



FHI 360 Nepal

Vacancy Announcement for Consultant

FHI 360, an international non-government organization (NGO), requests applications from qualified individuals to work as a short-term consultant to provide logistic management and technical support to Antimicrobial Resistance (AMR) Containment Multisectoral Steering Committee (AMRMSC) secretariat at Quality Standards and Regulatory Division (QSRD), Ministry of Health and Population (MoHP) under The Fleming Fund Country Grant for Nepal (FFCGN) supported by UK Department of Health and Social Care through Mott MacDonald.

Key Responsibilities

The major tasks will include:

- Provide logistic management support to conduct AMRMSC, National Technical Working Committee (NTWC), AMR Technical working Groups (TWGs) meetings
- Coordinate in creating and updating documentation repository, contact matrix, and related documents.
- Support in preparation of training/workshop and meeting presentation, documents, reports, proceeding, and monthly updates.
- Support to ensure appropriate branding and marking requirements, layouts/formatting, and editing of the documents, reports, and presentations.
- Any additional activities identified during discussion and requested by technical monitor.
- Provide support to the technical team in the preparation of purchase request (PR) form and report as required

Qualifications

- Bachelor's degree in public health, social science, or other relevant subjects.
- Previous work experience with government/NGOs/INGOs preferable in public health, documentation and communication.
- Experience in preparing the reports, presentations, meeting notes and other documentations.
- Ability to write and communicate clearly and concisely in both languages (Nepal and English)
- Sound knowledge and skills in computer applications such as MS Word, Excel, PowerPoint and others

How to Apply:

Interested consultants are requested to send a cover letter, updated CV with proposed consultancy daily rates, and a list of two references by January 25, 2022, at Nepal.recruitment@fhi360.org.

Although the deadline is January 25, 2022, we are immediately starting the screening process so interested and qualified candidates are encouraged to apply as early as possible.