Functional Title : Nursing Officer  
Responsibility Level/Grade : Officer (3B)  
Department/Project/PN : Emergency Response (NIN)  
Work station : Gorkha and Dhading  
Incumbent's Name :  
Supervisor/Principal Evaluator/Title : Emergency Response Manager  

JOB SUMMARY  
The incumbent is mainly responsible for supporting the health sector to implement the SRMH activities and involve in onsite coaching and mentoring of the staffs of birthing center under the Emergency Response. 

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

Major Responsibilities and Tasks:  

R1. Planning, Monitoring and Reporting  
• Ensure a consolidated action plan of health cluster/Reproductive Health (RH) working group at district level to strengthen the birthing center in coordination with RH officer  
• Prepare and implement the detail implementation plan of the project activities  
• Prepare report of onsite coaching and mentoring and regularly update the Emergency Response Manager and the RH officer on the identified gaps and support needed from DHO and other sectors  
• Regular monitoring/ supervision of the project activities in the implemented site/birthing center  
• Involved to analyze and use the information collected from birthing center assessment, onsite coaching/mentoring report and monitoring and supervision and also act on identified gaps and overlaps;  
• Create/adapt and introduce standardized strategies for reproductive health which are fully integrated within Primary Health Care (such as SBA policy, Guideline of Aama programme, referral of obstetric emergencies, counseling and family planning services, etc.).  
• Prepare the updates on the implementation of project activities and prepare the project report weekly and monthly basis and provide to RH officer and the Emergency Response Manager.  

R2. Coaching and Mentoring  
• Support district health system to deliver quality Reproductive Health services including birthing facilities  
• Intensively involved in onsite coaching and mentoring to the birthing center staff on the clinical areas and also support HP/SHP staff to re-vitalize local health facility management committees with active involvement of local stakeholders to support on the areas of SRMH
- Provide technical and operational guidance on quality birthing facilities from peripheral health institutions and audience-specific orientation sessions when and where feasible (e.g., for service providers, community health workers, program staff and health facility management committee);
- Ensure proper use of equipments and supplies provided to the birthing center
- Conduct orientation session on reproductive health focusing on the Aama programme (for audiences such as health workers, community level stakeholder, health facility management committee etc.).

R3. Coordination and Communication

- Ensure regular communication among all levels and report back on key conclusions and on challenges requiring resolution (e.g., policy or other barriers that restrict the mother access to institutional birthing services) to the overall health coordination mechanism. This includes identifying synergies and gaps and avoiding a duplication of efforts and parallel structures;
- Liaise with other sectors at field level (protection, water and sanitation, community services, camp coordination, etc.) to address RH-related concerns; and Support health partners to seek RH funding through humanitarian planning processes and appeals in coordination with the health sector/cluster.
- The Nursing Officer must identify, understand and provide information about: The elements of national policies, regulations and customary laws that support RH services for the affected population; and create barriers and restrict access to RH services. Relevant MoH protocols for standardized care (e.g. SBA policy, Guideline of Aama programme, referral mechanisms for obstetric emergencies and family planning protocols).
- The Nursing Officer works within the context of the overall health sector/cluster coordination mechanism to obtain and use information obtained from the birthing center assessment and onsite coaching, mentoring, and technical support visit report to identify gaps and overlaps and ensure the quality of services delivery from the birthing center
- Coordinate for Reproductive Health services and provide technical advice and assistance on reproductive health to affect and all organizations working in health and other sectors as needed.
- Liaise with other sectors at field level (protection, community services, education, etc.) to ensure a multi-sectoral approach to reproductive health.
- Liaise with district authorities when planning and implementing RH activities in affected VDCs focused on as per Aama programme.
- Interact regularly with local level stakeholders and support HP/SHP staff to re-vitalize local health facility management committees with active involvement of local stakeholders to strengthen SRMH services
- Support to disseminate SRMH activities through FCHVs and other community level channel

R4. Upholding CARE’s Core values and ensuring its principles

- 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: Not applicable

Working conditions:

Gorkha and Dhading with 75% of the time for field visits to the VDCs of project districts

Job Competencies:

Required qualifications
Bachelors in Nursing with Skill Birth Attendance training and at least 3 years of minimum experience with 2 years of experience in the Sexual Reproductive and Maternal Health sector or public Health Nursing with INGO or NGO. The incumbent should be registered in the Nepal Nursing Council with a valid registration.

Required Skills and competencies:
1. A clear understanding of Nepal’s public health system and especially the district health management system
2. Demonstrated experience working with district level health authorities GoN and other relevant stakeholders
3. Knowledge of health topics (MOHP packages on maternal and neonatal health – SBA, Birth Preparedness package, newborn care, infection prevention, etc)
4. Demonstrate clinical skills regarding skilled birth attendance and having ability to coach/mentor effectively to the staff of peripheral health facilities in this regards
5. Support HP/SHP staff to re-vitalize local health facility management committees with active involvement of local stakeholders
6. Coordinate with DHO and peripheral health facilities for effective delivery of birthing facilities with proper recording and reporting of MNCH activities.
7. Monitor the project activities through follow-up visit with DPHOs, HFs, community people and other projects of CARE Nepal in the area
8. Facilitate and ensure good monitoring mechanism including technical support visit, onsite coaching, integrated supervision and make regular field visits to birthing center with DHO staff for quality/sustainable output of the project activities
9. Prepare report of technical support visits/supportive supervision/Mentoring and onsite coaching
10. Support /prepare reports and process documentation related to MNH activities, progress, and changes observed through quantitative and qualitative tools.
11. Support to prepare weekly updates, and periodic progress reports of project according to donor requirement
12. Flexibility and willingness to work in challenging environment and remote rural communities