



**Vacancy Announcement**  
**Date of publication: April 3, 2023**

**Vacancy Notice-03/FC-2079/080**

Women Empowerment Center (WEC), Dolpa is a not for profit-making national NGO working in the last 11 years. It is dedicated to work strategically to contribute to the overall development of disadvantaged groups with special focus on women, girl, and another marginalized and disadvantaged groups. Women Empowerment Center being implemented with the partnership of One Heart Worldwide to implement “**Strengthening Maternal Neonatal Health Services in Partnership with the Local Government** (स्थानीय सरकारको साझेदारीमा मातृ तथा नवजात शिशु स्वास्थ्य सेवा सुदृढीकरण) **project**” in Dolpa district since July 17, 2022. Women Empowerment Center hereby invites applications from suitable and qualified Nepalese citizens for the following positions.

**Details of Announcement:**

**1. Field Officer -3 (Three)**

This position is responsible to provide technical support to MNH service providers at the facility level and relevant stakeholders in planning and implementing MNH program activities and conducting community awareness-raising activities focusing on MNH status assessment, planning and monitoring at the facility and community level.

- **Qualification:** Bachelor's degree in public health (BPH)/bachelor's degree in nursing or Health Assistant/Staff Nurse with 1 year of work experience
- Preferred experience in the maternal, neonatal and child health fields.

**Duty Station:** Dolpobuddha, Chharkatangsong and Shey-Phoksundo Municipality of Dolpa district.

**Contract Period:** Six months with possibility of extensions

Qualified Nepali citizens meeting the above criteria are requested to send his/her updated CV and application to [wecrecruitment@gmail.com](mailto:wecrecruitment@gmail.com) by **April 17, 2023, before 5.00 pm**. Please specify the position title in the subject line for clarity in an application.

Applications from marginalized, disadvantaged communities and local residents are highly encouraged to apply, and only shortlisted candidates will be invited for further selection process.

WEC Dolpa reserves all right to select or not to select candidates through this vacancy.

Local concerned palikas candidates will have given high priority.

Service & Facilities: As per Organization's rules and regulation.

Date of Exam: Conformed after Shortlist for Shortlisted Candidates only.

Types of Exams: Written and Interview

**Additional Information**

Women Empowerment Center

Thulibheri Municipality-3, Dunai, Dolpa

wecdolpa18@gmail.com/ Ph. No-087550022



Job Description		
<b>Position:</b> Field Officer	<b>Line Management Report to:</b> Project Coordinator	<b>Technical Report to:</b> N/A
<b>Supervision:</b> N/A	<b>Level:</b>	
<b>Duty Station:</b> Palika headquarters of Dolpobuddha, Chharkatangsong and Shey-Phoksundo Municipality of Dolpa district.		
<p><b>Purpose of the Position:</b> The Field Officer will be responsible to provide technical support to the local level health units in rural municipalities, MNH service providers at the facility level and relevant stakeholders in MNH program planning and implementation; conduct community awareness raising activities focusing on MNH status assessment, planning and monitoring at the facility and community level.</p>		
<p><b>Major Duties and Responsibilities</b></p> <p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• Provide close and continuous support to implement OHW supported projects as per Detailed Implementation Plan</li> <li>• Conduct assessment and identify program needs at health facilities and communities; and share with the supervisor/concerned units</li> <li>• Provide support in implementing OHW supported municipality, facility, and community level training/orientation activities</li> <li>• Provide technical support to municipality for implementing the MNH related activities</li> <li>• Provide technical support to the birthing centers, MNH service providers and FCHVs with a special focus on the quality of services and capacity building on data collection, reporting, recording and MNH related knowledge</li> <li>• Frequent field visits to facilitate the implementation process, training, and activity follow-ups and to collect routine data health facilities and communities.</li> <li>• Conduct monitoring visits of the health facilities, nursing staff, FCHVs, and clients and provide necessary feedback</li> <li>• Keep a proper record of all the activities in the given form and formats and report on time in the specified time period</li> <li>• Develop a network to collect and monitor all maternal deaths in the palika and support government to verify the deaths and identify causes of death.</li> <li>• Mapping of the rural municipal/HF/ward/communities and collecting routine data from health facilities and communities in its catchment areas</li> <li>• Any other job assigned by the Supervisor.</li> </ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>• Provide support in building sound relationships with municipal office, health facility staff, community stakeholders and female community health volunteers in order to maintain program schedule and achieve program deliverables at the field level</li> <li>• Coordinate to ensure logistics and daily activities in the program locations</li> <li>• Participate, represent and co-ordinate at the municipality, facility level and community level</li> <li>• Work together with the supervisor in developing annual plan</li> <li>• Contribute in preparing regular progress reports, technical deliverables, and district work plans</li> <li>• Prepare monthly progress report and support in preparing quarterly and annual progress report</li> </ul> <p><b>Job Specifications (minimum job requirements):</b></p> <p><b>Academic qualifications and work experience:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in public health (BPH)/bachelor's degree in nursing or Health Assistant/Staff Nurse with 1 year of work experience</li> <li>• Preferred experience in the maternal, neonatal and child health fields.</li> </ul> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience in program and community-level training.</li> <li>• Practical experience in facilitation and interaction with government counterpart/local stakeholders at different local health facilities, and ability to deal with various stakeholders</li> <li>• Knowledge and experience using MS Office packages and statistical packages, email, and the internet.</li> <li>• Good verbal and written communication in English, Nepali and local languages.</li> <li>• Good interpersonal skills and experience working in a team in a multicultural environment.</li> <li>• Sets high standards for quality of work and consistently achieves project goals.</li> <li>• Ability to function as a self-starter with limited supervision.</li> </ul>		

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