

Global Fund Program Implementation Related Staff for Provinces

Terms of References

1. Malaria Surveillance Officer

Position Title	Malaria Surveillance Officer
Duty Station	Province Health Directorate (PHD)
Reports to	Focal Person PHD, Malaria Focal Person EDCD, Program Coordinator and/or Surveillance Officer at EDCD
Background	<p>Surveillance Medical Officer will be responsible for implementation of the malaria program and ensure all the surveillance activities are going smoothly throughout the province. S/he will be responsible for active case finding surveillance, fever survey, mass blood survey and screening of sub microscopic cases at provincial level as well as across the provinces as per necessary. S/he will also support national Malaria program in different surveys, development of malaria treatment protocol, therapeutic efficacy study and other malaria elimination activities at provinces.</p>
Responsibilities	<ul style="list-style-type: none">- Provide technical and logistic assistance to PHD as needed to promote malaria elimination activities within designated area, in accordance with guidelines and procedures provided by the Epidemiology and Disease Control Division (EDCD) at provinces whereas necessary.- Coordinate with Malaria program staff at EDCD and health officers/Health coordinators of Palikas for effective and efficient implementation of Malaria control activities.- Manage day-to-day implementation of Global Fund-funded malaria activities across the province in close coordination with Nepal government staffs.- Support in capacity building of Vector Control inspector/officer (VCO/I), Lab assistants and lab technicians in diagnosis and management of malaria vector and parasites.- Supervise and monitor the diagnosis and management procedure of malaria by private health service providers.- Build strategic partnership and maintain effective communication with stakeholders at province level.- Conduct case-based surveillance of confirmed malaria cases.- Plan, organize and conduct orientations/meetings with government officials, professional organizations, health staff, health volunteers, local leaders, medical colleges, non-government organizations and others to promote understanding of,

<p>support for, participation in, and effective implementation of activities related to malaria surveillance.</p> <ul style="list-style-type: none"> - Develop and maintain close working relationships with officials of EDCD, Health Offices and PHDs, and in designated areas, as well as with other individuals and organizations working to malaria elimination initiative. - Works on the improvement of the national malaria information system, in cooperation with the national health information system (HIS). - Implement a Public-Private Mix (PPM) for malaria control service delivery. - Collaborate with relevant programmes to strengthen the supply and management of antimalarial medicines and related commodities, including drug quality monitoring and combating counterfeit medicines. - Involve other stakeholders such as INGO and NGO in the Malaria response - Undertake any other assignments as requested by supervisors. 	
Qualification and Experience	
<ul style="list-style-type: none"> - MBBS (Masters preferred) and registered at NMC. - At least three years of relevant work experience. - Demonstrated ability to work independently as well as collaboratively on a team, particularly with government sectors and partners. - Ability to frequent travel to the field as required. 	
Skills and Knowledge	
<ul style="list-style-type: none"> - Ability to work effectively in a high-pressure, unstructured environment and handle multiple tasks simultaneously - Excellent interpersonal, organizational, communication, team building and management, and problem-solving skills. - Proven ability in transferring skills, particularly working with government and non-government colleagues - Proficiency working with Microsoft Office (Microsoft Excel, Microsoft Word, PowerPoint, and Outlook) - Fluent in Nepali and English and high level of verbal and written communication skills in both languages. - Knowledge on the WHO the reference manual on Malaria Surveillance, Monitoring and Evaluation and the Global Fund malaria indicator guidance sheet. - Knowledge on the health policy, National Malaria Strategic Plan and other surveillance reports of the Government of Nepal. 	
Signature	

2. Entomologist

Position Title	Entomologist
Duty Station	Province Health Directorate (PHD)
Reports to	Focal Person PHD , Malaria Focal Person EDCD and Entomologist EDCD
Background	

Under the direct supervision of focal person PHD and EDCCD Malaria Focal Person, the Entomologist will provide technical assistance especially in study design of the entomological component, designing, conducting and supervising entomological activities in all sites, conducting special entomological experiments, laboratory processing of mosquitoes, and management and analysis of entomological data and developing scientific reports.

Responsibilities

- Contribute to the overall planning and development of the project protocols in relation to entomological studies and participates in developing appropriate epidemiological design.
- Support to develop standard operating procedures, data collection tools and databases for the entomological component of the project.
- Support to develop list of equipment and supplies required for the entomological component of the study and prepares documents for purchase requisition.
- Train field entomology staff in mosquito collection, identification, and preservation and storage techniques.
- Undertake entomological activities during regular surveys to ensure high quality standards.
- Carry out special entomological experiments in project sites as and when required.
- Process mosquitoes in the laboratory using molecular, biochemical and other modern techniques for species identification, infection rate determination, blood meal identification and others as required.
- Prepare regular progress reports on entomological activities.
- Carry out analyses of entomological data in relation to other epidemiological data and develops scientific reports and publications.
- Support on developing and implementing National Integrated Vector Management (IVM) strategy as well as LLINs distribution/ IRS policy and guidelines.
- Lead on stratifying the malaria foci of the whole nation as per the national strategy.
- Strengthen and regularize IRS monitoring & evaluation system.
- Monitor the IRS activities at the national, district and below level to ensure the quality of IRS.
- Monitor the LLINs effectiveness and coverage of the population.
- Monitor the vector density and conduct vector surveys as well as susceptibility and bioassay tests.
- Ensure quality storage, transport and handling of insecticide.
- Take lead on strengthening, expansion and institutionalization of integrated vector surveillance system.
- Perform any other tasks assigned by the supervisor.

Qualification and Experience

- M.Sc. in Medical Entomology or Tropical Medicine with major in Entomology/Parasitology or Zoology with Post graduate Diploma in applied Entomology and Parasitology.
- At least three years of professional experience as Entomologist.
- Ability to travel to the field 20-30 percent of the time.

Skills and Knowledge:

<ul style="list-style-type: none"> - Advanced skills in laboratory processing of mosquitoes, including species identification using polymerase chain reaction (PCR) techniques, infection rate determination and blood meal analysis. - Excellent interpersonal, organizational, communication, team building and management, and problem-solving skills. - Fluent in Nepali and English and high level of verbal and written communication skills in both languages. - Insectary maintenance skills. - Skills in the adequate use of Microsoft Office (Microsoft Excel, Microsoft Word, PowerPoint, and Outlook) and internet. - Adequate understanding of malaria epidemiology. 	
Signature	

3. Microbiologist/Lab Specialist

Position Title	Microbiologist/Lab Specialist
Duty Station	Province Public Health Laboratory (PPHL)
Reports to	Focal person PPHL, and Malaria Focal Person EDCD
Background	
<p>Under the direct supervision Focal Persons at PPHL and Malaria Focal Person EDCD and in close coordination with the Program Coordinator the Microbiologist/Lab Specialist will be responsible for coordinating the microbiological component of the laboratory activities as per the requirement at the subnational and local level and Global Fund- Funded Malaria component. This will require the implementation of standard operating procedures (SOP) related to microbiology to comply with Good Clinical Laboratory Practice (GCLP). The main role will be to perform microbiological analyses of samples collected from field and conduct trainings. In addition, s/he will be responsible for ensuring regular reporting of results with PPHL, NPHL and EDCD.</p>	
Responsibilities	
<ul style="list-style-type: none"> - Day to day running of the microbiology component of the Global Fund malaria program at PPHL, perform microbiological assays and relay results in a timely manner - Provide oversight of the laboratory testing program including quality control, quality assurance, and development of procedures related to the microbiology analysis. - Be familiar with the study protocol and contribute to the drafting of the standard operating procedures for microbiology. - Develop and implement quality control programs for microbiology to ensure reliability of testing procedures, proper function of laboratory equipment and compliance with regulations. - Assist in coordination of on-site inspection of the microbiology laboratory by trial monitors and funders. - Provide interpretation/consultation, verification of specimen quality and test results. 	

<ul style="list-style-type: none"> - Assist in Planning, implementation and monitoring of (diagnostic services) and activities of malaria control program. - Assist in monitoring efficacy of anti-malarial drugs. - Develop training materials and participate in training activities for building capacity in accurate laboratory diagnosis of malaria. - Monitor quality malaria slide collection and examination. - Supportive supervision to project sites. - Support PPHL, NPHL, EDCD and VBDRTC laboratory diagnostic capacity strengthening. - Other activities as assigned by the supervisor. 	
Qualification and Experience	
<ul style="list-style-type: none"> - M.Sc. in microbiology with specialization in parasitology - At least 3 years of professional experience as Microbiologist - Excellent interpersonal, organizational, communication, team building and management, and problem-solving skills. - Knowledge of molecular diagnostic tools such as PCR for identifying malaria parasites. - Experience with quality control and quality assurance in laboratory settings. - Good knowledge of bio risk analysis and risk assessment in the laboratory. - Ability to travel to the field 20-30 percent of the time. 	
Skills and Knowledge:	
<ul style="list-style-type: none"> - Provide support to procurement and supply chain management team for ensuring quality of kits, reagents, testing through development of specifications and quantification. - Skill in operational research design, maintain QAQC database - Excellent interpersonal, organizational, communication, team building and management, and problem-solving skills. - Fluent in Nepali and English and high level of verbal and written communication skills in both languages. - Skills in the adequate use of Microsoft Office (Microsoft Excel, Microsoft Word, PowerPoint, and Outlook) and internet. - Adequate understanding of malaria epidemiology. 	
Signature	

4. Program Officer (HIV, TB & Malaria)

Position Title	Program Officer (HIV, TB & Malaria)
Duty Station	Province Health Directorate Office
Reports to	Focal point for HIV, TB & Malaria and PHD Director
Background	
Under the direct supervision of the PHD Focal Person for HIV, TB and Malaria and PHD Director and in close coordination with PHD staff & NCASC, the program officer will assist	

in the implementation of HIV, TB, and Malaria programs activities funded by the global fund grant at sub-national level. The program officer will ensure the integration of these programs into the health system at the sub-national level as envisioned in the integrated plan for HIV, TB and Malaria and responsible for monitoring and evaluation of the program outcomes.

Responsibilities

- Coordinate and oversee the implementation of HIV, TB, and Malaria programs at sub-national level.
- Collaborate with local health authorities, NGOs, and community-based organizations.
- Facilitate training and capacity-building initiatives for health workers.
- Collaborate with local health authorities, NGOs, and community-based organizations.
- Facilitate training and capacity-building initiatives for health workers
- To monitor and evaluate program outcomes and impact.
- Perform any other duties assigned by the supervisor.
- Collaborate with other healthcare providers and stakeholders to enhance service delivery.
- Review, analyze, and report data related to HIV, TB & Malaria services and patient outcomes.
- Ensure accurate documentation and reporting in compliance with national health information systems.
- Monitor progress of related HIV, TB and Malaria in accordance with the work plans. Identify problems and provide suggestions to the responsible expert for this program.
- Scaling up Programs to Reduce Human Rights-Related Barriers to HIV, TB and Malaria services.
- Contribute knowledge sharing and lessons learnt with stakeholders.
- Prepare and submit regular reports on program activities, challenges, and successes to the relevant authorities and other relevant stakeholders.
- Perform any other duties assigned by the supervisor.

Qualification and Experience

- Master's in Public Health or related Social Science with minimum three years of experience in Public Health projects.
- Proven experience of working with government in national level health project and multi-/bi-lateral agencies or international organizations.

Skills and Knowledge

- Ability to work effectively in a high-pressure, unstructured environment and handle multiple tasks simultaneously
- Good presentation skill
- Proven time management skill
- Excellent interpersonal, organizational, communication, team building and management, and problem-solving skills.
- Proficiency working with Microsoft Office (Microsoft Excel, Microsoft Word, PowerPoint, and Outlook)
- Fluent in Nepali and English and high level of verbal and written communication skills in both languages.

- Knowledge and understanding of Government of Nepal's as well as GF's relevant rules, regulations, policy, procedures and plan.	
Signature	

5. PSM and M&E Assistant (HIV, TB and Malaria)

Position Title	PSM and M&E Assistant (HIV, TB and Malaria)
Duty Station	Province Health Directorate Office/PHLMC
Reports to	Focal point for HIV, TB & Malaria and PHD Director
Background	
Under the direct supervision of Director of Provincial Health Directorate and focal persons, and the close coordination with program entities at center, the PSM and M&E Assistant (HIV, TB and Malaria) will be responsible for overall management of supply chain functions of HIV, TB and malaria commodities including management of timely and quality recording and reporting received from the field for HIV, TB and Malaria program and to provide data and prepare reports for donor reporting at province level.	
Responsibilities	
<ul style="list-style-type: none"> - Manage and ensure the supply chain of HIV, TB and Malaria commodities at province and local levels according to proper storage guidelines, transportation and maintain quality, safety and security of stock. - Quantification and forecasting of HIV, TB and Malaria commodities at province level on the basis of reports of service delivery points, programme target and client data on regular basis. - Timely prepare request of all HIV, TB and Malaria related commodities required for the province and coordinate with concern authorities for timely supply. - Work closely with Provincial Health Logistic Management Center for regular supply of all commodities related to HIV, TB and Malaria to avoid the zero stock at all service delivery points. - Facilitate in the HIV, TB and Malaria logistics Management Training for Service delivery points at local levels. - Ensure availability of forms and reports to be used in the LMIS at all levels. - Monitor SDPs on logistics issues related to HIV, TB and Malaria commodities and provide feedback as necessary. - Ensure regular functionality of existing M&E system through Government Service Delivery Points at province and local levels. - Ensure use of standard monitoring tools during field visits and action taken based on field observations at province and local levels. - Support to ensure functionality of all reporting systems and tools by health facilities. - Conduct field visits as per the need for program monitoring and compliance - Ensure data/reports are received securely, accurately and timely from all levels and stored/used as per ethical standards - Work closely with iHMIS section of PHD and focal persons of local levels for smooth reporting. - Support in quarterly, bi-annually and annually review meeting at PHD and identify gap and way forwards in reporting system. - Compile and share monthly, quarterly, semi-annually reports to concern entities. - Manage all required information and support to provide data and prepare reports for the GF reporting. 	

<ul style="list-style-type: none"> - Support administrative, logistic and financial work as per need for smooth implementation of HIV, TB and Malaria program at province and local level. - Any other tasks as assigned by the Supervisor. 	
Qualification and Experience	
<ul style="list-style-type: none"> - Bachelor's degree in public health or any other related field. - Minimum two years' working experience in communicable disease (experience in HIV, TB and Malaria program funded under the Global Fund grant preferred) 	
Skills and Knowledge	
<ul style="list-style-type: none"> - Excellent computer skills including MS Word, Excel, Power Point, and database management software - Data analytical and presentation skills - Excellent communication skills - Ability to travel as per the program requirements - Demonstrated experience in PSM and implementing M & E system for assessing programme performance within the health sector - Good written and spoken skills in English and Nepali languages. - Skills in coordinating and training. - Good presentation, communication and facilitation skills 	
Signature	