



FHI 360 Nepal

Vacancy Announcement for Consultants

FHI 360, an international non-government organization (NGO), requests applications from qualified individuals to work as short-term consultants under its various projects.

Meeting Targets and Maintaining Epidemic Control (EpiC) Nepal Project:

1. Documentation Consultant

Key Responsibilities:

- The consultant will work closely with the EpiC Nepal program, and support in the documentation of the project activities to produce high quality, complete documents and/or publications meeting all the project requirements.
- The consultant will coordinate with the team to ensure all project documentation standards are met with special attention to details ensuring quality and completeness in documents.

Qualifications:

- Post graduate degree in communication, social science, or other relevant subjects.
- Previous work experience with government/NGOs/INGOs preferably in public health, and documentation.

2. Strategic Information (SI) Consultant

Key Responsibilities:

- Development of the guidelines on strategic information for EpiC Nepal.
- Conduct DQA at implementing partners of EpiC Nepal and other HIV service sites.
- Assess and plan quality improvement activities for HIV services across the continuum of care.
- Conduct the assessment to identify hotspot area and hotspot of the key population and estimate the number of key populations for the HIV prevention program coverage.

Qualifications:

- Preferred master's degree in Public Health or bachelor's degree in public health with two years of experience
- Work experience/exposure in the field of HIV program will be an asset
- Past work experience on qualitative and quantitative assessments
- Ability to write clearly and concisely in both languages (Nepali and English)
- Sound in computer applications such as MS Word, Excel, PowerPoint

Fleming Fund Country Grant for Nepal (FFCGN) Project:

1. Technical Specialist-Human Health

Key Responsibilities

- Provide technical assistance to Antimicrobial resistance (AMR) surveillance sites on microbiology testing including sample collection, sample processing, isolation/identification of bacteria and antibiotic susceptibility testing (AST).
- Provide technical assistance to collect, assemble and review AST data from surveillance sites.
- Provide technical assistance and coordination for isolate preservation and transport/shipment of isolates from NPHL and sites and vice versa.
- Provide technical assistance in laboratory biosafety and biosecurity.
- Conduct supportive supervision and monitoring of and onsite coaching and mentoring to human AMR/AMU surveillance sites.
- Provide support on documentation including preparation of meeting minutes, presentation slides, reports and project updates/reports.

Qualifications

- Masters' degree in microbiology (MD, MMLT, MSc) with more than two years of experience in clinical microbiology laboratory or disease/AMR surveillance
- Experience in AMR/AMU and disease surveillance and other relevant health programs (strongly preferred).
- Expertise in bacteriological procedures, AST, quality management and related laboratory techniques.
- Sound knowledge in biosafety and biosecurity and its application in bacteriology laboratory.
- Ability to communicate and coordinate with stakeholders.
- Strong coordination, communication, and interpersonal aptitudes.
- Fluency in English and Nepali (spoken, written, and typing).

2. Documentation Support

Key Responsibilities

- Provide logistic management support to conduct Antimicrobial Resistance Multi-sectoral Steering Committee (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 individuals are requested to send a cover letter, updated CV with proposed consultancy daily rates, and a list of two references by March 30, 2022, at Nepal.recruitment@fhi360.org .

Although the deadline is March 30, 2022, we are immediately starting the screening process so interested and qualified candidates are encouraged to apply as early as possible.