

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- Damak, Waling, Bhimeshwor, 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 and Damak Municipality through their email “info@policypathshala.org” and “info@damakmun.gov.np”. Please ensure that the subject line indicates “[Job Position] and in the Application - [Your Name]”. Individuals should submit their application or inquiries or concerns to Damak Municipality.

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.