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| Functional Title | : <i>Nutrition and Health Officer (NHO)</i> ¹ |
| Responsibility level/Grade | : Officer (4) |
| Department/Project/PN | : <i>Suaahara II</i> Program |
| Work station | : District Suaahara II Office (Rukum) |
| Incumbent's Name | : vacant |
| Supervisor/Principal Evaluator | : Sr. Program Specialist |
| Co Evaluator/Title | : Director - Health Services |
| Immediate Supervisor/Reports to | : Program Coordinator (Suaahara II Province / District based) |
| Collaboration With | : Partner NGO, government sectors and other stakeholders |
| Time Frame | : Till June 30, 2022 |

JOB SUMMARY

The Nutrition and Health Officer (NHO) is responsible for implementing integrated nutrition and health activities leading towards achieving the goals of Suaahara II. In coordination with the health offices, provincial and local governments, the NHO must ensure that high-quality nutrition and health activities are delivered to target populations across project intervention areas. NHO also provides technical support to the district team and partner NGO in planning, implementation, monitoring and quality assurance of integrated nutrition & health activities and ensures integration of cross-cutting themes such as SBCC, resilience and GESI across all project interventions.

Additionally, NHO is responsible to provide similar support to program team and partners, advocating on the multi-sectoral approach targeting Health and Nutrition through Agriculture & Food Security, WASH and Governance across project scope of work ensuring GESI and Resilience integration across the sectors and promoting gender sensitive programming. S/he will assist district and central team to design and implement the project's strategy, guidelines, and action plan and capacity development initiatives of staff and partners. S/he will support to ensure that the unique needs of women, men, girls, boys, minority groups and persons with disabilities are identified and responded throughout the project phase.

The employee will closely work with Director-HS, Program Specialists and thematic / consortium leads and district partners ensuring maximum success of programs by using all available potentials and resources. The employee shall fully comply with policy and procedures of CARE Nepal and SP II and should be accountable for it.

KEY RESPONSIBILITIES AND TASKS

R1. Program Planning and Implementation

- Provide technical support to partner NGO to plan and implement community level nutrition and health activities;
- Ensure quality implementation of integrated nutrition and health activities at health facility, local and district level as per the approved work plan, guidelines and standards;
- Work closely with Health Offices, Municipal Health Unit, Health Facilities and FCHVs to provide technical backstopping during implementation of Red Book and local level activities;

¹ Position updated as per the communication of Suaahara II (from MNCH & GESI Officer to *Nutrition and Health Officer-NHO*)

- Analyze HMIS and SPII 's monitoring data on regular basis and prioritize activities and plan technical support visits accordingly;
- Support and ensure quality production and broadcasting of *Bhanchhin Aama* (BA) and promote BA and *Sathi Sanga Man Kaa Kura* (SSMK) listening through different platforms;
- Carryout field visits to health facilities, HFOMCs, HMGs, PHC-ORCs and meet regularly with FCHVs and GESI Champions to ensure quality service delivery and encourage for utilization of nutrition and health services;
- Ensure WASH activities are implemented as per standard including availability of functional WASH facilities at health facilities;
- Support government's efforts and activities to response COVID-19 pandemic and any other emergency situations.

R2. Coordination Networking and Liaison

- Support to plan and implement the detailed implementation plan (DIP) activities in coordination with SP II Program Coordinator, thematic team, center office team and partner NGO;
- Work jointly with Provincial Health Directorate, Health Office, municipalities, health facilities, partner NGO and other stakeholders in the district for planning and implementation of integrated nutrition and health activities;
- Coordinate with Provincial Logistic Management Center, Health Office and Municipalities to ensure regular supply of essential logistics and key commodities;
- Work closely with USAID-funded projects, key partners and stakeholders to strengthen synergic efforts in the districts and explore possible avenues for collaboration and exchange of knowledge and experiences based on SP II's monitoring dataset including findings from annual surveys;
- Provide technical support to province, district and municipalities to develop and implement different emergency plans including Emergency Health and Nutrition Contingency Plan (EHNCP) in coordination with other partners and stakeholders;
- Represent SPII in relevant committee, technical working groups and meetings at province, district and municipalities in coordination with district team.

R3. Monitoring, Supervision and Quality Assurance

- Conduct regular monitoring and supervision visits to ensure the quality implementation of SPII's activities in different delivery platforms;
- Provide technical guidance to Field Coordinator (FC), Municipality Nutrition Facilitators (MNFs) and Community Nutrition Facilitators (CNFs) through regular mentoring and coaching;
- Ensure quality of PSAs and programs broadcasted from different radio stations across the district;
- Ensure USAID's FP compliance requirements are met at all implementation levels in project intervention areas through regular integrated monitoring visits;
- Ensure availability and utilization of nutrition and health services through regular phone follow up, other digital media or in-person meetings with health facilities, municipalities, SP II frontline workers (MNFs and CNFs) and 1000- day mothers and their family members.

R4. Reporting, Documentation and Dissemination

- Support to PNGO for proper documentation and timely reporting of activities in DHIS2, TraiNet, etc.;
- Prepare and timely submission of program/event reports, case /success story, lessons learned and challenges regularly to Program Coordinators and center team;
- Update of the program progress periodically and submit quarterly and annual report
- Use available data and work with GoN sectors to use and produce data based report.

R5. Upholding CARE’s Core Values and Ensuring its Principles

- Link and demonstrate CARE Nepal’s core values, programming principles, strategic objectives, gender equality and social inclusion in behaviors and programming.
- Comply and exercise organizational values and culture
- Help to promote rights, good governance and social accountability
- Responsible for promoting gender responsive behavior in all actions and decisions
- Act as a medium to multiply CARE’s GESI priorities, approaches and tools

Working conditions: Based in District Suaahara Office (Rukum)

Personal specification requirements:

Qualifications and Experience

- Bachelor’s Degree in Public Health, Nursing, Nutrition or relevant field. Master’s Degree preferred.
- Minimum 3 years of relevant work experience in the field of SBCC, GESI sensitive program development, implementation and mainstreaming GESI & Resilience in health and nutrition interventions with sound knowledge and experience in multi-sector nutrition in line with Multi-sector Nutrition Plan (MSNP) and Maternal Newborn and Child Health (MNCH).
- Experience with capacity building of NGO and staff, convening / facilitating trainings and workshops at national, sub national and district level and report writing.
- Experience of working with the health systems of Government of Nepal (GoN) and familiar with the current policies, strategies, guidelines and plan of GoN in relation to health and nutrition.
- Prior working experience in Suaahara program preferred.

Knowledge and Skills and Competencies:

- In-depth knowledge on health (MNCH, ASRH and family planning), nutrition and GESI issues, national policies, plans and programs.
- Practical knowledge on GESI integration and monitoring tools in health and nutrition
- Knowledge and skills of research, analysis, documentation, report writing and dissemination with communication skills (Nepali and English), interpersonal skills, and team work and demonstrated ability to establish effective working relations with staff and stakeholders.
- Ability to develop capacity building frameworks, training manuals, work plans and communication materials
- Ability to deal with situations and issues proactively and persistently; able to contribute effectively to a culture that positively values the diversity of people, values and ideas within CARE Nepal
- Proficiency in the use of Microsoft Office Software (Word, Excel, PowerPoint) with excellent in computer typing in both **Nepali and English** languages.
- Ability to travel in the field in any parts of the districts with driving license of 2 wheeler (motorbike).

Incumbent’s Signature:

Date:

Supervisor’s Signature:

Date: