

Position Title:- Program Coordinator
Location: - Suddhodhan Rural Municipality
Required No. 1

Responsibilities

1. Planning and Coordination

- Develop and Coordinate comprehensive program plans for Health promotion activities in alignment with TB Free Palika Guidelines
- Collaborate with stakeholders to ensure effective implementation and planned activities.

2. Need Assessment

- Conduct regular need assessment to identify Health related needs ,Particularly focusing on Tuberculosis (TB) prevention and control.
- Analyze data to inform program development and strategies.

3. Designing Programs:

- Design, implement and evaluate health promotion programs, with a specific emphasis on TB prevention and awareness.
- Ensure programs are culturally sensitive and tailored to the rural community needs.

4. Community Mobilization:

- Mobilize local youth and community members to actively participate in Health promotion activities
- Build partnership with local organizations and influence to enhance community engagement.

5. TB Free Palika Guideline:

- Thoroughly understand and implement TB Free palika guideline in all relevant program activities.
- Ensure compliance with protocols and best practices for TB prevention and control.

6. Youth Empowerment:

- Develop initiatives to empower local youth, involving them in program planning and implementation.
- Provide leadership and skill building opportunities for young community members.

7. Implementation:

- Coordinate and oversee the execution of health promotion activities, including TB awareness campaigns and screenings.
- Mobilize volunteers and community resource for effective program implementation.

8. Capacity Building:

- Provide training and support to enhance the capacity of local youth and Community leaders in TB Prevention .
- Conduct workshops on TB awareness and preventive measures.

9. Data Management:

- Maintain accurate records of program activities, ensuring data integrity for evaluation purpose.

- Prepare regular reports on program progress, including TB related statistics.

10. Evaluation:

- Assess the effectiveness of Health promotion programs, with a specific focus on TB outcomes.
- Use feedback and data to continuously improve and adopt program strategies.

11. Advocacy and Networking:

- Advocate for TB prevention at local levels and establish network with relevant stakeholders.
- Collaborate with local authorities and organizations to amplify the impact of TB prevention initiatives.

Qualifications

- Bachelor's Degree in Public Health or Related Field.
- Proven experience in program coordination and community engagement Especially in TB prevention.
- Strong interpersonal and communication skill
- Ability to mobilize and inspire local youth and community members.
- In depth understanding of TB prevention and guideline protocol.
- Strong General Computer knowledge
- Proficiency in Microsoft power point
- Fluent in English and Nepali Typing
- Possession of valid motorcycle or scooter license.

Position Title:- Program Monitoring and evaluation Assistant

Location:- Suddhodhan Rural Municipality

Required No. 1

Responsibilities

1. Data Collection
 - Gather data on Tuberculosis (TB) prevention and control activities within the rural municipality.
2. Monitoring program Implementation:
 - Regularly monitor the execution of TB prevention initiatives to ensure compliance with guidelines.
3. Evaluation:
 - Assist in evaluating the effectiveness of TB related programs through data analysis and reporting.
4. Report Generation:
 - Generate timely and accurate reports summarizing program progress and outcomes.
5. Documentation:
 - Maintain organized records of program activities and outcomes for future reference.
6. Collaborations:
 - Collaborate with program coordinators and stakeholders to gather relevant information.
7. Capacity building:
 - Participate in capacity building initiatives related to monitoring and evaluation practices.
8. Feedback mechanism:
 - Establish and maintain feedback mechanisms program improvement based on evaluation findings.
9. Quality assurance:
 - Ensure the quality and reliability of monitoring and evaluation data collected.
10. Adherence to Guidelines:
 - Thoroughly follow and implement TB free Rural Municipality guideline in monitoring and evaluation activities.

Qualifications

- HA/Staff Nurse/AHW/ANM
- Previous experience in program monitoring and evaluation activities in advance
- Familiarity TB Prevention Guideline is preferred.
- Ability to mobilize and inspire local youth and community members.
- General Computer knowledge
- Fluent in English and Nepali Typing
- Possession of valid motorcycle or scooter license