degree in Nursing or Public Health with clinical background and at least 3 years of relevant experience in Family Planning and Safe Abortion Program..

Experience:

- Strong clinical background with abilities to carry out regular on-sight coaching, mentoring and follow up of SRH programs from quality perspective
- Working experience in reproductive health programming and gender based violence in emergencies or equivalent experience. Experience of working with INGOs, UN agencies, Government Health System and/or local health authorities, experience in emergency settings will be an advantage.



- Experience in the areas of capacity building of health service providers, the NGO partner staff and project team.

Skills and knowledge and competencies

- Excellent communication and facilitation skills.
- Good documentation skills and experience of drafting reports.
- Good computer skills in MS Office Packages; MS Word, Excel, Power Point etc.
- Program Analytical skills esp. in the areas of FP and Safe Abortion Programs
- Literate of the National RH Strategies, Protocols, Program Implementation Guidelines of Ministry of Health
- Experience in technical areas of FP and Safe Abortion Program
- Literate on the GESI strategies, GED and Right based Approach