**JOB DESCRIPTION**

**Functional Title : Sub-District Health Officer (SDHO)**

**Responsibility Level :** Assistant (Level-2)

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

**Duty station :** Surkhet/Dailekh, Nepal

**Report to :** Health Integration Manager

**Matrix reporting :** District Coordinator

**Second Level Report :** Chief of Party (CoP)/Deputy Chief of Party (DCOP)

**Collaborator** : Construction Quality Supervisor

(CQs), and Monitoring Evaluation, Learning Advisor

(MELA),

**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 Sub-District Health Officer (SDHO) reports to the Health Integration Manager of Swachchhata. S/he will work alongside municipalities, health facilities (HFs) and other stakeholders to co-facilitate trainings and provide technical support to HF staff and health facility operation and management committee (HFOMC) members to improve infection prevention and provider’s behaviour change communication (PBCC). S/he will also closely collaborate with Swachchhata’s District Coordinators (DCs) and prepare weekly and monthly plans in consultation with the HI Manager and DCs. S/he will prepare and submit monthly progress and status reports along with lesson learned, case studies/success stories.

**Key Responsibilities**

**Implementation:**

* Strengthen health facilities in adopting recommended infection prevention tools and protocols in accordance to national standards.
* Strengthen the capacity of service providers to provide quality messages on PBCC to clients and HF staff.
* Make functional Health Facility Operation and Management Committees (HFOMCs) through regular meetings, coaching and mentoring.
* Make functional water and sanitation users committees (WUSCs) in targeted HFs for water supply repair/maintenance.
* Support the Health Integration Manager (HIM) in preparing training curriculums and manuals, including arranging logistics, management and facilitating trainings both at district, M/RM and HF levels.
* Ensure close monitoring of all Swachchhata activities and perform health facility visits to assess program implementation.

**Coordination and Reporting**

* Ensure and maintain proper communication, coordination, and harmonization with different stakeholders – including the DHO/DPHO, health facilities and concerned stakeholders - involved in Swachchhata activities.
* Coordinate with the HIM and District Coordinator on all planning and implementation of activities.
* Prepare and share reports with the HIM and DC (monthly, quarterly, semi-annual, annual, and as requested) to capture all relevant program information.

**Administration**

* Maintain proper filing system of activities and ensure that district offices have all relevant technical materials on site.
* Assist the HIM and DCs in finding appropriate venues and other logistics for trainings, meetings, and workshops.
* Maintain database of partners and stakeholders.

**Working condition:** May require travel to districts, M/RMs and HFs on short notice.

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

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

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

**Requirements**

* + Bachelor’s degree in health or a related field.
  + Minimum of three years of progressive experience in community, health facility or relevant institutions, preferably in similar positions.
  + Proven experience coordinating district level stakeholders and working with health facilities and communities.
  + Experience in managing and facilitating the training of health workers and communities.
  + Good proficiency in MS Excel, Word, Outlook and Powerpoint.
  + Good communication skills both speaking and writing in English and Nepali.
  + Willingness to travel frequently, including to remote areas on short notice.