

## JF – MS Ladies Supervisor

Sunaulo Parivar Nepal (SPN), a local implementing partner of Marie Stopes International in Nepal, is a well-established NGO which is delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It works in partnership with Marie Stopes International UK (MSI), a global charity for providing reproductive health services across the world with a mission of ensuring individual's fundamental right to have children by choice not chance.

job Title:	Location:	Reporting to:	Probation Period:
MS ladies Supervisor	Tehrathum	Direct reporting to Program Officer and Indirect to QTA Officer and Operation Manager	4 months

The MS Ladies Supervisor is responsible for the successful implementation and management of the MS Ladies program in the assigned district. S/he ensures the attainment of SPN goals and objectives and provide leadership to the MS Ladies team to develop, implement and expand the MS Ladies program efficiently and effectively

Under this program, well trained, independent midwives are employed in different geographical location and will be called MS Ladies. MS Ladies will offer all five modern family planning methods (STM and LARC) including Medical Abortion Services. MS Ladies Supervisor is expected to mobilise MS Ladies, communicate and coordinate at the district level and ensure that MS Ladies reports, documents and other records are maintained and are forwarded to Support Office on time. He / She is responsible to provide on-site coaching and mentoring to MS Ladies.

It is a role requirement that the job holder must fully comply with, promote and live **SPN CORE VALUES** as below:

Mission driven	Client centered	Accountable	Courageous
----------------	-----------------	-------------	------------

The below responsibilities are included for the position, but not limited to;

Key Responsibilities	Measure
<b>Operations</b>	
<ul style="list-style-type: none"> <li>Review existing project activities that work in family planning and develop district project plan in consultation with program officer and district stakeholders. Implementation and monitoring of project activities within the district</li> </ul>	Workplan (Annual, semi-annual, quarterly and monthly) are managed accordingly and project activities are timely implement within the districts
<ul style="list-style-type: none"> <li>Conduct monthly staff meeting. Mentor MS Ladies 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>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>Ensure all MS Ladies are record and reporting as per MSI guideline and government of Nepal guideline</li> </ul>	Submission of report



सुनौलो परिवार नेपाल

<ul style="list-style-type: none"> <li>Communication and coordination with the DHO/DPHO, Rural Municipality, 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>Ensure all MS ladies maintain the MSI standard recording and reporting format</li> </ul>	Recording and reporting format
<ul style="list-style-type: none"> <li>Ensure all MS Ladies maintain the supplies logbook and report to Support Office on monthly basis</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 with each MS Lady</li> </ul>	Stock report
<ul style="list-style-type: none"> <li>Support to each MS ladies to meet the data validation standard</li> </ul>	Data Validation report
<ul style="list-style-type: none"> <li>Extensive field visits required within and out of district (If required)</li> </ul>	Trip report
<b>Financial Management</b>	
<ul style="list-style-type: none"> <li>Timely collect the service income and expenditure report of MS Ladies and other Non-FP products sales income report and support to finance for revision and clearance</li> </ul>	Income report
<ul style="list-style-type: none"> <li>Support MS Ladies/ pop-up volunteers to manage petty cash and expenditures and submit to Support Office on time</li> </ul>	Petty cash format
<ul style="list-style-type: none"> <li>Request monthly budget of MS Ladies and Pop-Up Volunteers</li> </ul>	Monthly Budget
<b>Marketing and demand generation</b>	
<ul style="list-style-type: none"> <li>Conduct the marketing activities as planned</li> </ul>	Activities report
<ul style="list-style-type: none"> <li>Support MS ladies to record requested marketing and communication materials and distribute in demand generation activities. Report the stock to warehouse and other relevant personal</li> </ul>	Record book
<ul style="list-style-type: none"> <li>Support MS Ladies in mobilizing the demand generators/ pop-up volunteers and produce monthly referral incentive reports of Demand Generators/pop-up volunteers</li> </ul>	Incentive report
<ul style="list-style-type: none"> <li>Conduct the community level demand generation activities such as FCHVs meeting, women group meeting etc and record the details of each activities</li> </ul>	Activities report
<b>Clinical Standards and Client Care</b>	
<ul style="list-style-type: none"> <li>Assist to ensure MS ladies understand and follow QTA 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 MS ladies are using up-to-date manuals/Guidelines 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/guidelines</li> </ul>	Audit findings are followed-up on
<ul style="list-style-type: none"> <li>Assist MS Ladies to maintain accurate, detailed clinical records, including follow-up visits, intake and the efficient management of all complications</li> </ul>	Incident Report



सुनौलो परिवार नेपाल



and complaints including response time. Report Immediate to MDT if any incident	
<ul style="list-style-type: none"> <li>Ensure MS ladies 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
<ul style="list-style-type: none"> <li>Ensure the MoU with referral hospitals and ambulances</li> </ul>	Signed MoU
<ul style="list-style-type: none"> <li>Ensure all MS Ladies are trained as per MSI and Government of Nepal guidelines</li> </ul>	Training report
<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 MS Ladies</li> </ul>	MDT protocol and checklist are used
<ul style="list-style-type: none"> <li>Assess skills, knowledge and capacity of MS Ladies during visits and plan corrective action with QTA officer and Program 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 MS ladies after training is provided</li> </ul>	Report
<ul style="list-style-type: none"> <li>Provide family planning services at MS ladies location/sites as the need arises</li> </ul>	Intake register
<b>Perform any other duties as requested by the supervisor or Management</b>	

### Person Specification

- Proficiency Certificate level in Nursing with register in Nepal Nursing Council.
- Candidates with bachelor's degree in Public Health/ Management are encouraged to apply
- Minimum 2 years of related work experience especially in Family planning service delivery and experience in project implementation will be highly preferable
- Candidates from respective districts are highly encouraged to apply

### 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.
- Willing to travel in remote district of Nepal