



FHI 360 Nepal

Vacancy announcement

FHI 360 has been working in Nepal since 1993 in the areas of HIV/AIDS, family planning/reproductive health, nutrition, antimicrobial resistance, environment, capacity building, civil society and media strengthening, and governance reform. FHI 360's work is grounded in evidence and aligns with and provides support to the Government of Nepal's development priorities and plans. FHI 360 requests applications from interested and qualified individuals for short-term assignments as follows:

COVID-19 Vaccine Support Assistant

Key Responsibilities

- Assist the Child Health and Immunization Service (CHIS) Section, Family Welfare Division (FWD) in preparing meeting minutes, drafting, and circulating letters for the COVID-19 vaccination campaign including relevant documentation.
- Provide technical assistance to CHIS Section, FWD for preparing meeting minutes, and drafting letters for the COVID-19 vaccination program.
- Support FWD to organize COVID-19 vaccination-related meetings: Program Management Team (PMT), Inter Agency Coordination Committee (ICC), National Immunization Advisory Committee (NIAC), etc.
- Coordinate with provinces, districts, and municipalities to track/monitor the COVID-19 vaccination data.
- Coordinate with FWD, Provincial Health Directorates (PHDs), health offices, and municipalities to identify the gaps, needs, and access for COVID-19 vaccination coverage and equity.
- Support to track/monitor and analyze the COVID-19 vaccination coverage through DHIS2 and vaccine received by the Central Vaccine Store (CVS) and respective Provincial Health Logistic Management Center (PHLMC) and ensure the vaccination coverage against vaccine received at the municipality level.
- Coordinate with municipalities and health facilities to support vaccination camps/sites and disseminate COVID-19 vaccine-related messages for demand generation and addressing vaccine-related mis- and dis-information and vaccine hesitancy through online and offline platforms.
- Carry out other program-related functions assigned by FWD and FHI 360

Qualification

- Bachelor's degree Public Health or equivalent
- Experience in COVID-19 program response activities including vaccination, and health system strengthening.

Interested and qualified individuals are requested to use this link for the application by January 25, 2023

[Application Link](#)

Only short-listed candidates will be invited to participate in an assessment process. Any effort to influence the selection process will result in disqualification.