

Terms of Reference

Position title: Programme Officer

Duration: One year with possible extension

Duty Station: National Centre for AIDS and STD Control (NCASC), Kathmandu

Duties and Responsibilities:

Under the overall guidance and supervision of Director of NCASC, the Programme Officer will perform the following tasks:

- Develop tactical plan for implementation of planned activities of the approved annual programme and budget, make supportive monitoring of implementing partners and provide timely technical assistance to smoothen the implementation of activities and track the overall performance against the indicators/checklists and update the progress
- Liaise with relevant representatives from service delivery points to facilitate the implementation of work plans and activities and the delivery of programmatic results that meet or exceed the grant performance framework targets
- Ensure that service delivery points are provided directives, support, and training in the areas of program implementation, monitoring and reporting in compliance with Global Fund requirements and proper guidance on programmatic and financial reporting
- Identify bottlenecks to implementation and propose solutions, and develop specific capacity building interventions for the service delivery points
- Oversee the delivery of appropriate inception training programmes to strengthen the capacity of service delivery points to understand and comply with all aspects of the Global Fund grant implementation and reporting
- Review the guidelines and reporting templates developed by the finance, M&E, procurement officers to be used by service delivery points and provide input for improvement to the respective units/team and also communicate the same to the service sites
- Monitor, review, and provide feedback to service delivery points on work plan implementation, results achieved, utilization of grant funds and relevance of expenditure to work plan activities
- Liaise with the finance, PSM, and M&E officers to ensure proper implementation and interpretation of approved financial and accounting system and monitoring and evaluation guidelines
- Perform as a point person specifically for disbursements to service delivery points and trimester technical and financial reporting
- Review all periodic programmatic reports submitted by the service delivery points and prepare consolidated programmatic progress updates, including supporting documentation, and in liaison with the M&E officer, prepare programmatic reports for submission to the Global Fund through the Local Fund Agent
- Promote policies and best practices that enable effective prevention of HIV, STIs and treatment of the same among the target populations

- Perform other related duties as required and asked by the supervisor and Director of NCASC

Required Qualification:

- Advanced university degree in Public Health or related Social Sciences

Work Experiences and Competencies:

- Minimum of 5 years experience in public health or health related field in programme/project management; of which at least 3 years experience in HIV/AIDS is a must
- Proven experience in preparation and analysis of work plans, complex programmatic and financial reports
- Documented experience in monitoring and evaluation of project/programme activities for providing technical support for improvement is highly preferred
- Excellent leadership and management skills coupled with the ability to work under pressure and with limited supervision
- Proven interpersonal, communication and negotiation skills
- Excellent analytical, financial management and evaluation skills
- Proven ability to operate within a close team working environment, producing multiple outputs and meeting deadlines
- A team player with excellent planning and organizational skills
- Proficiency in MS Office coupled with excellent writing skills.

Language Requirements:

- Fluency in writing and speaking English and Nepali