



**Job description**

<b>Job title</b>	Sub-National Programme Coordinator
<b>Department</b>	Programmes
<b>Geographic Area focus</b>	Provincial & Local level Focal provinces: Province 2, Lumbini Province, Sudurpaschim Province Focal local government (Palikas) : selected LGs from the focal provinces .
<b>Reporting and Accountability to</b>	NHSSP Deputy Team Leader
<b>Overall responsibility for</b>	Sub-national teams (Provincial and Local)
<b>Direct Line management responsibility for</b>	Lead Provincial Co-ordinators, Provincial Administrative Officer and Finance Officer
<b>Liaison with</b>	C&Q Team Leader, D4D Team Leader, L&G Team Leader & HI and GESI Thematic Leaders, Programme Manager
<b>Coordination with</b>	Strategic Policy and Planning Advisor, Strategic Financial Management Advisor, Technical Specialist and Programme Manager as required
<b>Location</b>	Kathmandu, Nepal
<b>Type of contract</b>	Fixed-term, full-time contract, 40 hours per week, until 31 October 2022
<b>Post holder</b>	To be recruited

**Background**

The Nepal Health Sector Support Programme 3 (NHSSP3), funded with UK aid, runs from March 2017 to December 2020, with an extension to December 2022 recently confirmed. The programme is led by Options Consultancy Services Limited with two consortium partners: HERD International and Oxford Policy Management. For further details on each consortium partner – please see respective websites: Options: [www.options.co.uk](http://www.options.co.uk) ; HERD International: <https://herdint.com/>; OPM: <https://www.opml.co.uk/>

We seek to build a resilient health system that delivers quality health services, ensuring that no-one is left behind. The programme has two components. The first component is the provision of responsive and technical support to the Ministry of Health and Population (MoHP), enhancing its capacity to improve health policy-making and planning, procurement and financial management, quality health services and the use of evidence for planning and management. The second component aims to enhance the MoHP’s capacity to retrofit health infrastructure to withstand future earthquakes and other seismic vulnerabilities. Both components are integrated and provided by a team based in Kathmandu and “embedded” with the Government of Nepal.

The two-year costed extension to the programme is in response to federalism and will transition technical assistance from the Federal MoHP to provincial and local governments in priority provinces and municipalities. We have reconfigured our technical assistance into three thematic areas which align with new subnational governments overarching priorities for strengthening health outcomes: leadership and governance resulting in improved stewardship of the health sector; data for decision making, facilitating the use of high quality data to enable decision making; and coverage and quality, institutionalising sustainable quality assurance and improvement processes with access to quality basic healthcare services. Cutting across and supporting the three thematic areas is health infrastructure retrofitting priority hospitals, sub-national support to produce integrated health infrastructure

development plans and capacity enhancement and policy development. Gender, Equity and Social Inclusion (GESI) will cut across all areas and will be integrated into the design.

### **Main purpose of the Job**

The aim of the Sub-National Coordinator post is to oversee and coordinate the NHSSP3 portfolio of work at provincial and local levels. Specifically, this includes the programme roll out into the three focal provinces and the scale-up of the strategic technical assistance (Learning Lab initiative) to a total of 38 municipalities. This is a highly matrixed management structure (e.g. technical reporting and line management accountabilities may be to different people) requiring close collaboration and coordination with all five Thematic Areas, who themselves will be coordinating between the three tiers of government. This will include coordinating the development of the framework for providing technical support at province and local levels while Thematic Areas oversee the technical delivery.

### **Main duties**

#### **Overall strategic programme management responsibilities**

- Coordinate the activities of province and local level NHSSP teams to maximise value and effectiveness
- Maintain effective communications and strong working relationships with the, government bodies, local representatives, external development partners and NGOs at the province and local level.
- Coordinate/manage high level programme visits from donors and respective officials/agencies
- Ensure regular reviews of progress against planned implementation at province and local level and report the outcomes to Deputy Team Leader on a routine one-on-one basis
- Lead annual planning/budgeting exercises at province and local level to produce detailed and costed work - plans.
- Ensure that robust systems are used for contracting, managing and ensuring the quality of deliverables from consultants and other subcontractors, guaranteeing high quality cost-effective services to the programme
- Ensure due diligence is performed on all recipients of the programme's funds at province and local level.
- Approve team leave, travel and expenses within financial authority
- Line manage direct reports, including organising and leading routine one-on-one meetings
- Ensure that the province and local team is compliant with all NHSSP policies
- Act as the programme's security point at province and local level and ensure that steps are taken to guarantee that staff and office and programme assets are secured.
- Ensure NHSSP's internal security requirements are adhered to for any field travel

#### **Overall strategic technical coordination responsibilities**

- Lead and organise joint and consultative meetings of the province and local NHSSP team, to provide inputs to technical workplan development and implementation
- Keep abreast of policy and programme developments in the focal provinces and palikas, and provide strategic inputs to Lead Provincial Co-ordinators
- Provide inputs to NHSSP provincial teams as needed to strengthen their support to Ministry of Social Development (MoSD) and Health Directorate, as well as selected palika offices to develop/adapt and/or implement coherent policies and planning processes, drawing on integrated data for more effective decision-making.
- Support and ensure a co-ordinated technical approach at the Provincial and palika level that draws inputs from all NHSSP thematic areas; and support the implementation of an integrated health systems strengthening at the palika level (based on learning from NHSSP's Learning Lab approach).

#### **Cross-team responsibilities**

- Regularly liaise with the NHSSP Thematic Team Leads at the federal level and strategic leadership team to ensure that the programme priorities at subnational level are met while being aligned with federal level policies
- Participate and contribute actively in the Programme Management team's departmental meetings.
- Work closely with the Finance Team on all aspects of financial management related to programme and contribute to the monthly regular budgeting and re-forecasting.
- Contribute to knowledge management within NHSSP, highlighting key developments at the sub-national that can be communicated and shared.
- Keep the Deputy Team Leader informed about the progress of the programmes and potential risks at sub national level on a regular basis

#### **One-team approach, Collaborations and Relationships**

- The Sub-National Programme Manager will adopt and promote a "one team approach" to delivery of the province and local programme, and emphasise the collective responsibility of all team members to achieve the cross-

cutting objectives of building the resilience and improving the equity and quality of the Nepal health system while Leaving No-One Behind.

- Work collaboratively with NHSSP federal based team, in particular thematic leads and strategic advisors, to adhere to consistency and quality of the province and local programme delivery to meet NHSSP quality standards.
- Support to strengthen communication and coordination with Ministry of Health and Population ( MoHP), Department of Health Services (DoHS) and MoSD on an on-going basis, and apply supreme diplomacy, influencing and consensus-building skills to build alliances with a range of stakeholders, external development partners and networks.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, based on contextual changes, the job description will be reviewed and be subject to amendment in consultation with the job holder.

**Signed by:**

**Date:**

Criteria	Essential	Desirable
<b>Qualifications</b>		
Post-graduate degree in public health, health administration and management, social science, Business Management (with experience in the health sector) or a related social science/management subject	✓	
<b>Experience</b>		
Significant and proven of experience (at least 10 years) in development and implementation of programmes within the health sector, governance and strengthening government health system in Nepal	✓	
Knowledge of international best practice on health administration	✓	
Knowledge of monitoring/critical analysis of planning and budgeting	✓	
Knowledge of the health system in Nepal	✓	
Strong experience on communicating evidence effectively to better planning, decision making, and accountability within government.	✓	
Knowledge and experience of working closely with supporting / implementing health programmes with measurable outcomes (preferably large scale TA programmes)		✓
Deep understanding of the operations of the Govt of Nepal, MoHP, and familiarity with all spheres of government.	✓	
Excellent record of people management and management of teams	✓	
<b>Skills and attributes</b>		
Strong leadership skills	✓	
Self-starter, able to work independently or as part of a team	✓	
Critical thinking and problem solving skills	✓	
Excellent planning and organising skills	✓	
Ability to make and articulate clear decisions	✓	
Strong internal and external communication and facilitation skills	✓	

Ability to influence and lead teams to success	✓	
Excellent negotiation abilities	✓	
<b>Other requirements</b>		
Commitment to equal opportunities	✓	
A commitment to the programme's and NHSSP principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Applicants must have the right to live and to work in Nepal	✓	
Willingness to travel extensively in the field within Nepal	✓	
Fluency in written and spoken English	✓	