

## Terms of Reference

### Assistant- Public Health

**Position:** Assistant- Public Health

**Location:** Project Office – Bardiya

**Application deadline:** 06 April, 2022

**Starting Date:** 15 April 2022

**Duration of Contract:** Fixed term till December 2022 (with possibility of extension)

**Gross Salary:** NRs 384,888 annum (commensurate upon qualification and experience)

#### Background:

Sonaha Bikash Samaj (SBS) is a non-government non-profitable, civil society organization, initially set up as a small organization in 2011 by a group of Sonaha's. It was officially registered in 2011 as Sonaha Bikash Samaj (SBS) in District Administration office Bardiya and Social welfare council in 2068 B.S. (2011 AD) with the passage of time, SBS has been able to expand itself into one of the recognizable organization in Bardiya district and Nepal together with its diverse development programs covering the indigenous and poorest people through the integrated programs. SBS has been implementing activities under the Integrated Community Development Project with technical and financial support from Good Neighbors International Nepal covering Rajapur, Madhuban municipality, and Geruwa rural municipality of Bardiya since 2011.

With technical and financial support of GNI Nepal, Sonaha Bikash Samaj, Bardiya is going to implement "Integrated Community Development Project" in Bardiya District.

#### Job Description

The incumbent will be mainly focused on the following major duties and responsibilities.

#### Planning and Implementation:

- Design health and WASH related plan of action (POA) and execute accordingly in the target areas.
- Develop contents for educational activities and awareness campaign.
- Revitalize community groups like health mother group (HMG), Health Facility Operation Management Committee (HFOMC), W/ S-WASH-CC.

#### Training and Development:

- Conduct orientation, training, interaction and discussion for sensitizing communities on Public Health Issues.
- Facilitate to mobilize FCHVs and HMGs.

- Facilitate workshop and training for enhancing capacity of FCHVs, HMGs, W/S-WASH-CCs, HFOMCs, PMCs, child club members, parents and community.

#### **MEAL**

- Carry-out periodical assessment of project in order to assess the gap in operational practices of project interventions.
- Collect and compile training need assessment for FCHVs, HMG, HFOMC, ORC Management committees, Health Workers and W/S-WASH-CC.
- Conduct field visits to observe, monitor and evaluate the project interventions and utilization status.
- Submit periodic reports as per project requirement.
- Compile experiences, lessons learnt, best practices and success stories of project.
- Assist in feasibility study of infra activities.
- Review physical and financial progress of project interventions.

#### **Collaboration and Coordination**

- Extend coordination with concerned local government, schools, health facilities, community networks and other likeminded organizations, civil society and seek collaboration.
- Participate in the programs/ meeting and discussions held at district, R/M, community level and share the learnings/ experiences.

#### **Qualification and required skills:**

##### **Education:**

- Intermediate in Health Education, Health Assistant or related field

##### **Experience:**

- At least two years in relevant field
- In-depth knowledge of community health
- Hands on experience in social mobilization
- Proficiency in MS word, excel, PowerPoint, email and internet.

#### **NOTES:**

- Locals, especially women and members of ethnic or marginalized communities are encouraged to apply for this position.
- Applications received after the deadline will not be considered and only shortlisted candidates will be notified for the further process.
- Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate