



Terms of Reference

Assistant Project Officer (APO)

Position: Assistant Project Officer (APO)

Location: Rajapur and Madhuwan Municipalities, Bardiya District

Application Deadline: July 31, 2020

Probation Period: 3 months

Duration of Contract: One year with the possibility of extension

Gross Salary: NRs. 38,950 per month (Gross)

Background:

Sonaha Bikash Samaj (SBS) is going to implement WASH in School Project in Rajapur Municipality and Madhuwan Municipality of Bardiya district under the funding of Good Neighbors Japan. The major aim of this project is to improve health and learning performance of students through improved WASH practices from 2020 to 2022.

Scope of Work

APO is responsible for implementation of health and WASH related activities funded by Good Neighbors Japan. The APO will be based in project office, Bardiya District with frequent travels to the working rural/municipalities/wards.

Major Duties and Responsibilities

Job Description

A. Planning

- Collect District/Municipality/ Ward level specific data and information on various public health issues during Community Need Assessment.
- Assist in designing health and WASH related plan of action (PoA) based on provided guidelines of Community Need Assessment.
- Prepare daily/monthly work plan based on PoA.

B. Implementation

- Take lead in implementation of Health and WASH related activities mentioned in PoA.
- Guide and orient WASH volunteer to execute field level activities.
- Preparation and contextualization of training and educational materials for Health and WASH activities.
- Raise awareness of women of reproductive age, mother groups, FCHVs, teachers, child clubs, adolescents, or any other functional committees and community people on various public health issues.
- Monitoring and support in construction of toilets, drinking water system and other constructions under the project.
- Organizing training, orientation, meeting, workshop, conferences and seminars.

C. Monitoring and Evaluation

- Prepare necessary forms and formats for documentation of project achievements.
- Ensure regular monitoring and tracking of the program and financial progress.
- Take the lead in documentation/preparation of project findings, lesson learned, case studies, good practice and reports (internal and external) ensuring analysis of collected information.
- Undertake monitoring visits to ensure timely implementation of project activities as per PoA and provide onsite coaching and mentoring as per requirement.

D. Co-ordination

- Coordinate with key informants and stakeholders in the communities to establish early rapport and assist to provide overall orientation of the project.
- Conduct coordination meetings (formal and informal) with health facility, rural /municipalities, R/M/W/S-WASH-CC, School Management Committees (SMCs) and other stakeholders for effective implementation of activities.

E. Financial Management

- Track financial expenditure in line to activities and planned budget.
- Ensure complete supporting documents of all financial transactions.
- Orient and guide team members for transparent financial activities for good governance.

F. Reporting

- Report GNJP District Office as per prescribed forms and format on regular (weekly, monthly, Bi-annual and annual) basis.
- Keep record of public health activities in prescribed formats.

G. General

- Perform other duties and responsibilities as instructed by supervisor.

Qualification and Desired Expertise

Education

- Bachelor in Public health, health education, sociology/ anthropology or related field.

Experience

- Three years' experience in relevant field.
- In-depth knowledge of community health especially WASH and MHM.
- Hands on experience in social mobilization.
- Ability to handle multiple tasks.
- Proficient in using computer program; MS word, excel, power point, 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 closing date will not be considered and only shortlisted candidates will be notified for the interview.
- Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate.