

<b>Provincial Coordinator - TB Global Fund</b>	
<b>TEAM/PROGRAMME:</b> Global Fund TB Program	<b>BASED :</b> Province Health directorate , Bhalubang. Lumbini Province
<b>GRADE:</b> 3	<b>CONTRACT LENGTH:</b> Fixed term
<p><b>CHILD SAFEGUARDING:</b> Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> 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.</p>	
<p><b>ROLE PURPOSE:</b> 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.</p> <p>The Provincial Coordinator- TB Program functions as a key technical member of the TB program in program planning, implementation, and monitoring of all TB related activities in the 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 Coordinator – TB program will work closely with the NTCC, Provincial health directorate, Provincial health training center, Provincial Health Logistic Management Center, TB focal Persons, Health offices &amp; SRs in the respective province /district.</p>	
<p><b>SCOPE OF ROLE:</b> <b>Reports to:</b> Senior Program Coordinator –Global Fund, Dhangadhi <b>Staff reporting to this post:</b> None <b>Budget Responsibilities:</b> N/A <b>Role Dimensions:</b> Save the Children works in all the districts of Nepal with a current staff complement of approximately 500 staff and current expenditure of approximately \$US 40 million each year.</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <ul style="list-style-type: none"> <li>• Oversight of quality of NTP services/DOTS implementation at the province level, district level, and below, through supportive supervision visits to health facilities.</li> <li>• In consultation with TB focal persons and Sr. Program Coordinator-Global Fund, responsible to advocate and advise current policies and strategies of the National Tuberculosis Programme to LLGs and SDPs.</li> <li>• Responsible to collect monthly, quarterly, and yearly program and financial reports from the field offices (PHDs/HOs/LLGs) and submit to NTCC and respective to within the given timeframe.</li> <li>• Supporting TB focal persons in developing plans and reports within the region for expansion, strengthening, and monitoring of TB activities at the province to districts and LLGs.</li> <li>• Facilitating regional TB plans and reports to be prepared for NTP.</li> <li>• Monitoring activities through collection and analysis of data from the District and Province and compilation of monthly, trimester, and annual reports.</li> <li>• Provide on-site coaching/mentoring to relevant SRs/SDPs on various aspects of the TB program as per the need.</li> <li>• Provide technical support to manage TB SR interventions as per the set plan and ensure SR program interventions are implemented and aligned as per implementing guidelines.</li> <li>• Overall management of TB SR in respective province.</li> <li>• Review field visit reports to ensure recommendations of the last field visit reports are addressed in the next field visit.</li> <li>• Identify, prepare, and disseminate the best practices and approaches to the Centre and other</li> </ul>	

Provinces for their wider replication and use.

- Facilitating provincial review and planning meetings, quarterly DOTS workshops, and district-level meetings in cooperation with PHD and TB focal Persons.
- Verification of TB 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 the training needs of health workers delivering the NTP/DOTS and DR Management.
- In collaboration with Province, Save the Children, district, and NTP staff, participate in annual planning and other relevant review meetings.
- Support to undertake site assessments for service expansion and other assessments as/when required.
- Coordinate GO/NGO/INGO (including SR) activities in the province in support of the NTP;
- Support to implementation of red book activities at the province level, district level, and LLG, and provide technical support where needed.
- Support to organize trimester/half yearly, yearly reporting and planning workshops on the implementation NTPs with Provincial Health Directorate and partners organizations.
- Perform other duties as requested by Sr. Program Coordinator, NTCC Director, and PHD.

#### **SKILLS AND BEHAVIOURS (our 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 others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

##### **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.

#### **QUALIFICATION AND EXPERIENCE SKILLS**

- 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)

##### **Additional Job Responsibilities:**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**



**Save the Children**

**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:** ..... **Date:** .....

**JD agreed by:** ..... **Date:** .....

**Updated By:** ..... **Date:** .....

**Evaluated:** ..... **Date:** .....