

Women Empowerment Mission (WEM) is a Provincial Level NGO, established by women and lead by women. WEM is working as IP of UNFPA in province 2. WEM announces vacancy for following posts.

**Job Title: Information Technology (IT) Officer -1**

**Purpose of the position:**

Since 1971, UNFPA has supported government of Nepal to strengthen the health system for the delivery of quality health services in the area of family planning and reproductive health services. Currently, UNFPA is supporting government of Nepal under 8th country program cycle (2018-2022) in close collaboration with all level federal, province and local to meet the aspirations identified by sustainable development goals and the International Conference on Population and Development (ICPD). Furthermore, the program actions aim to contribute to UNFPA's three transformative goals- zero preventable maternal death, zero unmet need for family planning, and zero GVB and harmful practices. UNFPA remained as key partner supporting to continue sexual and reproductive health services even during humanitarian situation, and hence providing support to ensure SRH service delivery at all levels in the current COVID-19 pandemic situation in Nepal.

The purpose of this position is to provide technical assistance to province health logistic management center (PHLMC) to strengthen information technology and communication system for better functioning of supply chain activities at province, district and palika level. Thus, IT officer will provide key assistance in information management relating to inventory management, data quality, stocks and distribution plans, forecasting and quantification, e-bidding and procurement, vendor's information, e-LMIS scale up and technical backstopping, monitoring of information system at hospitals, district and palika level, manage the webpage of the PHLMC, develop basic forms, formats and other electronic documents for better documentation and enhance data quality at province level, support in planning of innovative interventions and enhance information management and develop plans for the province health logistic management center for digital options.

**Scope of work:**

Under the overall guidance of Director, Province Health Logistic Management Center (PHLMC), the officer is mainly responsible, but not limited, for the activities mentioned hereunder;

- Provide technical assistance to enhance the logistic management information system at province level and develop the communication platform between province, districts and palikas
- Support information management team of PHLMC to enhance the quality of data reported through eLMIS, review the reporting of eLMIS and provide technical backstopping at province and district level
- Review critically the current eLMIS and provide suggestions for improvement in information system at province, districts and palikas
- Support in analysis of eLMIS data periodically and present findings and recommendations to PHLMC.

- Provide technical support for maintaining data security of key documents of PHLMC and support in documentation of e-bidding and procurement, pipeline, forecasting and quantification, stock, distribution, disposal and storage
- Provide technical support to develop and update the proposed webpage of the PHLMC and do regular documentation on the webpage as directed by the director and PHLMC team
- Support to improving the data management system at hospitals and integrate into common platforms
- Provide technical backstopping for eLMIS scale up, monitoring and capacity development of human resources involved in logistic data management at province, districts and Palikas.
- Facilitate province and district level workshops, meetings, review programs, advocacy events relating to information management and enhance coordination and collaboration with government, private and development partners for quality data management.
- Actively engage with province level health authorities (health division, province health directorate, health training center) and key development partners for identifying key gaps in information management system and develop action plans for improvements
- Assist in identifying the capacity development needs and coordinate with health training center to plan and execute training to health workers, stakeholders at province, district and local level regarding information management
- Any other activities assigned by province health logistic management center/ supervisor.

**Working schedule and duty station:**

The daily working schedule will be according to government rule and the duty station will be PHLMC. The tenure of the officer will be Feb 15 2021 to Dec 31, 2021.

**Supervisory arrangements:**

The officer will work in direct supervision of director, PHLMC for daily activities. However, the officer need to work closely with sr. public health administrator, and staffs of other sections of PHLMC. WEM will supervise the overall performance and coordinate with UNFPA regional team in Janakpur.

**Required qualifications and experiences**

- At least bachelor degree in Information technology from recognized university (B Sc. IT, BSc Computer sciences). Master's degree will be preferred
- Two years of progressively experienced working in information management system and development of webpages, basic software, mobile applications, experiences in health sector would be more preferred
- Excellent knowledge and experiences in data analytics and ability to present the data in understandable form.
- Demonstrated leadership, facilitation and team work skills and ability to establish harmonious working relations with government and development partners and willing to transfer skills to government counterparts.

- Experiences in designing and development of electronic recording and reporting forms, formats.
- Excellent command of oral and written English and Nepali are essential,
- Willingness to travel to districts and palikas, having valid driving license.

**Job Title: Health Supply Chain Management Officer (SCMO) -1**

**Purpose of the position:**

Since 1971, UNFPA has supported government of Nepal to strengthen the health system for the delivery of quality health services in the area of family planning and reproductive health services. Currently, UNFPA is supporting government of Nepal under 8<sup>th</sup> country program cycle (2018-2022) in close collaboration with all level of government, federal, province and local to meet the aspirations identified by sustainable development goals and the International Conference on Population and Development (ICPD). Furthermore, the program actions aim to contribute to UNFPA's three transformative goals- zero preventable maternal death, zero unmet need for family planning, and zero GVB and harmful practices. UNFPA remained as key partner supporting to continue sexual and reproductive health services even during humanitarian situation, and hence providing support to ensure SRH service delivery, availability of FP/RH commodities and medicines at all levels in the current COVID-19 pandemic situation in Nepal.

The purpose of this position is to provide technical assistance to Province Health Logistic Management Center (PHLMC) in strengthening the supply chain activities to ensure the quality drugs and commodities are available in all health facilities of province two on time and in required quantity in order to meet the needs of consumers. Thus, health supply chain management officer will support PHLMC in execution of approved activities for the current fiscal year 2077/78, analyze the key issues, gaps and lay out suggestions, support in province ware house management, information management, oversee the pipeline, disposal of expired drugs and medicines, support in quantification and forecasting, organization of meetings, workshop and monitoring visits, preparing bidding documents and procurement process and provide technical assistance to health offices and hospitals as required. Moreover, the officer will critically review the supply chain indicators and process for family planning and reproductive health commodities both the province and district level.

**Scope of work:**

Under the overall guidance of Director, Province Health Logistic Management Center (PHLMC), the officer is mainly responsible, but not limited, for the activities mentioned hereunder;

- Provide technical assistance for province ware house management; inventory management, stock monitoring, updates in pipeline monitoring, transportation and

fleet management, distribution plan, physical verification, disposal of expired drugs, information management and record keeping etc.

- Support in developing the implementation plan of program activities, especially in the area of family planning and reproductive health sector and ensure the execution of activities as planned.
- Provide technical assistance to the district ware houses and hospitals for smooth functioning of supply chain activities in the COVID-19 context.
- Actively engage and support in designing capacity development activities, execution of workshops, trainings, meetings and other related activities.
- Provide technical assistance in developing bidding and procurement documents, liaise and follow up with the vendors, quality monitoring and record keeping.
- Work closely with the information management section to oversee stock level at different district and hospitals and support in information management for timely, accurate and complete reporting.
- Actively engage with province level health authorities (health division, health training center, province health directorate) and key development partners to ensure health commodities are available round the year at the service delivery points of all levels.
- Actively engage and facilitate the province supply Chain management working group meetings, prepare meeting minutes and document.
- Engage and facilitate field visits for monitoring of FP/RH commodities situation, supply chain gaps at district and palika level and share the learning reflections, success stories and challenges in different forum and with key stakeholders.
- Support in developing program reports, quarterly reports, annual reports, policy documents and annual plans for the PHLMC.
- Any other activities assigned by director, province health logistic management center.

**Working schedule and duty station:**

The working schedule will be according to government rule and the duty station will be province health logistic management center. The tenure of the officer will be Feb 15, 2021 to Dec 31, 2021.

**Supervisory arrangements:**

- The officer will work in direct supervision of director, PHLMC for daily activities. However, the officer will work closely with sr. Public health administrator and PHLMC team. WEM will supervise the overall performance and coordinate with UNFPA regional team in Janakpur.

**Required qualifications and experiences**

- At least bachelor degree in Pharmacy from recognized university and registered at pharmacy council (Master degree is preferred)
- Two years of progressively experienced working in public health sector, supply chain management, ware house and inventory management, procurement process at national or sub-national level.

- Excellent knowledge of government health system in federal context and the current rules, regulations and laws of government of Nepal relating to supplies.
- Good analytical skills and ability to understand the context and adopt to work in teams.
- Demonstrated leadership, facilitation and team work skills and ability to establish harmonious working relations with government and development partners
- Experience in logistic management information management system, analysis of logistics data, and meaningful interpretation and communication with stakeholders
- Experiences in use of computer and office packages, developing recording and reporting templates, and program reports
- Excellent command of oral and written English and Nepali are essential,
- Willingness to travel to districts and palikas, having valid driving license of motorbike.

**Job Title: District Coordinator (Beti Padhao Beti Bachao Campaign) -1**

**Objective and Tasks:**

The Province 2 government has launched a flagship program called Beti Padhao Beti Bachao which is being implemented in all eight districts and 136 palikas of the province to promote gender equality and girl's empowerment. The overall **objective** of this assignment is to provide technical assistance to the Chief Minister Beti Padhao Beti Bachao (Hereafter BPBB) Campaign, coordination and management of BPBB database of concern district of Province 2. S/he also need to work closely with Local Government Coordinator assigned (where available) to run BPBB campaign and support them in information management and reporting and accelerating BPBB program at palika level.

**The specific tasks include:**

- Provide technical support for the substantive work on promoting gender equality and implementation of the planned activities under the Beti Padhao Beti Bachao Program.
- Communicate, coordinate, cooperate and collaborate with district authorities, palikas authorities and Local Government Coordinator (where available) of BPBB in assigned district.
- Coordinate with relevant committees related to BPBB in the assigned district.
- Support to the provincial BPBB Steering Committee with necessary information of assigned districts to support in program Planning and budgeting of the BPBB.
- Organize Systematic monitoring/field visits/joints monitoring as per BPBB following standard protocols.
- Reporting /documentation/database management of the program including collecting success stories, innovations in the program.
- Support to organize and observe national, international, Provincial and local events/days in the Palika level,
- Support to manage/organize meetings, trainings, orientation and workshops document of the events and share with concerned stakeholders.
- Support and coordinate to conduct different types of surveys and studies of the program.
- Provide program specific recommendations and feedback to the Office of Chief Minister and Council of Ministers (OCMCM).

**Required qualifications and experiences**

- At least bachelor degree in the relevant subject (Master degree is preferred)

**Deliverables:**

As the task is for technical assistance to Palika offices, the BPBB Coordinator is responsible to deliver followings:

- Quarterly meeting of BPBB Steering Committee is conducted and reports submitted to Committee and Women Empowerment Mission (WEM) and UNFPA Regional Support Office, Province No. 2.
- Disseminated the BPBB Guidelines among concern authorities and palikas of the assigned district.
- Developed the annual program and budget of the BPBB program,
- Monthly progress reporting /documentation including stories and innovations as per BPBB Guideline is submitted to BPBB Steering Committee and Women Empowerment Mission (WEM) and UNFPA Regional Support Office, Province No. 2.
- Organized joint visit to the Palikas, report prepared and implemented the recommendations provided by the joint monitoring visit team. (at least one in each quarter).

***Interested candidates send their CV to hr.wemnepal@gmail.com before 5:00 PM, February 13, 2021.***