



## FHI 360 Nepal

# Vacancy Announcement for Short Term Assignment

FHI 360, an international NGO, requests applications from the qualified individuals for working as short-term and long-term consultants for COVID-19 Emergency Response under Meeting Targets and Maintaining Epidemic Control (EpiC) Nepal with support from the United States Agency for International Development (USAID) in coordination with Ministry of Health Population (MoHP). The period for this assignment is from May to August 2022 with the possibility of extension. These positions are subject to approval of COVID-19 Emergency Response Plan and availability of funding.

In addition to the specific qualifications and requirements outlined below in each position, prospective candidates in all positions should have ability to perform multiple tasks, and to work under pressure with additional time and efforts in emergency/crisis situation independently and proactively.

### Required Positions:

Positions	Brief Job Descriptions	Qualifications and requirements
COVID-19: IPC, HCWM and BSM Support Officer	<p>Support to assess IPC, waste management practices, and compliance with an environmental mitigation and monitoring plan (EMMP)</p> <ul style="list-style-type: none"> <li>• Prepare and conduct training/orientation on IPC</li> <li>• Coordinate with the EpiC Nepal IPs, government hospitals, COVID testing and vaccination sites and conduct CMEs/orientations related to HCMW and IPC</li> </ul> <p>Attend coordination meetings with government, donors, partner organizations, and other stakeholders as needed.</p> <ul style="list-style-type: none"> <li>• Participate in meetings, seminar and workshops related to IPC, HCWM and BSS</li> <li>• Assist Senior Laboratory Specialist for HIV and COVID-19 laboratory related activities</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors in Medical Laboratory Technology or bachelor's in nursing or related field</li> <li>• Experience in designing, conducting and facilitating the training related to COVID-19 or related field on IPC, HCWM and BSM</li> </ul>
Web designing / updating and COVID-19 Vaccine Certification Support Officer	<ul style="list-style-type: none"> <li>• Regularly update the official website of FWD with the facts in consultation with information officer, Section Chief or Director.</li> <li>• Support to upgrading/revising the homepages and links of FWD.</li> <li>• Work as a Front-end developer with contribute with the application of JavaScript and jQuery.</li> <li>• Ensure and confirm browser testing and debugging</li> <li>• Documentation and report of all activities with sufficient proof and evidence received from district and province.</li> <li>• Support for the proper documentation of national level data of electronic certification with QR code and continuously provide updated facts to the focal person of FWD for the dissemination at appropriate forum.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's in computer engineering or Information Technology or Bachelor's in Public Health with knowledge in Web Designing and updating</li> <li>• Experience in Web Designing and updating, preferable if engaged in health sector organization's website</li> <li>• Experience/exposure on COVID-19 vaccine certification support</li> </ul>

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	<ul style="list-style-type: none"> <li>• Perform any other duties as required or requested by Technical Monitor, Focal Person and line manager.</li> </ul>	
Vaccination Support Officer - Few	<ul style="list-style-type: none"> <li>• Collect data on vaccine availability, accessibility and utilization as well as COVID-19 vaccine issues at the district and municipality level.</li> <li>• Collect information on vaccine and related logistics data at the district and municipality level.</li> <li>• Identification of COVID-19 vaccination data gaps through District Health Information System (DHIS2)/electronic Logistic Management Information System (eLMIS).</li> <li>• Based on the daily/consolidated data identify ways forward/ recommendation for improving coverage (DHIS2) as well as logistic (eLMIS) system.</li> <li>• Tracking of coverage and stock related data for further improvement of data quality.</li> <li>• Coordinate with respective divisions/sections (MD-IHMIS and Logistic section and FWD) to share information on data gaps and way forward in the monthly meeting.</li> <li>• Document the COVID-19 vaccination coverage reports.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's/Master's Degree in Public Health, or Health Sciences or Pharmacy, or MBBS a related technical field</li> <li>• Minimum two years of progressively responsible professional work experience in vaccination, supply, logistics and cold chain management.</li> <li>• Specialized training in immunization and supply chain.</li> <li>• Familiar with DHIS2 and eLMIS software and platform.</li> <li>•</li> </ul>
Program event assistant/Training Officer	<ul style="list-style-type: none"> <li>• Coordination with government counterparts for training, orientation, workshops</li> <li>• Support in training planning, organizing, facilitation and settlement of training expenses.</li> <li>• Financial payments and documentation of program events ie note taking, report writing and compiling the information</li> <li>• Support for logistic arrangement of training/workshop or orientation.</li> <li>• Coordinate with vendors for logistic arrangement/procurement</li> </ul>	<ul style="list-style-type: none"> <li>• BBS/BBA or BPH with exposure on event management.</li> <li>• Experience in conducting related training</li> </ul>

Interested individuals are requested to send a cover letter, updated CV with proposed daily rates and list of two references by June 6, 2022 to [Nepal.recruitment@fhi360.org](mailto:Nepal.recruitment@fhi360.org)