

TERMS OF REFERENCE

A. Background

Strengthening of Public Health Governance System at Subnational Level through Policy Formulation and Implementation project aims to enhance the inclusivity and evidence-based nature of selected local governments' policies and plans to improve access to public health services. The project focuses on two key areas: Health Governance and Local Health System Strengthening and Policy Dialogue and Discussion Meetings.

B. Objectives

The objective of this recruitment is to hire qualified Public Health Officers (PHOs) who will provide technical support and assistance in the formulation & implementation of the project activities outlined below.

C. Roles and Responsibilities

The specific roles and responsibilities of PHOs may vary based on the context and needs of each municipality or jurisdiction. It's important to tailor their responsibilities to align with the local health governance structure and priorities.

Core responsibilities of the Public Health Officer includes but is not limited to:

1. Support on Policy Formulation:

- In coordination with Public Policy Pathshala, provide assistance and support in organizing workshops and stakeholder consultations, ensuring smooth execution, active participation, and effective facilitation.
- Support in the collection of local-level data, facilitating the process to ensure accurate and comprehensive data gathering.
- Support in drafting policy documents, incorporating best practices, coherence at different levels and lessons learned from national and international contexts.
- Collaborate with key stakeholders, including municipal committees, SDC, HFMO, health officials, to gather input and ensure policy alignment with local needs and priorities in matters relating to public health.

2. Policy Implementation:

- Coordinate the implementation of public health policies and strategies within the municipality, ensuring adherence to established guidelines and protocols at different levels.
- Monitor the implementation progress and identify any challenges or bottlenecks, proposing appropriate solutions to overcome them.
- Conduct regular meetings with the Social development(SDC) committee, Health Facility Operation & management committee.

3. Capacity Building and Training:

- Conduct need based capacity-building activities for Local health committee members, Municipal stakeholders, Health Facility Operation and Management Committee health workers, and other relevant stakeholders to enhance their understanding of public health policies and their roles in formulation & implementation of public health policy.
- Provide support in training, mentorship, and the development of training materials and resources to enhance the knowledge and skills of the local health workforce in policy-related topics, including policy planning, and monitoring and evaluation.

4. Data Collection and Analysis:

- Coordinate data collection activities to gather relevant health information and indicators from health facility necessary to support for policy planning, development and monitoring.
- Analyze collected data to assess the impact and effectiveness of implemented policies and identify areas for improvement.
- Prepare reports and presentations summarizing key findings and recommendations based on data analysis.

5. Stakeholder Engagement and Collaboration:

- Maintain close coordination with the health section at the municipality to ensure effective collaboration and communication.
- Regulate municipal health committee, workshops, and meetings to promote dialogue, knowledge sharing, and consensus building around public health policies.

6. Monitoring and Evaluation:

- Collect and analyze data on key performance indicators to evaluate the outcomes and impact of policy interventions.
- Provide regular monthly reports on the status of policy formulation, implementation, including challenges, successes, and recommendations for improvement.

7. Reporting:

PHOs will be required to coordinate with the Field Coordinators and report to Municipal health coordinators on regular basis.

PHOs will report their monthly progress directly to the Project Coordinator of Public Policy Pathshala, establishing a direct reporting line for effective communication and coordination.

8. Duration and Location

The recruitment will be for a period of [8 months] starting from [Orientation date]. The Public Health Officers will be stationed primarily at Damak Municipality, with occasional visits to other locations as required for project activities.

9. Qualifications and Requirements

- At least 3 years of experience in Bachelor's degree in Public Health or social sciences.
- Strong knowledge of health governance, policy-making, and implementation.
- Experience in conducting desk reviews, data collection, and gap analysis.
- 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.

10. Ethical Considerations

We are committed to maintaining strict confidentiality and data protection, while ensuring fair and transparent evaluation of candidates. Our recruitment process promotes equal opportunity, inclusivity, and Gender Equality, Diversity, and Social Inclusion (GEDSI). We address conflicts of interest, obtain informed consent, and actively avoid discrimination, upholding ethical standards throughout the process to foster a diverse and inclusive environment.

11. Application Process

Interested and eligible candidates are invited to apply by submitting the following documents within 7 days of this publication:

1. Updated CV with relevant credentials
2. Recent photograph
3. Motivational letter highlighting the candidate's interest, qualifications, and relevant experience

12. 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 to Damak Municipality.

Note:

- Only shortlisted candidates will be contacted for further processes.
- Inquiries regarding the application status will not be entertained.

13. Diversity and Equal Opportunity

[TAF or Pathshala or Damak Municipality] is an equal opportunity employer and encourages applications from qualified candidates. We welcome applications from women and marginalized communities, and their applications will be given due consideration during the selection process.

We appreciate your interest in joining our team.