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| **TITLE: Provincial Coordinator - TB**  **Global Fund** | | | | |
| **TEAM/PROGRAMME:** GFATM – TB Program | | **LOCATION:** Biratnagar, Koshi Province | | |
| **GRADE**: 3 | | **CONTRACT LENGTH:** Fixed term | | |
| **CHILD SAFEGUARDING: (select only one)**  *(This section explains the level and type of contact the post holder may have with children. These levels are determined in accordance with our Save the Children Child Safeguarding Policy. Select the level applicable to the post and delete the levels that are not relevant to the post holder). Please check with HR for further clarification*  Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | | | |
| **ROLE PURPOSE:**  Save the Children believes every child deserves a future. In Nepal and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and future we share. Save the Children expects that anyone associated with it abides by its Safeguarding and other Zero Tolerance Policies.  **Project summary**: The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics.  **Job Summary**: The **Provincial Coordinator – TB**  functions as a key technical member of the TB program in program planning, implementation and monitoring of all TB related activities in respective province. She/he will be responsible for technical oversight and backstopping TB programs and training activities to the relevant service delivery points in the province. The Provincial TB Coordinator will work closely with the Health Ministry of Province, Province health Directorate (PHD), PPHL, PHLMC, Palika, SR, NTC, Save the Children, TB program focal persons/stakeholders and health unit of local government of the province. | | | | |
| **SCOPE OF ROLE:**  **Reports to:** Senior Program Coordinator Global Fund - Koshi Province  **Staff reporting to this post:**  **Direct:** None  **Indirect :**  None  **Budget Responsibilities:** *none*  **Role Dimensions**: In the guidance of Technical team of TB program, the position holders is responsible to lead SR program management, goverment system support and support TB program entities toward achieving National strategic objectives of TB program in province. | | | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Oversight of quality of NTP services/DOTS implementation at district, palika level and below, through supervisory visits to health facilities; * In consultation with TB focal person and Project Manager-Global Fund, responsible to advocate and advise current policies and strategies of National Tuberculosis Programme * Responsible to collect monthly, quarterly and yearly programme and financial reports from the field offices (PHDs/DHOs/DPHOs), Palika and submit to NTC & Project Manager - Field within the given timeframe; * Supporting TB program focal person in developing plans and reports within the region for expansion, strengthening and monitoring of TB activities; * Facilitating Provincial TB plans and reports to be prepared for NTP; * Monitoring activities through collection and analysis of data from LLG/Palika, District and province and compilation of monthly, trimester and annual reports; * Provide on-site coaching/mentoring to relevant SRs/SDPs on various aspects of TB program as per the need * Review field visit reports to ensure recommendations of last field visit reports are addressed in the next field visit * Identify, prepare and disseminate the best practices and approaches to Centre and other regions for their wider replication and use * Facilitating Provincial planning and reporting meetings, DOTS workshops and meetings in co-operation with TB focal person and health department of province. * Audit of data quality of NTP service data at health facilities, and reported through the HMIS and to the NTC; * In collaboration with the Training Officer and liaising with NTP, identify training needs of health workers delivering the NTP/DOTS and DOTS plus; * In collaboration with Provincial, district and NTP staff, participate in annual work planning and planning for DOTS plus expansion; * Undertake site assessments for planned new DOTS plus sites; * Coordinate Go/NGO/INGO (including SR) activities in region in support of the NTP; * Organise trimester reporting and planning workshops on implementation of the NTP/DOTS with the Provincial Health Services Directorate and Provincial partner NGOs/INGOs (SRs); * Work with Health Ministry of Province, Province health Directorate (PHD), PPHL, PHLMC, Local Government to identify TB cases and increase treatment success rate of DS, DR and XDR TB in the province. * Perform other duties as requested by PMU Project Manager, NTC Director and Provincial Director and/or Provincial Health Director. | | | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | | | |
| **QUALIFICATIONS**  **Qualifications, Skills and Experience:**  **Education/ Experience** Master's degree in Public Health (MPH) or equivalent in related field with minimum of 3 years of working experience (2 years for GSI group\*) in Public Health program or Bachelor’s degree with 5 years (3 years for GSI group) of relevant experience in in Public Health program. Prior experience in managing TB program (Preferable)Relevant Experience Prior experience in managing TB progam | | | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Excellent written and oral communication and interpersonal skills. * Skills in the use of Microsoft Office, especially Excel.   **Desirable** Understanding of malaria epidemiology. Skills  * Computer experience with MS Word, MS excel and PowerPoint, * Excellent spoken and written skill in English and Nepali language * Report writing skills * Knowledge of M&E system of the Global Fund; * Knowledge of HMIS and recording and reporting system of IHMIS /NTP. * Ability to travel in the field | | | | |
| **Additional Job Responsibilities:**   * Manage time for self development for the better performance and as required by organizational needs. * Support in other areas as assigned by supervisor. | | | | |
| **Equal Opportunities:**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | | | |
| **Health and Safety:**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | | | |
| **JD written by:** | Haribol Bajagain | | **Date:** |  |
| **JD agreed by:** | Dhana Bhusal | | **Date:** |  |
| **Updated by:** |  | | **Date:** |  |
| **Evaluated:** |  | | **Date:** |  |