

Terms of Reference	
Position Title	Field Officer
Department / Project(s)	IMNCI
Workplace	Nepalgunj, Banke-Province 5
Reports to / Level	Project Coordinator
Supervises	NA
Job Summary	Facilitate planning, designing and implementation of IMNCI project activities.
Required Competencies	
Knowledge	<ul style="list-style-type: none"> ▪ Bachelor's in Public Health/Nursing, Social studies or related field ▪ Minimum 2 years of working experience in health project activities. ▪ Working experience from I/NGOs and multi donor agencies preferred.
Skills	<ul style="list-style-type: none"> ▪ Good communications skills. ▪ Strong interpersonal skills, ability to work in teams and self-management skills.
Attitudes	<ul style="list-style-type: none"> ▪ High level of integrity ▪ Ability to perform unsupervised ▪ Organized and systematic approach to work ▪ Strong interpersonal skills, ability to work in teams and self-management skills. ▪ Willingness to travel to remote areas of district
Responsibilities:	
Responsibilities	<ul style="list-style-type: none"> ▪ Work in conjunction with the Project Manager and the Project Coordinator in the identification of specifically targeted beneficiaries for different intervention based on set criteria ▪ Facilitate the implementation of agreement by coordinating the efforts of all partners (individuals, households, communities, government development agencies) ▪ Implement project activities based on Detailed Implementation Plan ▪ Enhance the sustainability of project activities through ensuring community and stakeholder involvement in the project cycle ▪ Ensure the safety of and proper accounting for material delivered to project area ▪ Monitor the project performance as per agreed performance standards such as the Result Framework ▪ Carry out assigned surveys or vulnerability assessments in the area of operation
Recording Reporting	<ul style="list-style-type: none"> ▪ Develop report and periodic update when required ▪ Record of hours and work done on to timesheets every month for the salary payment
Others	<ul style="list-style-type: none"> ▪ Conduct any other related duties assigned by supervisor, Project Manager or designated representative.