



JOB DESCRIPTION

FAMILY PLANNING (FP) EXPERT

1 Department / Project(s)

Health/UNFPP

2 Workplace

Kathmandu with frequent field visit (40%)

3 Reports to / Level

Team Leader- Health

4 Supervises

N/A.

5 Authorized Equipment

6 Job Summary

Family Planning (FP) Expert is to ensure the proper quality FP services in the district. He/she will be also responsible to develop guidelines/SOP for quality FP services. FP expert is to ensure the strengthening the delivery of Family Planning services especially the long acting family planning methods: Implant and Intra-Uterine Contraceptive Device (IUCD) services and help support in building the capacity of health service providers on delivery of quality services at rural health facilities. FP expert is responsible develop the capacity of VSPs/PO on FP.

7 Required Competencies

7.1 Knowledge

- MPH (MBBS with MPH preferred)
- Minimum 5 years of experience in managing RH/FP activities.

7.2 Skills

- A demonstrated ability in building and maintaining relationships with government at central, province and local level; donors; stakeholders.
- Good communications skills.
- Strong interpersonal skills, ability to work in teams and self-management skills.



7.3 Attitudes

- High level of integrity.
- Commitment to the job.
- Respect for others.
- Willingness to travel to remote areas of district.

8 Responsibilities and Expected Outcomes

8.1 Applying Expertise and Technology

- Provide overall technical expertise and ensure quality of RH/FP services implemented through ADRA at Central, Provincial and Local level.
- Develop required tools/guidelines on Family Planning.
- Work as the primary technical expert of RH/FP activities.
- Lead and facilitate the process of designing, monitoring and measuring the effectiveness of FP interventions.
- Lead, support and monitor FP out-reach services including family planning camps.
- Support and Lead to QI/MSS intervention as sustainability of program
- Ensure Value for Money of the Project.

8.2 Relating and Networking:

- Establish good relationships with people at all levels inside the organization.
- Establish good relationship and coordinate with Federal, Provincial, District and Local level health division/units along with donors and partners at all levels.
- Participate in national and sub-national workshop related to FP and provide inputs in guidelines, plans and strategies as relevant.
- Advocate at the national and sub-national level to move the FP agenda forward.

8.3 Writing and Reporting

- Writes in a well-structured and logical way, structures information to meet the need and understanding of the target audience.
- Ensure timely reporting as per required forms/formats in coordination with M&E personnel.

8.4 Presenting and Communicating Information

- Review national and international guidelines on FP and inform/advise the project on best practices and lessons learnt that can be replicated in Nepalese context and update staff on FP scenario.
- Presenting expertise and knowledge/ information at all levels internally and externally whenever required.

8.5 Work Health, Security and Safety (WHSS)

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others;



- Cooperating with measures introduced in the interests of work health, security and safety;
- Undertaking relevant training provided in relation to WHSS;
- Immediately reporting all matters which may affect workplace health, security and safety to their supervisor;
- Correctly using any information, training, personal protective equipment and safety devices provided;
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons;
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.
- Outcome: Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.

8.6 Others

- Any other duties assigned by the Supervisor.