



VACANCY ANNOUNCEMENT

First Date of Publication: 6th May 2021

National Association of People Living with HIV in Nepal (NAP+N) is a national network of People Living with HIV (PLHIV) was established in 2003 that works at the national level and local community-based organizations and communities with a mission to strengthen the voice of PLHIV through the formation and strengthening of networks and association of PLHIV to respond to the challenges of HIV and AIDS in Nepal. NAP+N focuses on building the capacity of local PLHIV groups to respond appropriately to the needs of PLHIV and its related key populations in areas of advocacy, prevention, care, and support, counseling, raising community awareness, providing information and education, and improving access to the healthcare and legal services.

NAP+N is seeking applications from qualified, smart, and result-oriented Nepali citizens for the following positions to support HIV and TB programs focusing on HIV case finding among other vulnerable populations (Migrant and their spouse) in the community.

1. Job Title: Project Coordinator (PC)

Project Coordinator is a key position at NAP+N responsible for overall manage the entire HIV/TB project for migrants and their spouses in the district which is supported by **Save the Children under Global Fund**. H/She is accountable and responsible for program planning, implementation, and monitoring of all the agreed activities. H/She is also responsible for technical oversight, progress tracking, coaching/mentoring project staff, and reporting to the board and Save the Children. The project Coordinator will work closely with the health office, respective PALIKA, and Health facility to ensure smooth implementation of the project in the district

Scope of Role

Reports to	: Program Manager
No of Position	: 1 (One)
Duty Station	: Syangja, with request visit to Baglung District
Position type	: Contract
Salary & Benefits:	: As per the organizational rule for this position
Contract Duration	: Initially up to 31 st Dec 20201 and possibilities of extension depending upon the performance

KEY AREAS OF ACCOUNTABILITY:

1. Plan and implement activities in coordination with Health Office (HO) of Syangja & Baglung, Palikas coordinators, ART sites and Health Facilities as per organizational norms and policies



राष्ट्रिय एच.आई.भी. तथा एड्स महासंघ नेपाल

National Association of PLWHA in Nepal (NAP+N)

Anek Marg, Baluwatar,
Kathmandu, Nepal, House NO 174
Tel. +977-1-4427459, 4417835
Email: info@napn.org.np
Website: www.napn.org.np

2. Lead in program mapping and appropriate area for BCC intervention, HIV testing camp in the wards/Palikas and other areas in close coordination with PALIKAs
3. Orient In-reach workers and FCHVs on HIV Program particularly for organizing mobile camp and other areas of BCC
4. Validate the records and reports with the supporting documents to ensure its accuracy
5. Submit accurate and complete cluster reports timely in the prescribed forms
6. Manage and track all the reactive client & Index partners for HIV confirmation, ART enrollment and connection to care and support program.
7. Guide and provide on-sight coaching to M&E Officer and Project Officer to maintain accurate and quality reporting and monthly progress training and performance analysis
8. Prepare and approve district and Palika level implementation plan (Field visit, joint monitoring visit, Program monitoring visit by PR/Donor/HO/Palika, event/activities) with the support of HO, Palika official /Coordinators and team members.
9. Participate in different meetings, trainings, workshop and seminars as required for the organization at districts and Palika level.
10. Review record, reports and provide feedback to MIS, IRW & AFO and guide them.
11. Ensure program quality is maintained at all levels using different tools and techniques
12. Enhance relationship with government officials and other stakeholders at the district level to share and contribute on 90-90-90 strategic targets
13. Set action plan and follow up for further improvement based on the performance analysis and field visit recommendations
14. Ensure proper documentation and reporting of all activities with evidence documents including any other relevant issues during execution of field activities
15. Complete annual performance appraisal of all project staffs in close coordination with line manager
16. Check availability of the program related logistic items/commodities in the districts and demand, deliver and distribute properly.
17. Ensure program and financial expenditure pattern
18. Follow the Safeguarding Policy of SCI and comply at all level.
19. Perform any other duties as required or requested by line manager and organization.

Qualification and experience

- Bachelor's in public health or Social science or equivalent with 2 years of working experience in related field.
- Good writing, analytical and documentation skills.
- Excellent coordination, management and communication skills.
- Command in report preparation, event note and record keeping.
- Proficiency on computer usage on office packages, email and internet.
- Residency of program district will be given a priority.



2. Job Title: Monitoring & Evaluation (M&E) Officer

M&E Officer has a very crucial responsibility at NAP+N to manage HIV/TB program. S/he is responsible to lead overall management of data and record, data analysis, data triangulation and data security in project supported by **Save the Children under Global Fund**. S/he will also support Project Coordinator on program planning and implementation of activities using program data/information focusing first 90 and second 90 target on new HIV case finding among others vulnerable population (Migrant & their spouse) in the community. The position also contributes to the development and implementation of organizational strategies, policies and practices.

Scope of Role

Reports to	: Project Coordinator (PC)
No of position	: 1 (One)
Duty Station	: Syangja District
Position type	: Contract
Salary & Benefits:	: As per the organizational rule for this position
Contract Duration	: Initially up to 31 st Dec 2020 and possibilities of extension depending upon the performance

KEY AREAS of ACCOUNTABILITY

1. Prepare Palika/cluster-wise target and distribute to the In-reach workers and share a plan to implement and track the progress.
2. Monitoring and supervise program activities to ensure that they are implemented as per plan and with highest standard.
3. Analyze program data, monthly track the achievements against target and provide feedback to IRWs and share the progress to ED, PC and Save the Children.
4. Motivate and guide IRWs to collect quality data using standard form/format/templates
5. Verify all the records and reports before updating in the OPMIS. Complete and submit the OPMIS data (BCC and HIV Screening) to PC on the agreed time.
6. Prepare presentations on the progress Program/achievements required for different meeting and forums.
7. Conduct supporting monitoring/supervision visits to program districts, interact with service providers and beneficiaries (as required), and document progress against the set targets, share and ensure follow-up actions for improved program results
8. Maintain data security, confidentiality and sharing protocols.
9. Provide technical/ facilitation support to organization to implement the event/ activities in the districts as per the organizational norms and policies and program implementation guidelines.
10. Make field trips to ensure timely completion of quality data collection and program implementation



11. Prepare IHMIS report and submit to respective Palika. Ensure the IHMIS report is entered in online portal.
12. Review the existing monitoring tools, forms formats and registers and check list and share with the PC and respective SCI focal person for any update/modification (if required).
13. Support ED/PC to plan and Implement program events/activities in the district/palika level.
14. Support Admin/Finance Officer to quantify the printing of forms/formats along with distribution plan,
15. Follow the Safeguarding Policy of SCI and comply at all level.
16. Perform any other duties as required or requested by line manage

Qualification and experience

- Bachelor's degree in any discipline with 1 year working experience in related field.
- Good writing, analytical and documentation skills.
- Command in report preparation, event note and record keeping.
- Proficiency on computer usage on office packages, email and internet.
- Residency of program district will be given a priority.

3. Job Title: Project Officer (PO)

Project Officer is a key program supporting position responsible to manage the entire HIV/TB project for migrants and their spouses in the district which is supported by **Save the Children under Global Fund**. H/She is accountable and responsible in district level program planning, implementation and monitoring of all the agreed activities. H/She is also responsible for technical oversight, progress tracking, coaching/mentoring project staffs and reporting to the Project Coordinator. Project Officer will work closely with health office, respective PALIKA and Health facility to ensure smooth implementation of the project in the district

Scope of Role

Reports to	: Project Coordinator (PC)
No of Position	: 1
Duty Station	: Baglung District
Position type	: Contract
Salary & Benefits:	: As per the organizational rule for this position
Contract Duration	: Initially up to 31 st Dec 2021 and possibilities of extension depending upon the performance

KEY AREAS OF ACCOUNTABILITY:

1. Implement planned activities in coordination with Health Office (HO), Palikas



2. coordinators, ART sites and Health Facilities as per organizational norms and policies
3. Support in program mapping and appropriate area for BCC intervention, HIV testing camp in the wards/Palikas and other areas in close coordination with PALIKAs
4. Orient In-reach workers and FCHVs on HIV Program particularly for organizing mobile camp and other areas of BCC
5. Submit accurate and complete district reports timely in the prescribed forms
6. Manage and track all the reactive client & Index partners for HIV confirmation, ART enrollment and connection to care and support program.
7. Participate in district and Palika level implementation plan (Field visit, joint monitoring visit, Program monitoring visit by PR/Donor/HO/Palika, event/activities) with the support of HO, Palika official /Coordinators and team members.
8. Participate in district/palika level meetings, trainings, workshop and seminars.
9. Review record, reports and provide feedback to IRW & Lab Asst. and guide them.
10. Ensure program quality is maintained at all levels using different tools and techniques
11. Enhance relationship with government officials and other stakeholders at the district level to share and contribute on 90-90-90 strategic targets
12. Check availability of the program related logistic items/commodities in the districts and demand as per district need.
13. Follow the Safeguarding Policy of SCI and comply at all level.
14. Perform any other duties as required or requested by Project Coordinator and organization.

Qualification and experience

- Bachelor's degree in Public Health or Social Science with 1 year working experience in related field.
- Good writing, documentation and program skills.
- Command in report preparation, event note and record keeping.
- Proficiency on computer usage on office packages, email and internet
- Residency of program district will be given a priority.

4. Job Title: Documentation Assistant (DA)

Scope of Role

Reports to	: Program Manager
No of Position	: 1
Duty Station	: NAP+N head office, Kathmandu
Position type	: Contract
Salary & Benefits:	: As per the organizational rule for this position
Contract Duration	: Initially up to 31 st Dec 2021 and possibilities of extension depending upon the performance



KEY AREAS OF ACCOUNTABILITY:

1. Provide Coordination, documentation and other support to Syanja and Banglung districts from the NAP+N head Office.
2. Document all such proceedings and cause to keep such reports
3. Ensure timely and effective dissemination of information to the stakeholders
4. Document required information of project activities and update organizational information as required for reporting and publication
5. Support to Prepare project reports and organizational reports as required by project documents and guidance
6. Support Develop systematic archives (electronic or other) and update regularly ensuring that required documents are available as and when necessary
7. Disseminate organizational and programmatic achievements by establishing institutional connection with media
8. Maintain a functional coordination with the Project Coordinator ensuring effective and efficient implementation of the project.
9. Provide necessary documentation supports in conducting partners meeting, organization representation, and review and reflection meetings
10. Attends external events as required, including as a member of the team supporting the organization's presence and profile.

Required Competency

- PCL/+2 equivalent with one years of working experience in related fields.
- Ability to work with target groups they are people living with HIV and AIDS.
- Good interpersonal communication skills and calm even under pressure.
- Sound knowledge in recording and reporting.
- Handy on computer usage on office Packages, email and internet,
- Priority will be given to PLHIV.

All interested candidates are requested to submit curriculum vitae and motivation letter with subject head as "Application for the position of Project Coordinator" to recruitment.napn@gmail.com no later than 5 PM of 12th May, 2021. Applicants from disadvantage caste, under-represented ethnic groups, women and People living with HIV (PLHIV) or affected candidate meeting above requirements are highly encouraged to apply.



राष्ट्रिय एच.आई.भी. तथा एड्स महासंघ नेपाल
National Association of PLWHA in Nepal (NAP+N)

Anek Marg, Baluwatar,
Kathmandu, Nepal, House NO 174
Tel. +977-1-4427459, 4417835
Email: info@napn.org.np
Website: www.napn.org.np

Only short-listed candidates will be invited for written test and oral interview. No telephone inquiries will be entertained and any effort to influence the selection process will result in disqualification.

NAP+N reserves the right to cancel or postpone the whole recruitment process without assigning Any reason whatsoever.