JOB DESCRIPTION

PROJECT OFFICER

1 Department / Project(s)
Health/HSS

2 Workplace
Kathmandu with frequent field visits (40%)

3 Reports to / Level
Team Leader-Health

4 Supervises
N/A

5 Authorized Equipment

6 Job Summary
Project Officer is to ensure the HSS project, health infrastructure and supply at local level, integration activities carried out smoothly. She/he must coordinate closely with Palikas/Health Office's and local partner for smooth implementation of Project activities.

7 Required Competencies

7.1 Knowledge
- Master's in Public Health, Population, Humanities, or related field.
- Minimum three (3) years of experience in managing health project infrastructure and partner management as well as community mobilization and working with HP.

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.
- Able to handle project independently with minimum supervision.
- Ability to plan and prioritize work.

7.3 Attitudes
- Positive attitude and willingness to learn
• Willingness to travel in project districts (Sarlahi and Rautahat) and other remote districts when needed.
• Willing to work independently and within a team
• High level of integrity.
• Commitment to the job.
• Respect for others.

8 Responsibilities and Expected Outcomes

8.1 Project Implementation

• Ensure the HSS project activities are implemented in program districts.
• Ensure Nutrition and infrastructure activities is going smoothly in the districts.
• Monitor the activities in close coordination with HO focal person, Palika focal person, HP staff and partner organization.

8.2 Coordination and networking

• Coordinate with Provincial/ District level focal persons of the respective palika, partner Staffs, local health facility staff and ADRA staff.
• Maintain close coordination with partner project team and local government.
• Keep professional and harmonic relationship with project team and partners.

8.3 Writing and Reporting

• Ensure timely reporting as per standard form/formats in coordination with M & E unit.
• Ensure that monthly progress updates are submitted on time
• Support M&E team in designing and undertaking monitoring surveys.
• Plays a coordination and facilitation role in conducting project evaluations at the field level.
• Supports to organize research and surveys as required by the project.

8.4 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.


8.5 Others

Any other duties assigned by the Supervisor as project requires.