



Functional Title	:	Program Specialist-Tuberculosis
Responsibility Level/Grade	:	Specialist
Department/Project	:	Program Development and Delivery
Workstation	:	Rautahat
Incumbent Name	:	TBD
Supervisor/Principal Evaluator/Title	:	Lead- Health System and Rights

BACKGROUND

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. CARE Nepal will implement the TB project, "Sanjeevani," in Rautahat District of Madhesh Province in partnership with a local NGO.

JOB SUMMARY

The Program Specialist – Tuberculosis will support the planning, implementation, monitoring, reporting, and advocacy of activities under the Sanjeevani Project. The position will provide technical leadership and support to project staff to ensure the high-quality project implementation. The Program Specialist-TB will manage and build the capacity of the NGO partner and its staff and conduct regular monitoring and supervision of project activities at the local level. The position will also be responsible for networking and coordination with provincial, district, and municipal line agencies, as well as other relevant stakeholders, to promote collaboration, synergy, and effective implementation of planned project activities..

The employee shall fully comply with CARE policies and procedures and should be accountable for it.

MAJOR RESPONSIBILITIES AND TASKS:

PROGRAM MANAGEMENT AND IMPLEMENTATION, AND TECHNICAL ASSISTANCE

- Provide technical and programmatic support to the district-based partner organization to ensure quality implementation of project activities in close coordination with local and provincial governments.
- Strengthen partner capacity through ongoing guidance on program implementation, progress and financial reporting, and monitoring and evaluation of project activities.
- Provide oversight to ensure compliance with donor requirements and CARE's financial, administrative, and program quality standards.
- Develop and implement capacity-building plans, including trainings and on-the-job coaching for project staff and community health volunteers, based on identified capacity gaps.
- Provide strategic inputs and recommendations to improve program effectiveness and adapt activities based on learning and emerging needs.



- Support partners in regularly reviewing performance and adjusting program activities to maximize impact and coverage.
- Ensure timely preparation and submission of high-quality financial documents by the partner organization.
- Coordinate with partners to implement community-based and community engagement interventions to raise awareness, reduce stigma, and strengthen accountability mechanisms.
- Monitor project expenditures and take corrective actions to ensure financial performance is aligned with the approved project plan.
- Ensure functional feedback and accountability mechanisms are established and operational at the partner level.
- Ensure effective implementation of personnel policies at the partner organization level.

MONITORING, DOCUMENTATION, REPORTING AND DISSEMINATION

- Work closely with the DMEAL team to develop and implement routine monitoring and data quality assurance plans.
- Conduct regular field visits to supervise, coach, and mentor project staff on programmatic, administrative, and financial management aspects.
- Ensure systematic tracking, analysis, and use of high-quality data against project indicators and M&E requirements, including donor reporting needs.
- Contribute to the development and implementation of a documentation and learning plan to capture project processes, lessons learned, and outcomes.
- Document successes, challenges, and lessons learned, and contribute to quarterly, annual, and other required project reports.
- Prepare and share regular field-based case stories and human-interest stories.
- Ensure timely, complete, and accurate entry of project data into the CARE Nepal Information Management System and provide guidance and supervision to project staff to maintain data quality.

LIAISON, COORDINATION AND PROGRAM COLLABORATION

- 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, Global fund Sub-recipient for TB program, communities as required.
- Represent CARE in various reviews and meetings by donors, government line agencies and 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.

UPHOLDING CARE's CORE VALUES AND ENSURING ITS PRINCIPLES

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, women and girls' equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs 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).

SAFEGUARDING RESPONSIBILITIES

- Uphold CARE's Safeguarding Policy and Safeguarding Code of Conduct.
- Must read the Safeguarding Policy and either sign the Safeguarding Code of Conduct or sign a Code of Conduct that is consistent with or references this policy and Safeguarding Code of Conduct.

REQUIRED QUALIFICATIONS

- Master's degree in public health, Nursing or related field with minimum of 3 years of experience of working in Tuberculosis program
- Thorough knowledge of Tuberculosis control and the country needs
- Proven experience of working with the provincial and local level governments
- Familiar with Nepal's Health System and structure, and program/policies related to Tuberculosis.
- Ability to work effectively with diverse stakeholders, including government officials, local partners, I/NGOs, and community.
- Ability to work under pressure.
- Strong analytical and problem-solving skills
- Willingness to work at the district level and travel to the field.
- Good communication and interpersonal skills

WORKING CONDITION

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

Approved by:Date:

Agreed by:Date: