

## JF – Project Officer

job Title:	Location:	Reporting to:	Probation
Project Officer	Okhaldhunga	Outreach Officer	4 months

The Project Officer is responsible for a successful implementation and management of Outreach program of SPN in Nepal. S/he ensures the attainment of SPN goals and objectives and provide leadership to the team to develop, implement and expand the Outreach program efficiently and effectively.

Mission driven	Client centered	Accountable	Courageous
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Key Responsibilities	Measure
<b>Operations</b>	
<ul style="list-style-type: none"> <li>Implementation and monitoring of project activities in the district</li> </ul>	Workplan (Annual, semi-annual, quarterly and monthly) are managed accordingly to approve activities
<ul style="list-style-type: none"> <li>Conduct monthly staff meeting. Mentor LARC staff to prepare timesheet, workplan and action plan for diverse topics like client feedback analysis, QTA and CSS recommendations/feedback and follow-up on the same in regular basis</li> </ul>	Meeting minutes and action plan
<ul style="list-style-type: none"> <li>Review existing project activities that work in family planning and develop district project plan in consultation with Outreach officer and district stakeholders and make it compatible with project requirements</li> </ul>	Project activities are timely implement in the districts
<ul style="list-style-type: none"> <li>Prepare periodic and monthly workplan of the project activities in the district.</li> </ul>	Smooth operation of program
<ul style="list-style-type: none"> <li>Coordinate with health facilities upon project implementation and monitoring of project interventions</li> </ul>	
<ul style="list-style-type: none"> <li>Assist Outreach officers to develop human interest stories related to FP, document best practices and lesson learn</li> </ul>	Human interest stories, best practices and learning are documented
<ul style="list-style-type: none"> <li>Record and report training for Outreach Program</li> </ul>	Completion of training
<ul style="list-style-type: none"> <li>Communication and coordination with the DHO/DPHO, Municipality, VDC Municipalities and other stakeholders as per need and undertake the DPAC, D-RHCC meeting.</li> </ul>	Report and minute
<ul style="list-style-type: none"> <li>Maintain the logbook of supplies in store and distributed</li> </ul>	Register maintained
<ul style="list-style-type: none"> <li>Ensure minimum 3-month stock level of family planning commodities and Non- FP products</li> </ul>	Stock report

<ul style="list-style-type: none"> <li>Support Outreach data are validated on monthly basis.</li> </ul>	Data Validation report
<ul style="list-style-type: none"> <li>Extensive field visits required</li> </ul>	Trip report
<b>Financial Management</b>	
<ul style="list-style-type: none"> <li>Support Outreach Field Staff to manage petty cash, expenditures, record and reporting monthly using format</li> </ul>	Petty cash format
<ul style="list-style-type: none"> <li>Develop workplan and request monthly budget for Outreach Program</li> </ul>	Work plan
<b>Marketing and demand generation</b>	
<ul style="list-style-type: none"> <li>Coordinate with Outreach Officer to conduct the marketing activities as planned.</li> </ul>	IPC manual
<ul style="list-style-type: none"> <li>Requested marketing and communication materials and distribute in demand generation activities. Report the stock to warehouse and Outreach officer</li> </ul>	Adequate IEC material
<b>Clinical Standards and Client Care</b>	
<ul style="list-style-type: none"> <li>Assist to ensure Field Staff understand and follow QAT checklist and relevant polices/guidelines (Government and MSI protocols as applicable) and with clear understanding instep of clinical procedure</li> </ul>	Thoroughness in step of clinical procedure among MS ladies
<ul style="list-style-type: none"> <li>Assist to ensure all Field Staff are using up-to-date manuals and are fully trained and assessed on any changes</li> </ul>	Clinical Audits are carried out accordingly to plan
<ul style="list-style-type: none"> <li>Assist to ensure all stock and equipment are used as directed by the protocols.</li> </ul>	Audit findings are followed-up on
<ul style="list-style-type: none"> <li>Assist Field Staff to maintain accurate, detailed clinical records, including follow-up visits, intake and the efficient management of all complications and complaints including response time. Report Immediate to MDT if any incident</li> </ul>	Incident Report
<ul style="list-style-type: none"> <li>Ensure Field Staff receiving Client Feedback forms and they are well informed about maintaining client feedback for each service. Submit the forms to SO monthly, prepare action plan and monitor the implementation for improvement.</li> </ul>	Client Feedback
<b>Technical Guidance and Supervision</b>	
<ul style="list-style-type: none"> <li>Travel extensively within the district to carry out clinical supervision visits, QTA and on-the-job training to government providers.</li> </ul>	Provide on the spot coaching and organize clinical/IPM/counselling training
<ul style="list-style-type: none"> <li>Provide technical assistance on clinical family planning services to all levels of clinical staff during visits</li> </ul>	MDT protocol and checklist are used
<ul style="list-style-type: none"> <li>Assess skills, knowledge and capacity of Field Staff during visits and plan corrective action with QTA officer and Outreach officer, providing on the spot training where appropriate</li> </ul>	Travel plan

<ul style="list-style-type: none"> <li>Assist to provide follow-up supervision and monitoring to Field Staff after training is provided</li> </ul>	Report
<ul style="list-style-type: none"> <li>Provide family planning services at outreach location/sites as the need arises</li> </ul>	
<ul style="list-style-type: none"> <li><b>Perform any other duties as requested by the supervisor or Management</b></li> </ul>	

### Person Specification

- Bachelor's in Nursing/Management/Public Health or related field
- Minimum 3 years of related work experience especially in project implementation preferably in Family planning.
- Bachelor's in Nursing candidate with trained in family planning- Implant and IUCD will be given preference
- Preferably, experience of working directly in client care which includes counselling, involvement in delivering family planning services outside of clinics, delivering IUD, Implant, Infection prevention, handling stock/other administration duties, involvement in reporting i.e. petty cash vouchers / collecting client data, a good understanding of the issues of women's reproductive services and rights, experience in coordination working with women groups/ client mobilization
- Detailed knowledge of clinical protocols, family planning related indicators

### Skills

- Fluent written and spoken Nepali and English.
- Excellent knowledge of MS Word, Excel, Power point and Outlook
- Proven ability to work under pressure and multitasking.

\*\* Local people from district are highly encouraged to apply.