**JOB DESCRIPTION**

**Functional Title :** Health Integration Manager

**Responsibility Level :** Manager (Level-5)

**Project :** Health and Hygiene Activity (HHA) - Swachchhata

**Duty station :** Birendra Nagar, Surkhet, Nepal

**Direct Report to :** Chief of Party (CoP)

**Repartee’s :** Sub-District Health Officer (2)

**Matrix Reporting** : Deputy Chief of Party (DCoP)

**Collaborator** : Construction Quality Manager (CQM), Monitoring

Evaluation, Learning Advisor (MELA), and Finance

Manager (FM)

**Background**

The USAID Health and Hygiene Activity (also known as **“**Swachchhata” in Nepali) aims to improve community health status by improving integration of hygiene in health service delivery. Swachchhata (2016-2024) utilizes an integrated approach with a dual focus on (i) improving quality of health service delivery and (ii) improved hygiene behavior in peripheral health facilities (health posts and primary healthcare centers). Swachchhata is implementing activities across seven districts of Karnali and Lumbini Provinces (Dolpa, Jajarkot, Rukum West, Surkhet, Dailekh, Salyan and Rukum East).

**Overview of the Position**

The Health Integration (HI) Manager will work closely with the Swachchhata team to plan, supervise, monitor, and implement Infection Prevention (IP), Provider Behavior Change Communication and overall behavior change communication (BCC) and gender equality and social inclusion (GESI) activities. The incumbent will implement program activities as stated in the work plan in close collaboration with the Swachchhata team, government stakeholders, HFOMCs, HFs and beneficiaries. S/he will guide, train and mentor team members, service providers and relevant stakeholders. This full-time position will be based in Surkhet district, Nepal and reports to the Chief of Party of Swachchhata.

**Key Responsibilities**

**Implementation**

* Contribute to the development and implementation of infection prevention, behavior change communication, and gender equality and social inclusion approaches in line with Swachchhata’s integration of hygiene in health service delivery framework.
* Provide technical leadership on Infection Prevention with the aim of ensuring that selected health facilities adhere to national infection prevention tools, guidelines, training modules and protocols
* Provide technical leadership on Swachchhata’s Behavior Change Communication (BCC) approaches: focusing on 1.) strengthening the role of health worker staff to conduct active counseling to patients on hygiene behaviors (Provider’s BCC), and 2.) employing outreach mechanisms targeting WASH Behavior Change Communication to community members, especially women and disadvantaged populations
* Strengthen the capacity of selected local government structures/institutions, such as rural municipalities (RM)/Ms and health facility operation and management committees (HFOMCs), to monitor and mobilize resources to support health facilities to carry out infection prevention protocols, client counseling and outreach to communities on behavior change communication.
* Support the Swachchhata team in resource mobilization by identifying appropriate resource mobilization opportunities.
* Ensure that activities implemented by Swachchhata’s Sub-District Health Officers are executed as per the approved work plan and within the timeframe and allocated budget. Provide necessary feedback and coaching to Sub-District Health Officers to perform their assigned duties and responsibilities.
* Design and facilitate meetings, orientations, and trainings program while adhering to Swachchhata national guideline set out by the Government of Nepal.
* Plan, organize, and facilitate BCC and GESI trainings in line with Swachchhata’s BCC and GESI framework.
* Travel to Swachchhata program areas regularly to support SDHOs as well as to monitor and supervise all IP, PBCC, BCC and GESI activities at various levels, particularly at HF level.

**Planning and Coordination.**

* Involve in preparing weekly, monthly and yearly plans of action and provide technical support to Swachchhata’s Sub-District Health Officers to plan and implement IP and BCC activities at provincial, district, Municipality/Rural Municipality and Health Facility (HF) levels
* Coordinate with the Provincial and district Health Directorate Office to implement activities effectively
* In close coordination with Swachchhata team members, ensure effective synergies with WASH infrastructure construction interventions.
* Establish networks and collaborative partnerships with similar and complementary initiatives undertaken by other relevant government counterparts and line agencies, USAID implementing partners, and other stakeholders in the WASH sector to ensure that activities are implemented in an effective, coordinated, and sustainable manner

**Monitoring and Review:**

* Organize and facilitate joint monitoring visits by respective stakeholders to program areas.
* Carry-out regular field monitoring visits in a professional manner ensuring all targets and deadlines are met in timely manner.
* Organize and facilitate baseline surveys, HF annual assessments, and formative   
   research in close collaboration with the Swachchhata MEL Advisor.

**Reporting and Documentation**

* Provide substantial inputs to monthly, quarterly, semi-annual, and annual progress reports and any other reports as deemed necessary
* In collaboration with Sub-District Health Officers, prepare and monitor periodic progress reports documenting lessons learned and ensure timely submission, dissemination and sharing
* Collaborate with the MEL Advisor in preparing reports and other learning materials
* Provide substantial inputs to annual workplans based on the overall Swachchhata work plan and results framework

**Management**

* Monitor Activity progress and budget expenditures related to IP, PBCC, BCC and GESI to ensure that the allocated budget is used as per the workplan.
* Participate, share, and contribute plans, progress, and status of program activities during weekly staff meeting.
* Assist in recruitment of district staff and consultants as needed
* Perform other duties as assigned by the CoP/DCoP-Swachchhata.

**Working condition:** May require frequent travel to districts at M/RM and HF levels.

Incumbent’s Signature: ------------------------ Date: -----------

Supervisor’s Signature: ----------------------- Date: -----------

Approved by: ---------------------- Date: -----------

**Requirements**

* Master’s degree in Public Health or a related field.
* Minimum of seven years’ experience working in a development organization in public health and/or the WASH sector (experience in public health and USAID funded projects is desirable);
* Demonstrated experience in facilitating trainings, developing capacity building tools and information materials
* Demonstrated knowledge and skills in IP, BCC and GESI. Environmental risk mitigation in relation to infection prevention interventions a plus..
* At least 5 years’ experience in a supervisory role.
* Knowledge and skills in project planning, budgeting, monitoring, and reporting.
* Adequate IT skills and proficiency in Excel, Word, Outlook, and PowerPoint to be able to complete project monitoring and reporting requirements.
* Excellent communication, coordination, networking, and representation skills
* Excellent facilitation and communication skills in multi-stakeholder environments.
* Experience working with HFOMCs, M/RMs, other governmental agencies, development partners, and civil society organizations.
* Aspire to provide quality service delivery
* Strong interpersonal skills, committed, pro-active and dynamic.
* Willingness to travel frequently, including to remote areas on short notice.