



## 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 February to August 2022 with 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
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> </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> </ul>
Cold Chain Officer - 3 [Central Vaccination Store (CVS) Teku, Pathalैया and other Provincial Health Logistics Management Center (PHLMC)]	<ul style="list-style-type: none"> <li>Plan Cold Chain activities for efficient and optimal service delivery</li> <li>Engage in conducting and improvement of cold chain and supply chain for COVID-19 vaccines, AD syringe and other logistics.</li> <li>Provide training to health care workers (HCW) and support staff working in cold room</li> <li>Support to update cold chain related logistics, equipment, and other related supplies.</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's in pharmacy</li> <li>Experience in cold chain procedures and supply chain management.</li> </ul>
Adverse Event Following Immunization (AEFI) Surveillance Officer	<ul style="list-style-type: none"> <li>Support in National AEFI Investigation Committee to prepare for COVID-19 vaccine AEFI.</li> <li>Support in preparing resource materials and planning of training on vaccine safety and monitoring at national and sub-national level</li> </ul>	<ul style="list-style-type: none"> <li>MBBS/MPH</li> <li>Experience in AEFI reporting and case management</li> </ul>

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	<ul style="list-style-type: none"> <li>Assure competent and trained staff to perform vigilance activities</li> <li>Provision of require manufacturers to implement risk management plans and collect and report COVID-19 vaccine safety data to the NRA.</li> </ul>	
Refrigerator Technician	<ul style="list-style-type: none"> <li>Coordinate with site and vendor to ensure the equipment are functioning well and calibrated</li> <li>Provide technical support and/or coordinate with vendor for maintenance of equipment (as required)</li> <li>Support sites to maintain the equipment inventory, maintenance log, usage log and related technical checklist for equipment.</li> <li>Install, repair and maintenance of the COVID-19 related bio-medical equipment and prepare related documentations</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in Biomedical Engineer and experience in relevant sector.</li> <li>Experience of working/repairing/maintenance of cold chain equipment including vaccine storage and ultra-cold chain equipment.</li> <li>Experience on technical specification preparation for equipment and basic maintenance.</li> </ul>
COVID-19 Response Officer-3 (Kathmandu, Lalitpur and Bhaktapur district)	<ul style="list-style-type: none"> <li>Coordinate with health office and local government authorities to identify the gaps and needs for COVID-19 response including telehealth, home-based care, vaccination, case investigation and contact tracing (CICT)</li> <li>Support in vaccination camps, 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.</li> <li>Coordinate, support, supervise and monitor training and orientation on vaccine, home-based care and CICT.</li> <li>Coordinate and provide operational and management support for COVID-19 vaccination sites as well as surveillance, recording and reporting of COVID-19 testing and vaccination</li> <li>Coordinate and support for mobilization of volunteers for COVID-19 vaccination sites management and operations.</li> <li>Support to strengthen CICT, PoE sites, surveillance, monitoring, recording and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's in public health (BPH)</li> <li>Exposure on COVID-19 related response program</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>Documentation of program activities which includes note taking, report writing and compiling the information</li> </ul>	<ul style="list-style-type: none"> <li>BPH or equivalent</li> <li>Experience in conducting related training</li> </ul>
Environment Health and Health Care Waste Management (EH-HCWM) Officer (stationed in EH-HCWM Section,	<ul style="list-style-type: none"> <li>Forecasting on the COVID-19 vaccine related waste and to keep a record of the status of vaccine related waste management</li> <li>Coordination and communication with other divisions, hospitals, health offices and health facilities for healthcare waste management</li> </ul>	<ul style="list-style-type: none"> <li>At least Bachelor's degree in environment science or public health or microbiology or equivalent</li> <li>Experience health care waste management</li> </ul>

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Management Division, DoHS)	<ul style="list-style-type: none"> <li>• Preparation of annual work plan and budget, implement and monitor the progress of the activities in the plan and to prepare reports of the activities carried out</li> <li>• Preparation of roadmap for water sanitation and hygiene (WASH) and HCWM</li> <li>• Assist in the preparation of relevant standards and guidelines</li> <li>• Conduct training on the WASH and HCWM, and to monitor and review of HCWM status of various health facilities</li> <li>• Coordination with relevant stakeholders e.g. public entities (various ministries and the department) as well as development partners</li> <li>• Assist on the day to day action of the section</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in design and conducting training</li> </ul>

Interested individuals are requested to send a cover letter, updated CV with proposed daily rates and list of two references by February 18, 2022 to [Nepal.recruitment@fhi360.org](mailto:Nepal.recruitment@fhi360.org)