



गेरुवा ग्रामीण जागरण संघ (गेरुवा)

Geruwa Rural Awareness Association (GERUWA)

Bardiya, Nepal

(स्था: २०४६/१०/०६)

संस्थाको ठेगाना:

केन्द्रिय कार्यालय: गुलरिया नगरपालिका-६, बर्दिया जिल्ला, फोन नं. ०८४-४२००८७

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गो.नं. २०६८/६९



VACANCY ANNOUNCEMENT

First date of publication: October 1, 2021

Geruwa Rural Awareness Association (GERUWA), Bardiya is a non-profit, non-government community-based organization, established in 1991 and currently implementing projects in four districts of Lumbini and Sudurpashim Province. Currently, GERUWA with the financial and technical support of Simavi, WASH Alliance International, WASH SDG Program is going to implement WASH in Health Project in Kohalpur Municipality and Baijhanath Rural Municipality of Banke. The goal of the project is to improve the WASH condition of the 12 health care facilities of both municipalities. Now the GERUWA is looking for the following position based on Banke district.

Vacancy No: 16/2077/78	Position: Field Officer (Public Health- Only for female)	Required No: 1	Age: Between 21 to 40 years
Type of Exam	Computer based written assessment and Interview		
Minimum Academic Qualification and Experiences:	Minimum Bachelor in Public Health with at least 2 years of experience related field of project management in the field. Having experience with I/NGOs and other relevant development partners on Health and WASH or WASH in Health. Good skill on training planning and delivery, monitoring of project activities and reporting in both English and Nepali.		

Detail JD can be downloaded from <http://geruwa.org.np/career>

Application Procedure:

Eligible female candidates are requested to apply via email: jobs.geruwa@gmail.com indicating position in subject line of email along with;

- A cover letter clearly describing your experiences and competencies that meet the position requirement.
- Updated CV with minimum of two references.

Deadline for Submission: COB October 7, 2021.

Only short-listed candidates will be contacted for the selection process.

Candidate who can use own two-wheeler with valid driving license, laptop and from targeted municipalities are highly encouraged to apply.

Note: Black listed candidates from any NGOs are discouraged to apply. GERUWA reserves the right to cancel vacancy in case of unexpected situation arises.

HR Department



“नयाँ सोचले काम गर्ने, जोखिममा रहेकालाई सहयोग गर्ने”



**Geruwa Rural Awareness Association (GERUWA)
Bardiya**

Job Description: Field Officer (Public Health)

Job Title	Field Officer (Public Health)
Organizational Unit	WASH in Health, Banke
Level of Effort (LOE):	100%
Working hour:	Regular Office hour
Immediate Supervisor	Executive Director of GERUWA /Project Manager for the project
Report to	Executive Director of GERUWA /Project Manager for the project
Duty Station	GERUWA Provincial Office, Nepalgunj. However, s/he will be based 80% of time in Kohalpur Municipality or Baijhanath Rural Municipality of Banke
Lateral relation	Field Officer (Engineer) of same project.

1. BACKGROUND

Geruwa Rural Awareness Association (GERUWA) is implementing the **'WASH in Health'** Project in Kohalpur Municipality and Baijanath Rural Municipality under the financial and technical support of Simavi, WASH Alliance International, WASH SDG Program. The goal of the project is to improve the WASH conditions of selected health care facilities in the two municipalities of Banke district Nepal.

2. POSITION OBJECTIVES

The Field Officer (Public Health) will be responsible for timely implementation of all activities of project in the deployed municipality and provide technical assistance as required. S/he will coordinate with Health Facility Operation and management Committees (HFOMCs) and Health Institutions mainly to implement the WASH FIT tool, organize events and interaction with stakeholders, collect, validate and analyses data and prepare reports as per the project requirement. S/he will support in carrying out research and learning related activities and ensure proper integration of GESI and DRR approach in Project.

3. JOB RESPONSIBILITIES AND TASKS

A. Project Implementation related Tasks:

- Coordinate with targeted HCIs' HFOMCs' and health post In-charges to form WASH FIT committee and organize WASH FIT assessment /review training.
- Assess institutional capacity gaps of HCIs to deliver WASH services and develop a capacity building strategy.
- Carry out PBCC assessment of HCIs staff, support to design and implementation of PBCC interventions.
- Develop a situational assessment report of the selected HCIs based on the WASH FIT

assessment

- Conduct stakeholders' meetings/interactions in HCIs as outlined by the WASH FIT tool to develop the WASH Improvement Plan
- With the WASH FIT committee in the lead, support to develop the WASH Improvement Plan in individual HCIs as per the tool. The plan should provide short term (ST), medium term (MT) and long term (LT) actions for the WASH improvement.
- Ensure that HCIs internalize and implement the WASH improvement plan by setting specific targets.
- Together with the WASH FIT committee, develop and implement appropriate WASH improvements protocols including protocols for infection prevention control (IPC) within the facilities.
- Periodically review and monitor activities outlined in the WASH FIT Improvement Plan of targeted HCIs.
- Discuss about HCIs status in HFOMCs' and Ward Committees' meetings and convince them to allocate additional budget WASH improvement in HCIs.
- Organize need based advocacy meetings and workshops with municipal authorities, private sectors and stakeholders to convince them for the allocation of additional budget WASH improvement in HCIs
- Facilitation for the establishment of Operation and Maintenance fund (O & M Fund) in each HCI and support them to prepare O & M guideline.
- Conduct joint monitoring visit along with ward representatives and stakeholders.
- Work closely with Project Manager and Admin/finance Assistant to prepare progress and financial reports. Progress reports may include events report, monthly report, quarterly report, semi-annually report & annual report as per the requirement of GERUWA and Simavi.
- Prepare project updates and share within WASH Alliance International network mainly using AKVO RSR and in relevant municipal forums and meetings.
- Participate in meetings and events conducted by the Simavi country team
- Track progress of activities and support to review following the learning from the field.
- Prepare success stories of project interventions and additional activities required to implement for fund raising.
- Perform additional responsibilities assigned by the Project Manager/ Executive Director.

B. Public Health Related Tasks

- Draft IECs and BCCs related to WASH in HCIs.
- Conduct Infection Prevention and Waste Management related guidelines for quality improvement of HCIs.
- Support different campaigns and need based software related to WASH improvement interventions in HCIs.

4. DUTIES APPLICABLE TO STAFF

1. Actively work towards the achievement of the GERUWA's 2nd Strategic Plan and SRHR project plan.
2. Abide by and work in accordance with the Constitution, admin and finance policy, values of organization, GESI policy, Child protection policy and staffs' Code of Conduct.
3. Perform any other work-related duties and responsibilities that may be assigned by the ED and Executive committee of the organization.

5. POSITION REQUIREMENT		
Education and Experiences	Required	Preferred
Minimum Bachelor of Public Health (BPH) with at least 2 years of experience in Project planning, Implementation and reporting.	✓	
Knowledge and Skills	Required	Preferred
Having adequate computing skills on MS office and internet (advanced skill on MS excel)	✓	
Having skill on group/committee formation and mobilization	✓	
Having knowledge and skill public health improvement activities and Water Quality testing.	✓	
Having skill on case study/ success story writing and strong documentation skills		✓
Ability to use KoBo Collect		✓
Languages	Required	Preferred
Understand and communicate in local languages (Tharu and Awadhi)	✓	
Good command in English and Nepali	✓	

Name and Signature of Supervisor:
 Name:
 Signature :

Name and Signature of employee
 Name:
 Signature:

Date: May 11, 2021