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Vacancy Notice

The Adventist Development and Relief Agency (ADRA) Nepal works with people in poverty and distress to create a just and positive change through empowering partnerships and responsible action. It invites applications for below positions for the project **“Strengthening Reproductive Health Service Project through improving Health Facilities and Capacity Building for Medical Service Workers”**. Nepali citizens with an interest and experience in related fields are encouraged to apply.

Project Coordinator - One

The responsibilities of this position include: (a) ensuring regular and effective monitoring of birthing centre construction sites; (b) communicating and coordinating with the project local Implementer (SMNF) and other stakeholders in regard to project activities; (c) coordinating Leadership Development Program in project districts as required; (d) assisting in producing high quality and technically sound publications; (e) mobilizing and providing technical inputs to project partner team; (f) ensuring high quality and timely reporting; (g) updating in financial and management issues of the project; (h) effective monitoring through an established information collection system of project outcomes.

- **Competencies:** Civil engineer with Master degree in any discipline; at least 3 years of working experience in construction with managerial responsibility; experience working in development projects; familiar with government district health management system and health facility construction knowledge is an advantage; excellent analytical and negotiating skill; good organizing and facilitating skill; good coordination and communication skills with excellent English and Nepali (spoken and written) with computer competency.
- **Employment:** Contract

Training Officer - One

The responsibilities of this position includes: (a) coordinating and managing trainings of SBA, Implant and BPP; (b) assessing equipments for birthing center as per guideline of FHD; (c) assuring proper handover or equipments and its uses by service providers; (d) supporting to plan and implement other activities such as BPP and ROLDP trainings, (e) supporting to mobilize HFOMC, FCHV, mother groups; (f) coordinating and communicating with NHTC, FHD, and other stakeholders for effective management of trainings; (g) providing technical support to the partner personnel as per requirement; (h) ensuring for timely reporting and proper documentation of project documents.

- **Competencies:** Bachelor in Nursing (BN) or Bachelor in Public Health (BPH) with two years of working experience in training; familiar with government district health management system; good organizing and facilitating skill; excellent coordination and communication skills with command in English and Nepali (spoken and written) with computer competency; Trained on SBA and Implant is an advantage.
- **Employment:** Contract

Location: Both positions will be based in Nepalgunj with 40 or more percent of travel to project districts as required - Dailekh in first year, Kalikot in second year and Jajarkot in third year.

Suitable candidates are encouraged to submit written applications (application should include: a cover letter describing why the applicant would be suitable for the position described above; and a full resumé / curriculum vitae) to ADRA Nepal Post Box 4488 or, email (recruitment@adranepal.org) by **29 January 2012**.

