

# VACANCY ANNOUNCEMENT

## Organization: HEAR Nepal Health Education Awareness and Right's Nepal

HEAR Nepal (Health Education Awareness and Rights) is a Nepalese registered association working to improve the situation of the Nepalese people, especially in rural areas. HEAR Nepal has been in existence since 2005 and has carried out a number of projects, mainly in the area of health. The focus of the work of HEAR Nepal is currently in Bajhang, one of the 77 districts in Nepal, located in a remote part of Western Nepal.

HEAR Nepal is carrying out a multi-year Girls' and Women's project in Bajhang and, to implement the project, is hiring:

- 1 Bajhang Project Coordinator;
- 2 Staff Nurses / ANM;
- 2 Male Health Assistants / CMA;
- 2 Organizers;
- 1 Accountant;
- 1 Office assistant.

Eligible Nepali citizens wishing to apply for these positions should do so within 15 (fifteen) days from the date of publication of this notice by sending an email to [joshimprasad@gmail.com](mailto:joshimprasad@gmail.com).

### Project Description

The project entails teaching schoolgirls and -boys about puberty, menstruation and menstrual hygiene (MHM), gender equality, superstition, harassment, and other topics in secondary and lower secondary government schools in Bajhang. It also includes providing the schoolgirls who are menstruating and their mothers with reusable, environmentally friendly sanitary pads.

For the girls we have developed and translated an easy-to-read booklet from English to Nepali. It is entitled *Kishoree*, which means "Puberty" (girls) and deals with the topics of puberty, menstruation and menstrual hygiene, gender equality, superstition and harassment. The booklet has been authorized by the Ministry of Health and Population to be used as teaching material in government schools. It has been printed and will be distributed to all schoolgirls in government schools in Bajhang in classes 6 - 9, to prepare them for their first menstruation. In the first year, from March 2021 – March 2022, two specially trained nurses will go to 30 of the approximately 120 government secondary and lower secondary schools in the district of Bajhang and, based on the brochure, will spend four hours educating the schoolgirls about these topics.

In addition, the girls who are menstruating will each receive a package of 5 washable, environmentally friendly menstrual pads, manufactured by the Indian NGO Baala. Their mothers will also receive such a package, together with information about their use and about the menstrual cycle.

For the boys we have developed a companion brochure to *Kishoree* called *Kishor*, which means “Puberty” (boys). It deals with bodily changes in boys during puberty, menstruation and menstrual hygiene, gender equality, harassment and the dangers of tobacco and alcohol. In parallel with the nurses, two male health staff will be trained to teach the schoolboys in the corresponding classes for four hours about the contents in *Kishor*.

Please follow news for our activity updates, <https://hearnepal.org/madchen-und-frauenprojekt/>.

**Position: Bajhang Project Coordinator**

**Number of Vacancies:** 1

**Job location:** Bajhang district of Nepal

**Minimum Education Level:** Bachelor in education from a recognized university by the Government of Nepal.

**Experience required:** 5 years experiences in a related field

**Minimum qualifications:**

- A) Nepali citizen.
- B) BA/BED passed from a recognized university by the Government of Nepal.
- C) Must be between 25 and 45 years old.
- D) Experience in related fields and locals will be given priority.
- E) Depending on the qualifications, priority will be given to a woman.
- F) Must agree with the core philosophy of the project.
- G) Not disqualified by other prevailing laws.

**JOB DESCRIPTION**

HEAR Nepal is currently looking for a suitable candidate for a Bajhang Project Coordinator who will be stationed in the Chainpur office in Bajhang. The Project Coordinator will work closely overseeing the work of the nurses, male health staff and the organizers and will coordinate the work with HEAR Nepal's Kathmandu office. S/he will be responsible for program planning, implementation, evaluation, reporting and improving the program. S/he will also be responsible for communicating/coordinating with concerned municipal and district government authorities and other stakeholder based on the decisions of the HEAR Nepal office, Kathmandu.

The position will be as full-time staff of HEAR Nepal - 100% charged to the Girls' and Women's Project.

**Role and responsibilities**

The Bajhang Project Coordinator is primarily responsible for the implementation and management of HEAR Nepal's Girls and Women's Project for the Bajhang district in schools and communities.

Under the overall supervision of the HEAR Nepal office, the Project Coordinator will perform the following core functions:

- Coordinate, supervise and improve the planning, implementation and monitoring of the program at the central and local levels.
- Oversee the work of the nurses, male health staff and organizers who are implementing the program at the local level in the schools/villages.
- Communicate, report to local concerned district and municipal authorities and other stakeholders based on the decisions of the HEAR Nepal office.
- Hold regular meetings with the project staff team to ensure the effective implementation, management, communication and monitoring of the performance of the team.
- Write monthly reports to HEAR Nepal's Kathmandu office about the progress of the program, specifying any difficulties that may have arisen.
- Contact the Kathmandu office in case of urgent matters to be dealt with.
- Supervise the work of the accountant and monitor, evaluate, and manage budgeting and financial matters and report back to the HEAR Nepal office in Kathmandu on a regular basis.
- Establish effective linkage and coordination with local partner NGOs.
- Carry out any other work related to the project based on requirements by the HEAR Nepal Kathmandu office.
- Advocate for the Girls' and Women's project objectives to all stakeholders in the local community.
- Promote the core philosophy of the project.

**Position: Nurse**

**Number of Vacancies:** 2

**Job location:** Bajhang district of Nepal

**Education Level:** Passed Staff Nurse or ANM from an educational institution recognized by the Government of Nepal.

**Experience required:** Staff Nurse 2 years / ANM 5 years

**Terms:**

Only women can be candidates for this position in this program.

**An application must be written and submitted.**

There is no charge for applying.

**Minimum qualifications:**

- A) Nepali citizen.
- B) Passed Staff Nurse or ANM from an educational institution recognized by the Government of Nepal.
- C) Must be between 20 and 45 years old.
- D) Must have a passion for improving the situation of girls and women regarding menstruation (MHM).
- E) Experience in related fields and local applicants will be given priority.
- F) Not disqualified by other prevailing laws.

**Documents to be attached:** - Candidate's personal details, certificate of citizenship, minimum educational qualifications, including group opening document, certificate registered with the Nepal Nursing Council in accordance with prevailing Nepali law, a copy of the certificate specified in should be signed by the candidate himself. The candidate herself should be fully accountable for the details mentioned in the application.

**Basis of Selection:** Based on an interview, educational qualifications, experience, municipal residency, and province residency.

**Salary Scale:** 5<sup>th</sup> level facility for staff Nurses of state Civil service and 4<sup>th</sup> level facility for ANM

## **JOB DESCRIPTION**

The nurses function as key members of the Girls and Women's program in School-Based Teaching (SBT) under HEAR Nepal. They will be responsible for teaching the schoolgirls in classes 6 – 9 in secondary and lower secondary schools in Bajhang the contents of the brochure *Kishoree*. They will also distribute washable menstrual pads to the menstruating schoolgirls and their mothers. In addition, they will conduct a workshop with the mothers of the menstruating girls, providing them with a package of menstrual pads each, together with information about their use and about the menstrual cycle. They will also conduct a one-time 4-hour workshop in Chainpur with the FCHVs from the corresponding villages. The nurses will work in close coordination and support from the male staff and with the District Program Coordinator according to a monthly work plan.

Time: Nurses will be full-time staff of HEAR Nepal. They will be 100% charged to the Girls and Women's Project.

### **Role and Responsibilities**

- Participate in a 2-3 day training to learn to teach *Kishoree* with modern teaching methods.
- Teach schoolgirls in classes 6 – 9 for four hours about the contents of the brochure *Kishoree* using the educational methods provided in a manual guideline.
- Within the framework of the teaching classes, provide the menstruating girls with packages with 5 environmentally friendly, washable menstrual pads and instructing them in their use.
- Conduct informational meetings with the mothers of the menstruating girls, providing them with packages of 5 pads as above, and informing them about the menstrual cycle.
- Conduct a one-time 4-hour informational meeting with about 30 FCHVs regarding menstruation and menstrual hygiene (MHM).
- Report and file proper documentation and report to the Project office.
- Maintain daily teaching file/lesson plan registers.
- Maintain records of teaching materials in the inventory register.
- Maintain confidentiality regarding the individual girls and mothers.
- Work in close cooperation with the project team (male staff and organizers) in a responsible way, while actively promoting school-based teaching about *Kishoree*.
- Perform other job-related duties as assigned by the District Project Coordinator and other management team members.
- Work in any emergency situation if required.

**Position: Health Assistant / CMA (male staff)**

**Number of vacancies:** 2

**Job location:** Bajhang district of Nepal

**Education Level:** Passed HA or CMA from an educational institution recognized by the Government of Nepal.

**Experience required:** HA 2 years / CMA 5 years

**Minimum qualifications:**

- A) Nepali citizen.
- B) Passed HA or CMA from an educational institution recognized by the Government of Nepal.
- C) Must be between 20 and 45 years old.
- D) Experience in related fields and locals will be given priority.
- E) Must be comfortable teaching boys about menstruation topics.
- F) Not disqualified by other prevailing laws.

**Documents to be attached:** Candidate's personal details, certificate of citizenship, minimum educational qualification, including group opening document and a certificate registered with the Nepal Health Professional Council, in accordance with prevailing Nepali law. The candidate himself should be fully accountable for the details mentioned in the application.

**Basis of Selection:** Selection will be based on an interview, educational qualifications, experience, municipal and provincial residency.

**Salary Scale:** 5<sup>th</sup> level facility for HA of state Civil service and 4<sup>th</sup> level facility for CMA

**JOB DESCRIPTION**

The male health staff function as key members of the Girls and Women's program in School-Based Teaching (SBT) under HEAR Nepal. They will be responsible for teaching the schoolboys in classes 6 – 9 in secondary and lower secondary schools in Bajhang the contents of the brochure *Kishor*. They will work in close coordination and will support the nurses and the organizers. They will report to the District Project Coordinator based on a monthly work plan.

The male health staff will be full-time staff of HEAR Nepal; 100% charged to the Girls' and Women's Project.

### **Role and Responsibilities**

- Participate in a 2-3 day training to learn to teach *Kishor* with modern teaching methods.
- Teach schoolboys in classes 6 – 9 for four hours about the contents of the brochure *Kishor* using the educational methods learned through the training and provided in a manual guideline.
- Report and file proper documentation and report to the Project office.
- Maintain daily teaching file/lesson plan registers.
- Maintain confidentiality regarding the individual schoolboys.
- Work in close cooperation with the project team (male staff and organizers) in a responsible way, while actively promoting school-based teaching about *Kishor*.
- In addition, perform other job-related duties as assigned by the District Project Coordinator and other management team members.
- Work in any emergency situation if required.



**Position: Organizer**

**Number of Vacancies:** 2

**Job location:** Bajhang district of Nepal

**Education Level:** Passed +2 from an educational institution recognized by the Government of Nepal.

**Experience required:**

**Minimum qualifications:**

- A) Nepali citizen.
- B) Passed +2 from an educational institution recognized by the Government of Nepal.
- C) Must be between 20 and 45 years old.
- D) 3 months or 6 months computer training certificate.
- E) Experience in related fields and local applicants will be given priority.
- F) Must have a driver's license.
- E) Not disqualified by other prevailing laws.

**JOB DESCRIPTION**

The role of the organizer is to organize and prepare the work by the nurses and male health staff. This includes ensuring working with school staff to determine time, classes, and locations of the teaching, arranging transportation of the nurses and male staff to and from the schools/villages. It also involves arranging for food and lodging of the teaching staff as well as other organizational tasks that may arise.

The position is as full-time (100%) staff of the HEAR Nepal project.

**Role and Responsibilities**

- Coordinate and prepare the work of the nurses and the male health staff with the schools and communities. This includes determining the number of students who will be taught in each class, inspection of the classrooms, etc.
- Arrange transportation for the nurses and male health staff to the schools involved and back and transport of the needed brochures and menstrual pads to the schools.
- Arrange for food and lodging for the nurses and the male health staff for the time required.

- Support the nurses and male health staff while they are teaching in the schools.
- Provide a designated teacher with emergency supplies of menstrual pads.
- Coordinate and organize informational meetings with the mothers of menstruating schoolgirls for them to receive menstrual pads and information about the menstrual cycle.
- Arrange and coordinate a one-time 4-hour informational presentation or workshop by the nurses about menstruation and MHM to the approximately 30 local Female Community Health Volunteers (FCHVs) that come from the villages we are focusing on.
- Handling the finances involved at the local level, such as payments for food and lodging, transportation and other costs that arise and regularly reporting back to the Bajhang office about money spent, providing invoices and receipts.
- Manage and maintain computerized records.
- Liaise with the District Project Coordinator and ensure that the reporting is managed and maintained effectively.
- Facilitate the timely flow of information required from top to bottom and vice versa.
- Analyze the achievements each month and help in developing a strategy to meet the project target as per set plan.
- Assist the management team at monitoring & evaluation of all project activities.
- Conduct field visits with checklist to assess the progress of the program.
- Prepare and submit reports to the District Project Coordinator.
- Perform any other duties as may be reasonably requested by District Project Coordinator.
- Work with all the team members in good spirit and in co-operation.
- Participate in internal and external meetings/workshops/seminars, such as the training of the nurses and male teachers, as/when required.

**Position: Accountant**

**Number of Vacancies:** 1

**Job location:** Bajhang district of Nepal

**Education Level:** BBS passed from a recognized university by the Government of Nepal.

**Experience required:** 2 years experiences in related fields

**Minimum qualifications:**

- A) Nepali citizen.
- B) BBS passed from an educational institution recognized by the Government of Nepal.
- C) Must be between 20 and 50 years old.
- D) Experience in related fields and locals will be given priority.
- E) Not disqualified by other prevailing laws.

**JOB DESCRIPTION**

The position is as full-time (100%) staff of the HEAR Nepal project.

**Role and Responsibilities**

- Preparing accounts and tax returns;
- Administering payrolls and controlling income and expenditure;
- Auditing financial information;
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements and reporting back to HEAR Nepal, Kathmandu.
- Analyzing accounts and business plans;
- Providing tax planning services with reference to current legislation;
- Financial forecasting;
- Negotiating the terms of financial cooperation with municipal and other authorities;
- Taking part in meetings of the HEAR Nepal team.

**Position: Office Assistant**

**Number of Vacancies: 1**

**Job location:** Bajhang district of Nepal

**Education Level:** SLC passed from an educational institution recognized by the Government of Nepal.

**Experience required:** 2 years experiences in related field

**Minimum qualifications:**

- A) Nepali citizen.
- B) SLC Passed from an educational institution recognized by the Government of Nepal.
- C) Must be between 18 and 45 years old.
- D) Experience in related fields and locals will be given priority.
- E) Not disqualified by other prevailing laws.

**JOB DESCRIPTION**

The position is as full-time (100%) staff of the HEAR Nepal project.

**Role and Responsibilities**

- Responsible for office security.
- Ensure cleanliness of the office premises.
- Assist in load/unload of goods to/from vehicles.
- Assist in seminar and workshop preparation.
- Maintain garden for office.
- Deliver message to staff as required.
- Work as office/field support as required.
- Support for photocopying, binding, and telephone presence during office hours.
- Help the administrator maintain office discipline and the rules & regulations of the office.
- To fulfill any other function as deemed appropriate by the organization.