

Vacancy Announcement

Community for Social development Centre (CSDC) is a nonprofit making, non-religious NGO based in Sunsari District invites applications from the interested and eligible candidates (Nepali citizens) who are reliable, accountable, have the ability to deliver results with the highest level of integrity and value's for the organization to implement the **Vaccination Awareness project** deliverable on time with quality delivery with partnership of Plan International Nepal in Sunsari District.

Job Title: Management Information System (MIS) Officer

Basic Job Information

Job Category : NGO / INGO / Social work

Job Level : Mid Level

No. of Vacancy/s : [1]

Employment Type : Full Time

Job Location : CSDC office Inaruwa Sunsari.

Offered Salary : Negotiable

Apply Before (Deadline) : 29 October, 2021

Job Specification

Education Level : Bachelor

Experience Required : Not Required

Professional Skill Required : Interpersonal Management Communication Documentation

Other Specification

Qualification and experience:

- Bachelor's degree with Health background and 1-2 years working experience or Health Assistant with 3-year experience.
- Experience in the data collection and knowledge about the health.
- Practical experience with a variety of software applications.
- Sound knowledge of MIS of health sector
- Attention to detail maintain and excellent diagnostic skills in software.
- Effective communication and interpersonal skills.

- Management skill in reporting and documentation.

Job Description

Project: SHO: COVID 19 vaccination response

Duty Station: CSDC office Inaruwa Sunsari.

Working area: Sunsari District

Contract type: Fix term regular staff

Expertise: Bachelor degree in with public health background of with 1-2 years' experience in relative field in NGO/INGO or Health Assistant with 3-year experience.

Background: The SHO funded COVID-19 immediate response and risk communication (vaccination awareness) project is supporting medical items related to COVID-19 prevention in selected health facilities of Sindhuli, Sunsari and Bardiya districts of Nepal. The medical items includes health safety materials recommended by the Ministry of Health and Population. The project involves Female Community health Volunteers (FCHVs) as a major project actor for COVID-19 and vaccination awareness activities where they are also equipped with safety and protective equipment. Similarly, the project raise an awareness and inform people about the importance of vaccination and debunk the myths related to vaccines. The messaging is carried out through social media, news portals, radio and televisions. The vaccination centres are managed and kept clean and ensured that safety protocols are fully followed to reduce transmission. Environmental sanitations are maintained at vaccination centres with focus on improving WASH facilities including waste management and providing safe drinking water to the people who queue to receive vaccine. Additionally, the project coordinate with the stakeholders, local government authorities to aware the community about vaccination, roll out vaccine deployment plans policies and conduct review and reflection of the vaccination campaign. The project support to institutionalize the learning and achievement of a campaign to properly manage and continue the next rounds of vaccination. In this regard, CSDC is working in Sunsari district and will go to support government for vaccination data recording and reporting along with government's management information system. This position holder will serve as MIS officer, who should support project local government's of Sunsari for vaccination data recording and reporting.

Job description:

- Support to PC and PO to collect Data, record with the specific system and submit the report.
- Support health office, Sunsari and health institutions of project local government for vaccination data recording and reporting.
- Support health office, Sunsari and health institutions of project local government for pre-registration of vaccination.
- Mobilize youth volunteers for vaccination data recording and reporting.

- Develop and strengthen monitoring and evaluation procedures.
- Monitor all project activities, expenditures and progress towards achieving the project outputs.
- Review and support to develop project logical frame work and M&E framework as per need.
- Develop monitoring and impact indicators for the project implementation successfully.
- Provide feedback to project staff for project on track.
- Monitor field level project activities and evaluate overall progress on achievement of results.
- Support to develop feedback mechanism of the organization and provide suggestion to effective project planning and implementation.
- Support to prepare event report to, Project PC and Plan International.
- Support to prepare monthly, quarterly, half-yearly and annual progress report on SHO project.
- Share existing monitoring and evaluation system to field staff for the quality report and documentation.
- Provide data, information, photos and case stories for monthly, quarterly, half yearly and annual reporting to Project Coordinator, Plan International Nepal.
- Participate in annual project reviews and planning workshops and assist the Project coordinator in preparing relevant reports.
- Coordination with local government, Health Coordinator, Health Post In charge and relevant stakeholders.
- Keep record all reporting documents e.g. disaggregated data, project photo, case story, monthly, quarterly, half yearly and yearly report.
- Manage joint monitoring and social audit for project effectiveness and transparency.
- Support to prepare PMD Pro. Detail Implementation Plan to achieve project results as per planning.
- Ensure effective communication between the organization, project teams and report immediately on any new developments, changes, financial aspects and important decisions and directives.
- Support to implement project activities as per required.
- Supervising digital security and ensuring all anti-viruses and firewalls are regularly updated.
- Conducting research, attending workshops, and networking with the stakeholders.

Applying Procedure

Interested and qualified candidates are requested to apply electronically at vacancy@csdc.org.np within 29th October 2021 with their cover letter/ application letter, updated CV and copy of academic and experience certificate(s) as per the required by the position.

Please clearly mention the position you are applying in the subject line. The application without cover letter and CV and not meeting the required criteria will not be considered for the position. Only the shortlisted candidates meeting the criteria will be called for a written test

and interview. CSDC has the sole right to accept or reject applications for these positions. CSDC encourages women and candidates from Dalit/Janjati and sexual minority to apply.

Job Title: Social Mobiliser (SM)

Basic Job Information

Job Category : NGO / INGO / Social work

Job Level : Mid Level

No. of Vacancy/s : [1]

Employment Type : Full Time

Job Location : Sunsari

Offered Salary : Negotiable

Apply Before (Deadline) : 22 October, 2021

Job Specification

Education Level : Other

Experience Required : More than or equals to 1 year

Professional Skill Required : Interpersonal CMA, ANM Communication Report Writing

Other Specification

- CMA/ ANM degree with experience of 1-2 years or +2 pass in health with the 3 years' experience relevant sector Experience managing a team.
- Practical experience with a visit community level.
- Effective communication and interpersonal skills.
- Knowledge with the MS word, PowerPoint and Excel.
- Good skill in writing report, story and general need documents.
- Fluent speak (Nepali)

Job Description

Duty Station: Sunsari

Working area: Sunsari District

Contract type: Fix term regular staff

Expertise: CMA/ ANM degree with experience of 1-2 years or +2 pass in health with the 3 years' experience relevant sector.

Job description:

- Planning of program as per agreed with Plan International Nepal.
- Sole responsible especially for the community diagnosis and household visit to collect the data related to covid-19 vaccine and states.
- Coordinate with Stakeholders, Rural Council Members and Municipality for implementation of the program at community level.
- Frequent monitoring and follow up of each activity.
- Conduct trainings to rising awareness and capacity build up.
- Attend meetings, workshop, trainings, exposure visits and interaction program organized by Plan International Nepal, CSDC itself and other organization as well.
- Carry out other program related actions inquired by CSDC.
- Coordinate with government staff, Health worker, Member of local government and stakeholders for program delivery, resource sharing and mainstream the program.
- Collect and update the disaggregated data of beneficiaries, compile it and submit accordingly.
- Physical verification of project before financial settlement
- Support to PO to implement the project activities in community.
- Regular facilitate, monitor and support to awareness of the vaccination and health related message.
- Facilitate to community leaders/teachers/parents to create fear free and non-violent child develop environment in community.
- Prepared financial documents and process for the settlement.
- Participate on monthly meeting, submit monthly report.

Applying Procedure

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