



Functional Title:	Health Officer: Program, Monitoring and Documentation Officer
Responsibility Level/Grade:	Officer
Department/Project/PN:	Gender Justice, Health and Education Rights (GJHER)
Work station:	Jajarkot District
Incumbent's Name:	TBD
Supervisor/Principal Evaluator/Title:	Health Program Manager

JOB SUMMARY

CARE Nepal is a not-for profit organization that works across the range of humanitarian action and long-term development programs to fight poverty and achieve social justice by addressing gender-based violence, women and girls' leadership and voice, inclusive governance, sexual & reproductive health, livelihoods, food and nutrition security, disaster risk reduction, and climate justice. It brings on its global experience to address the underlying causes of poverty and social injustice, with a distinct focus on the most marginalized and vulnerable women and adolescent girls. It works in partnerships with government, donors, NGOs, civil society organizations, research institutes, private sectors, and closely collaborates with community members.

Strengthening System for Improved Access to Health and Right (SyAHAR II) project operates in Jajarkot district of Karnali Province in partnership with a local Partner. SyAHAR II aims to improve the access to quality and equitable maternal, newborn and reproductive health services by strengthening local healthcare system, addressing associated social norms and ensuring accountability for quality services. **Health Officer: Program, Monitoring and Documentation will be** supporting in planning, implementation, monitoring, reporting and advocacy of the activities under the SyAHAR II Project. The Incumbent will manage the work of the NGO partner, ensure capacity building of the NGO partner and its staff (project related); and carry out monitoring and supervision of activities at the local level. The Incumbent will be responsible for networking, and coordination with provincial, district and municipal line agencies and other stakeholders for collaboration, synergy building, and implementation of the planned project activities. The Incumbent will collaborate with other CARE implemented projects in the districts to demonstrate the layering, integrated efforts, and create an environment of program collaboration. This position will also serve as a contact person for other programs implemented by CARE in the proposed district.

The incumbent will be based in the Jajarkot District and will be under the direct supervision of the Health Program Manager. The Incumbent will work in close coordination with the DMEL and KM Coordinator to prepare robust monitoring and documentation plan and assure high quality routine data monitoring and regular capturing of project learning, processes, and outcomes to improve project activities and disseminate achievements to wider audience. The Health Program, Monitoring and Documentation Officer duties and responsibilities will include, but are not limited to:



MAJOR RESPONSIBILITIES AND TASKS:

Program planning and implementation: (40%)

- Provide support to the district-based partner organization to quality execution of the project activities in close collaboration with the local government and provincial government
- Provide technical and programmatic guidance, mentorship and coaching to partner organization to enhance their program implementation skills, reporting of project progress and financial status and monitoring and evaluation of the project activities
- Provide oversight support to partner and ensure the donor and CARE financial and program quality compliances are met
- Provide strategic input and recommendations for effective implementation of activities and needed adaptations as per the learnings
- Assist partner in assessing their own performance and adjusting program activities on an ongoing basis to ensure program impact and coverage.
- Ensure that Partner prepare financial documents and submitted on a timely basis with due attention to quality.
- Monitor project expenditures and take necessary action to ensure the burnt rate is within acceptable limits
- Support in performing periodic budget expenditure analysis for quality project management
- Ensure functional feedback and accountability mechanisms at the partner level
- Ensure that the personnel policies (contract renewal/extension, disciplinary actions etc.) are effectively followed at the partner level

Monitoring and Evaluation (M&E), Reporting and Documentation of project activities (30%)

- Work with MEAL team to prepare routine monitoring and data quality assurance plan for the project
- Conduct field visits to project areas to supervise, coach and mentor project staff in the area of programmatic, administrative and financial management
- Ensure routine tracking, reporting, and use of high-quality data against the indicators and requirements of the M&E plan including data requirements for donor reporting
- Contribute to prepare robust documentation plan and assure regular capturing of project learning, processes, and outcomes to improve project activities and disseminate achievements to wider audience
- Document successes, lessons learned, and challenges in implementation as well as reports of activities and results , including routine quarterly and annual reports and other reporting requirements.
- Prepare and share the case story from the field on a regular basis.
- Ensure the program implementation/progress data has been entered in the CARE Nepal Information Management System and guide/supervise field staff for timely, complete, and accurate data entry in the system (data quality assurance).



Liaison, Coordination and Program Collaboration (30%)

- Represent CARE in technical and program related meetings at the provincial and local level governmental and non-governmental platforms and maintain contact with government counterparts, line agencies, NGOs, communities and visitors as required.
- Represent CARE in various reviews and meetings by donor, government line agencies and other RMNCAH stakeholders as required at the provincial and local level
- Maintain close coordination and collaboration with provincial level health stakeholders to support implementation of specific programs supported by the project and capacity building of health workers on Maternal and child health program.
- Engage with the local government to ensure functionality of the birthing centers, advocate for resource allocation for the operation of the birthing center and accountability mechanisms to ensure quality service by local government
- Advocate for and work together with the local and provisional government for the expansion, sustainability and quality aspect of the telemedicine service.

REQUIRED QUALIFICATIONS

- Bachelor degree in public health with a minimum of 3 years of experience in health system strengthening, with a focus on maternal and child health Proven experience of working with the provincial and local level governments.
- Familiar with Nepal's Health System and structure, and program/policies related to maternal, newborn and child health.
- Ability to work effectively with diverse stakeholders, including government officials, I/NGOs, and community.
- Ability to work under pressure.
- Strong analytical and problem-solving skills
- Willingness to work at the district level. Preference will be given to the candidate who has experience of working in the Jajarkot or neighboring district.

WORKING CONDITION

The position will be based in Jajarkot District with extensive field visits.

UPHOLDING CARE'S CORE VALUES AND ESURING ITS PRINCIPLES

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, diversity and inclusion 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.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct.



- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles.

Approved by:Date:

Agreed by:Date: