

Vacancy Announcement

Position: Associate Officer- Program (Palika coordinator)

Duty Station: Okhaldhunga- Likhu and Champadevi

Taplejung- Maiwakhola Rural Municipality Aathrai Tribeni Rural Municipality

Total Position: 2

Contract Type: Fixed term contract with three months of probation period

Program Background:

Disability Prevention and Rehabilitation Program is a community-based model of inclusive development implemented in direct partnership with the provincial government of Koshi Province and local governments. The goal of the program is to prevent avoidable disabilities and improve the quality of life of children and adults with disabilities and their families through community-based rehabilitation. It works to strengthen community support systems for the achievement of these goals.

Education and Experience

1. Bachelor's degree in Humanities/ Social science/Public health/ Management having minimum of 2 years of experience at community level.
2. Fluency in Nepali and English language. (Writing and speaking both)
3. Prior professional experience in health-related programs at community level will be an advantage.

Job Description

Key responsibilities:

Planning

1. Support the Palika in preparing the annual, biannual, quarterly, and monthly plans in line with the approved program activities and local scenario.
2. Support the Palika in preparing periodic plans for needy children/persons with disabilities on the following.
3. Treatment support plan, i.e., treatment and surgery plan, regular physiotherapy needs assessment plan, physiotherapy service plan, assistive device support plan, assistive device repairing and maintenance plan, excess to health insurance plan, etc.
4. Education support plan, i.e., School enrolment plan, home-based education, scholarship tracking plan, academic progress tracking plan, etc.
5. Livelihood support plan, i.e., skill / vocational training and progress tracking plan, market linkage plan, disability ID card for all plan, job and/or self-empowerment facilitation plan, etc.
6. Socialization support plan, i.e., community engagement, meaningful participation, and self-esteem boosting/upliftment plan, etc.
7. Empowerment support plan, i.e., Milijuli group expansion, engagement, and mobilization plan, saving and credit mobilization plan, OPD strengthening and mobilization plan,
8. Ensure all the CBRFs prepare monthly work plans and provide needful support for the same.

9. Ensure the meaningful participation of the organization of persons with disabilities (OPDs) in the planning process of DPRP and seven step planning process of Palika.
10. Ensure all the planning documents are shared with the Palika authorities, ward office, health workers, CBRFs, and OPD representatives.
11. Prepare an individual monthly work plan to support the Palika in the timely and quality implementation of the program and share it with the supervisor and area office team.
12. Ensure the incorporation of prevention-related activities in the mainstream health plan of all Palika for the sustainability of the program.

Implementation

1. Provide regular support to the Palikas to implement the planned activities.
2. Ensure all the planned activities are implemented timely in Palika with the meaningful participation of persons with disabilities and/or their family members.
3. Support the Palika for the disability assessment and ID card distribution camp and data management.
4. Support the CBRFs of both Palika in Milijuli group and OPD formation, mobilization, and strengthening.
5. Support the Palika for seed capital mobilization and savings in Milijuli group members and support on the mobilization of group savings and seed capital.
6. Support the Palika for the timely and quality implementation of capacity-building training and workshops for health workers, schoolteachers, persons with disabilities, and their family members.
7. Support the CBRFs on the assessment of appropriate vocational skills for Milijuli group members, organizing training and linking with Business Development Service (BDS) providers.
8. Ensure the proper utilization of OPD grants by the OPD and provide needful support for their capacity enhancement.
9. Ensure all persons with disabilities or family members join Milijuli groups and participate actively in the program activities.
10. Ensure all the personal profiles of persons with disabilities are developed properly and timely, regularly updated by the CBRFs, and provide needful onsite coaching for the same.
11. Ensure the disability support facilitators (help desk staff) provides services to the persons with disabilities, OPD and Milijuli group as according to their need.
12. Support the Palika in proper tracking of all birth defect-identified children and children under 10 with possible causes that may lead to disabilities and ensure their timely treatment.

Monitoring and Supervision

1. Close monitoring of the CBRFs work to ensure quality service delivery, implementing planned activities on time.
2. Ensure the regular monitoring of the DPRP activities, including personal profiles of persons with disabilities by the Palika authorities.
3. Monitor and ensure the availability & proper use of forms and formats in the respective offices where they are supposed to be.
4. Support the supervisor in conducting the review meetings with Partners, CBRFs, and the area office team as/when required.
5. Support the supervisor and area office team in the monitoring of the program in Palika.
6. Monitor the status of Milijuli group and provide needful support to the CBRFs for the proper mobilization of the group.
7. Monitor the use of assistive devices, and its effectivity.

Coordination and Communication

1. Coordinate with concerned sections of Palikas and other organizations for livelihood enhancement and other interventions for the rehabilitation of persons with disabilities.
2. Facilitate to strengthen good coordination and cooperation between CBRFs and OPDs.
3. Coordinate with Palika to link the Saving and loan mobilization of Milijuli group with the Cooperative Section of the Palika.
4. Coordinate with the OPD to advocate for accessible public infrastructure.
5. Advocate with Palika authority for one participation of persons with disabilities in the HFOMC, SMC, and other Palika level structures.
6. Advocate for the accessible infrastructure and coordinate with Palika to renovate the old building to make it accessible.
7. Represent Karuna Foundation Nepal in the Palika and expand the visibility of the organization and
8. Do as per the instructions of the supervisor.

Documentation and Reporting

1. Compile and prepare periodic reports of the program.
2. Keep updated documentation of the program activities.
3. Maintain proper documentation of the program-related activities on a regular basis.
4. Support the CBRFs in the preparation and update of the following line lists:
 - Profile of persons with disabilities.
 - Disintegrated data of persons with disabilities,
 - School-going children with disabilities,
 - Assistive devices needy persons with disabilities
 - Medical treatment support needy persons with disabilities,
 - Health insurance enrolled persons with disabilities,
 - Vocational training needy persons with disabilities,
 - Referral cases of RoUSG service, etc.
5. Share all the reports and updated documents with the supervisor and team on a monthly/quarterly or need basis.
6. Take pictures and videos of successful and failure cases and develop case story.
7. Provide necessary support to the Palika Focal Persons, CBRFS & DSFs for proper reporting and documentation.

Physical Demands

1. Regular visits to the program areas up to health facilities and homes of persons with disabilities as and when required.

Other:

1. Uphold Karuna Nepal policies and guidelines including Prevention of Sexual Exploitation and Abuse (PSEA)-related rules and the code of conduct.
2. Participate actively in PSEA-related trainings and awareness-raising initiatives, supporting the distribution of PSEA materials, and reporting SEA allegations through the specified reporting channels.
3. Participate in SEA complaints investigations as necessary.

4. Recognize, eliminate, or reduce program risks connected to SEA (particularly for personnel involved in programming)
5. Assist in other Karuna Nepal programs whenever needed.
6. Coordinate with all Karuna Nepal staff as and when necessary.
7. Other responsibilities consistent with the skills and experiences, as assigned by the supervisor.

Please note the following priorities in our selection process:

1. Priority will be given to local applicants residing in the specified location.
2. Preference will be given to those who hold a valid two-wheeler license.

Applying procedure:

Interested candidates (Nepali citizen based in Nepal) are requested to submit their applications with cover letter, updated Curriculum Vitae with at least two references, expected salary (including previous employer) and vehicle license number in CV by 21th October, 2024, 5.00 pm by email at hr@karunanepal.org. Please mention the position you are applying for in the subject line of your email.

Karuna Foundation Nepal is an equal opportunity employer. Women, persons with disabilities and persons from disadvantaged groups are encouraged to apply. Only shortlisted candidates will be contacted for further process. Karuna Foundation Nepal reserves all the rights to reject any or all applications without assigning any reasons. Telephone enquiries will not be entertained.