

Karnali Integrated Rural Development And Research Centre (KIRDARC) Nepal Job Description

Job Title : Field Officer-Adolescent MNH
Duty Station : Tatopani Rural Municipality
Reports to : Program Coordinator
Staff Reporting : Mentor-Adolescent MNH
Contract Length : 3 Year year's

ORGANIZATIONAL BACKGROUND:

Karnali Integrated Rural Development and Research Centre (KIRDARC Nepal) is an NGO registered at the District Administration Office, Jumla under the Society Registration Act, 1978, and is affiliated to the Social Welfare Council in Nepal. It has been working for the empowerment of vulnerable, marginalized and disadvantaged people since its establishment in 1999

KIRDARC Nepal works in a right-based approach in the fields of human rights and peace building, education, health, water and sanitation, food security, livelihoods including infrastructure development, media and climate change etc. KIRDARC Nepal strives to enable marginalized people to claim and exercise their rights for poverty reduction and improved livelihoods through their organization, research, policy advocacy and judicious resource mobilization. Its recent five years' strategic plan (2019-023) has the following strategic outcomes:

ABOUT PROJECT	In response to Adolescent MNH related challenges and opportunities and using Save the Children's global expertise and learning in adolescent MNH, the Adolescent MNH project propose to work closely with adolescents, local partners, and the Nepali government to improve the ability of pregnant and parenting adolescents and their newborns to survive and thrive. The project, which we will call <i>Action aMNH</i> until a Nepali name is co-created with adolescents, will work in four municipalities across three districts (Jajarkot, Kalikot, and Jumla) in Karnali province. These districts and municipalities overlap with Save the Children's SAHAYATRA project, which we plan to build on, and are among the most vulnerable communities in Karnali province.
THEME/PROGRAMME:	<p>Objective 1: Improve pregnant and parenting adolescents' MNH knowledge, skills, and behaviors.</p> <p>Objective 2: Improve the quality and respectfulness of antenatal care, delivery, postnatal care, and postpartum family planning services for</p>

pregnant and parenting adolescents.

Objective 3: Increase the meaningful engagement of adolescents in the mechanisms by which communities hold health services accountable for meeting their needs and rights.

ROLE PURPOSE:

Under the direct supervision of Program Coordinator, this position will be responsible for leading community Level-Adolescent MNH activities in close coordination with health workers, mentors, HFOMC, Pregnant and Parenting Adolescents (PPAs) and youth groups and other community level stakeholders. The Field Officer will collaborate closely with the municipality health unit, Health Facilities, as well as SAHAYATRA-III team, and mentors/facilitators to create an enabling environment and ensure that project activities are accomplished as per the set quality standards. Additionally, the incumbent will work closely with mentors/facilitators supporting them in delivering community-based SBC activities, and local health workers, as needed. Key role includes:

KEY responsibilities.

- Maintain good coordination with health facility In-charge, mentors/facilitators, Youth groups /youth clubs etc.
- Represent project in different health related forums, technical committees and meetings at municipality, wards and community level and provide technical support as needed.
- Maintain regular coordination and collaboration with like-minded organizations, working groups and networks for synergy and policy advocacy in relation to bring positive impact on the Adolescent MNH.
- Lead to convene community level project activities as assigned under the program in project area, HF, and community i.e., community dialogue, social events, awareness campaigns, health facility assessments, technical support visits at Health facility level.
- Support for health facility level assessment including health related training need assessment and prepare support plan for health facility/birthing centers.
- Coordinate with community level stakeholders including schools and health facilities to conduct community level SBC activities.
- Provide technical support to the mentors/facilitators for planning, budgeting, and implementing planned activities, reviewing the progress including preparing periodic reports, and developing case studies/ success stories.
- Regular support to mentors for effective session conduction including ensure home visits to newlyweds couples, Pregnant and Parenting Adolescents, and in-laws etc.
- Ensure community level Adolescents MNH activities are being carried out as per the set quality benchmarks (QBs) such as training, meeting, awareness campaigns, workshop etc.

Project reporting and documentation

- Prepared event report and support on monthly, quarterly, semi-annual, ad annual reporting.
- Support to develop case studies/success story, action photos, learning, and challenges for the program documentation. Submit field monitoring reports to program Manager.
- Preparation support to submit event reports, data base along with indicator surveys. Undertaken field visits for monitoring and supervision of program personnel.

- Share the field visit reports to the line manager with area to be improved and betterment.
- Work closely with MEAL& Documentation Officer to ensure the project progress is in track and quality set in the project documents are met.
- Initiate corrective actions based on the feedback from MEAL & Documentation Officer.

Required qualification, skill, and experience

- Bachelor’s degree in nursing/public health **OR** Staff Nurse/Health Assistant (HA) with 2 years of demonstrated work experience in health-related projects.
- Previous experience in program related to Maternal and Neonatal /Adolescent Health is Preferred. Previous experience in closely working with local governments and structures.

Additional job responsibilities

- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Safeguarding obligation:	
We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that the position holder conduct is in line with the KIRDARC and SCI’s Safeguarding policies. Hence our selection process includes rigorous background checks, reflects our commitment to the protection of children, adult at risk and community from abuse, exploitation, and harassment.	
Safeguarding our Staff:	
The post holder is required to carry out the duties in accordance with the KIRDARC and SCI anti- harassment policy.	
JD Prepared by:	
JD agreed/received by:	