

TITLE: Program Coordinator - HIV	
TEAM/PROGRAMME: Global Fund	LOCATION: Based in Health service directorate (HSD) -Surkhet
GRADE: 3	CONTRACT LENGTH:
<p>CHILD SAFEGUARDING: (select only one) Level 2: <u>either</u> the post holder will have access to personal data about children and/or young people as part of their work; <u>or</u> the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at 'standard' level in the UK or equivalent in other countries).</p>	
<p>ROLE PURPOSE:</p> <p>Save the Children believes every child deserves a future. In Nepal and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and future we share. Save the Children expects that anyone associated with it abides by its Safeguarding and other Zero Tolerance Policies.</p> <p>The Program Coordinator will be responsible to technically support GF contact Office and Entities to manage HIVprogram efficiently and effectively at the provincial level. S/he will provide technical assistance to sub-recipients (SRs) and the Government run Service Delivery Points (SDPs) for HIVprogram so that the planned programs are implemented following national standards. S/he will be responsible for high quality service delivery at all levels within his/her area of works in close coordination/collaboration with the relevant Provincial/District/PALIKA level stakeholders for effective HIVprogram implementation. The position holder requires frequent field visits in the province to ensure that the field-based staff, SRs and SDPs have adequate technical and programmatic knowledge/skills to meet and maintain high-quality program delivery at all level.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Senior Program Manager</p> <p>Staff reporting to this post:</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Program Planning/Implementation</p> <ul style="list-style-type: none"> ▪ Provide technical support to SRs/SDPs in program planning, implementation, and monitoring of HIV program in the province including the red book budget under province government. ▪ Support Sr. Program/Technical Coordinator/Project Manager for quality program delivery of HIV programs in the province. ▪ Review all periodic programmatic reports submitted by relevant SRs and SDPs and provide technical feedbacks ▪ Provide regular programmatic/technical update to Sr. Program Manager/Technical Coordinator of Save the Children and other related focal persons ▪ Identify, prepare and disseminate the best practices and approaches to SCI and entities ▪ Take technical support and guidance of SCI and NCASC for efficient implementation HIV program in the province ▪ Assist in organizing Provincial/District/Palika level HIV program review meetings, technical discussion forums, trainings/workshops ▪ Engage meaningfully with service recipients to ensure timely and quality access to services under the Global Fund grant ▪ Support HIV surveillance, studies and other operational research at Provincial level 	

- Produce program reports and carry out evidence-based advocacy.
- Ensure HIV related commodities are available at SDPs and support for smooth delivery of commodities.

Program Monitoring

- Conduct frequent monitoring field visits (including joint monitoring) to ensure timely and quality implementation of projects as per the approved work plans
- Collect and analyse the program/finance data in monthly basis.
- Ensure standard packages of services are delivered according to the National Guidelines/Protocols
- Monitor and analyse performances of SRs/SDPs regularly and ensure timely technical and programmatic oversight, coaching and mentoring.
- Analysis of program data regularly and provide feedback for necessary correction.

Capacity building

- Support field office and entities in training needs assessment of SDPs/SRs to develop training plan
- Provide on-site coaching/mentoring to relevant SRs/SDPs and SCI field staff on various aspects of HIV program as per the need
- Support management team to deliver the training/workshop and monitor the quality of training/workshop at provincial level.
- Work closely with Province/Palikas to strengthen their capacity on HIV program.

Coordination

- Develop strong coordination and linkages with Ministry of Social Development, Provincial Health Directorate, District Offices for Health, Palikas and health facilities for effective HIV program implementation.
- Coordinate and collaborate with relevant partners/stakeholders
- Build very good working relationship with NGOs, CSOs and Networks
- Represent Province as Technical Focal Person for HIV program

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

<ul style="list-style-type: none"> honest, encourages openness and transparency; demonstrates highest levels of integrity 	
<p>QUALIFICATIONS/ EXPERIENCE AND SKILLS</p> <ul style="list-style-type: none"> Master's degree in Public Health (MPH) or equivalent in related field with minimum of 3 years of working experience (2 years for GSI group*) in Public Health program or Bachelor's degree with 5 years (3 years for GSI group) of relevant experience in in Public Health program. Prior experience in managing HIV program (Preferable) 	
<ul style="list-style-type: none"> Computer experience with MS Word, Excel and PowerPoint Excellent spoken and written skill in English and Nepali language <p>Desirable</p> <ul style="list-style-type: none"> Prior experiences in HIV Programme Leadership and communication skills 	
<p>Additional Job Responsibilities: The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>	
<p>Equal Opportunities: The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>	
<p>Safeguarding obligation: We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that his/her conduct is in line with the SCI's Safeguarding policies. Hence our selection process includes rigorous background checks, reflects our commitment to the protection of children, adult at risk and community from abuse, exploitation, and harassment.</p>	
<p>Health and Safety: The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
<p>Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.</p>	
JD written by:	Date:
JD agreed by:	Date:
Updated by:	Date:
Evaluated:	Date: