

VACANCY ANNOUNCEMENT

Position: Public Health Officer

Background: Supporting subnational governments in strengthening of Public Health Governance System through Policy Formulation and Implementation to enhance the inclusivity and evidence-based nature of selected local governments' policies and plans to access better public health services. The project focuses on two key areas: Health Governance & Local Health System Strengthening and Policy Dialogue & Discussion Meetings. This project aims to provide assistance and support in four municipalities of Nepal-Waling, Bhimeshwor, Damak, and Tikapur.

Roles and Responsibilities:

- Collaborate with the PPP program team as needed to support project implementation and foster favorable relations with the municipality.
- Provide mentoring support to facilitate regular meetings of the Social Development Committee (SDC), Health Facility Operation & Management Committee, and other health working committees.
- Collaborate with municipal stakeholders, including committees and health officials, to gather inputs and align policies with local health needs and priorities.
- Coordinate the implementation of public health policies, ensuring adherence to guidelines and protocols at various levels.
- Monitor implementation progress, identify challenges, and propose solutions to overcome them.
- Conduct capacity-building activities for local health committee members, stakeholders, and health workers to enhance their understanding of public health policies.
- Support training, mentorship, and development of resources for the local health workforce on policy-related topics.
- Coordinate data collection from health facilities for policy planning, development, and monitoring purposes.
- Analyze collected data to assess policy impact and effectiveness, identifying areas for improvement.
- Prepare reports and presentations summarizing key findings and recommendations from data analysis.
- Maintain close coordination with the municipality's health section for effective collaboration and communication.
- Provide regular monthly reports on policy formulation and implementation, including challenges, successes, and recommendations for improvement.

Qualifications and Requirements:

- Bachelor's degree in public health or social sciences with at least three years working experience in the relevant area.
- Good understanding on health governance, policy-making, and implementation.
- Excellent facilitation, communication, interpersonal and report writing skills.

- Time management skills and excellent organizational skills.
- Demonstrated ability to work collaboratively.
- Local applicants will be given higher priority.

Duration and Location: The recruitment will be for a period of 8 months starting from the date of Orientation. The Public Health Officers will be stationed primarily at the respective municipalities, with frequent travel to other locations down to ward level community.

Application Process: Interested candidates are invited to apply by submitting the following documents within 7 days of this announcement:

- Updated CV with relevant credentials.
- Recent photograph.
- Motivational letter highlighting interest, qualifications, and experience.
- Public health licensure.

Submission Method: Applications should be sent to Public Policy Pathshala through their email "info@policypathshala.org". Please ensure that the subject line indicates "[Public Health Officer, Bhimeshwor municipality, Bagmati province]" and in the Application - [Your Name]".

Note:

- Our project values diversity and strives for gender equality, diversity, and social inclusion (GEDSI) in its workforce.
- Only shortlisted candidates will be contacted for further processes.
- Inquiries regarding the application status will not be entertained.

Thank you for your interest in joining our team.

TERMS OF REFERENCE

A. Background

Supporting subnational governments in strengthening of Public Health Governance System through Policy Formulation and Implementation to enhance the inclusivity and evidence-based nature of selected local governments' policies and plans to access better public health services. The project focuses on two key areas: Health Governance & Local Health System Strengthening and Policy Dialogue & Discussion Meetings.

B. Objectives

The objective of this recruitment is to hire qualified Public Health Officers (PHOs) who will provide coordination and collaboration support in the formulation & implementation of the project activities outlined below.

C. Roles and Responsibilities

The core roles and responsibilities of PHOs are supporting to the designated municipality in implementation of local public health policies by providing technical inputs, creating good synergies between municipality and citizens. Besides, they will provide mentorship support to the health committee members and health workers in close coordination with the municipality. Additionally, PHOs shall frequently be visiting community and wards to bring the emerging community health issues which allows work on promoting accessible and quality health service delivery.

Core responsibilities of the Public Health Officer includes but is not limited to:

- Collaborate closely with the PPP program team on an as-needed basis to support the implementation of project-related activities within the municipality, aiding in the establishment of favorable relations between the program and the municipality.
- Provide mentoring support to organize regular meetings of the Social Development Committee (SDC), Health Facility Operation & Management Committee and other relevant health working committees to promote accessible and quality health service delivery.
- Collaborate with municipal stakeholders including municipal committees, SDC, HFOMC, health officials to gather inputs and ensure policy alignment with local needs and priorities related to public health,
- Coordinate the implementation of public health policies and strategies within the municipality, ensuring adherence to established guidelines and protocols at different levels,
- Monitor the implementation progress and identify any challenges or bottlenecks, proposing appropriate solutions to overcome them.
- Conduct need based capacity-building activities for Local health committee members, Municipal stakeholders, Health Facility Operation and Management Committee health workers, and other relevant stakeholders to enhance their understanding of public health policies and their roles in formulation & implementation of public health policy.

Terms of Reference (ToR) for Public Health Officers

- Provide support in training, mentorship, and the development of training materials and resources to enhance the knowledge and skills of the local health workforce in policy-related topics, including policy planning, and monitoring and evaluation.
- Coordinate data collection activities to gather relevant health information and indicators from health facility necessary to support for policy planning, development and monitoring.
- Analyze collected data to assess the impact and effectiveness of implemented policies and identify areas for improvement.
- Prepare reports and presentations summarizing key findings and recommendations based on data analysis.
- Maintain close coordination with the health section at the municipality to ensure effective collaboration and communication.
- Provide regular monthly reports on the status of policy formulation, implementation, including challenges, successes, and recommendations for improvement.

D. Reporting:

PHOs shall be required to coordinate with the SNGP Field Coordinator (s) in terms of implementing municipality level activities and report to Municipal health coordinators on regular basis.

PHOs will report their monthly progress report directly to the Project Coordinator of Public Policy Pathshala, establishing a direct reporting line for effective communication and coordination.

E. Duration and Location

The recruitment will be for a period of 8 months starting from the date of Orientation. The Public Health Officers will be stationed primarily at the respective municipalities, with frequent travel to other locations down to ward level community.

F. Qualifications and Requirements

- Bachelor's degree in public health or social sciences with at least three years working experience in the relevant area.
- Good understanding on health governance, policy-making, and implementation.
- Excellent facilitation, communication, interpersonal and report writing skills.
- Time management skills and excellent organizational skills.
- Demonstrated ability to work collaboratively.
- Local applicants will be given higher priority.

G. Ethical Considerations

We are committed to maintaining strict confidentiality and data protection, while ensuring fair and transparent evaluation of candidates. Our recruitment process promotes equal opportunity, inclusivity, and Gender Equality, Diversity, and Social Inclusion (GEDSI). We address conflicts of interest, obtain informed consent, and actively avoid discrimination, upholding ethical standards throughout the process to foster a diverse and inclusive environment.

H. Diversity and Equal Opportunity

Our organization is an equal opportunity employer and we encourage applications from qualified candidates. We welcome applications from women and marginalized communities, and their applications will be given due consideration during the selection process.

We appreciate your interest in joining our team.