



Job Description

Position:	Country Health Director
Programme:	Nepal
Line Manager:	Country Director and technically reporting to Health Advisor.
Responsible for:	Health Team with technical support to Programme Coordinators; Line manage Advocacy Coordinator
Location:	Kathmandu with occasional travel to the field (approximately 10%)
Start Date:	ASAP
Duration:	12 months
Salary:	£36,480 - £37,230 per annum dependant on relevant experience
Benefits:	Insurance cover, accommodation, and annual leave entitlement of 24 days per annum rising to 30 days at the completion of 12 months of continuous employment with Merlin

Due to the urgency of this position, applications will be short-listed on a regular basis and we may offer this post before the closing date. Only short-listed applicants will be contacted. This is an unaccompanied position

Merlin International Profile

Merlin specialises in health, saving lives in times of crisis and helping to rebuild shattered health services. Each year, Merlin helps more than 15 million people in up to 20 countries.

Context and Background

Currently Merlin is working on two quite different programmes, disaster risk reduction and human resources for health. Merlin is funded by EC to support a three year programme focussed on operational research looking at the current situation for human resources for health and piloting interventions to address key shortfalls with national civil society organizations. Merlin manages this project in partnership with The Society for Local Integrated Development (SOLID).

The second project is a disaster preparedness project focussed on earthquake preparedness in Kathmandu, part of the flagship programme addressing disaster risk reduction in Nepal. Merlin is working in a consortium with WHO, Oxfam and Handicap International focussed on emergency preparedness support for three hospitals, two rehabilitation centres and their catchment populations. Merlin is responsible for mass casualty management and referral guidelines and training, non-structural retrofitting in partnership with the national NGO National Society for Earthquake technology (NSET) and community preparedness and first-aid in partnership with the Nepalese Red Cross (NRC).

The Merlin team is based in Kathmandu. It is a small team, the strategy being to look for opportunities to partner with national NGOs and MoH.

Main purpose of the role

In close coordination with the Health Advisor (based in London) and the Country Director, the Country Health Director will oversee coordination with stakeholders and partners, and be responsible for the planning and implementation of the programme's health activities as stipulated in the project proposal. Additionally, s/he will be heavily involved in capacity building and training related activities. S/he will work closely with, and oversee activities of, partner organisations and field teams.

The CHD will oversee the technical quality of the Nepal programme to ensure effective implementation and documentation of Merlin supported activities. The Country Health Director will provide technical guidance that aims at achieving the current strategic objectives of the country programme, revising the country strategy and supporting the development of new programmes. S/he will provide supervision to the Programme Coordinators, Advocacy Coordinator and partners to ensure implementation of programme activities to a high standard. The CHD will represent Merlin on all technical issues.

The CHD will support the advocacy coordinator to expand Merlin's health sector profile. The CHD will influence policy and practice within the Nepal health sector through representation at the health cluster and active engagement in national-level co-ordination and policy forums.

Overall Objectives (scope)

Will be to:

- Provide technical and management support to the programme.
- Manage and support a team of health and non-health professionals.
- Build the capacity of Merlin staff, Implement and monitor health programme objectives according to the country strategy and donor requirements.

Duties & Responsibilities

Leadership

- Develop and maintain a coherent programme strategy in consultation with the Country Director and London HO that contributes to Merlin's aims in collaboration with the Country Director.
- Overall coordinate and functionally manage the planning and direction of Merlin's health activities in Nepal.
- Create a shared vision among all health staff of Merlin's programme's aims and their role in achieving these

Programme Development

- Constantly monitor the health and humanitarian situation in the programme area and propose appropriate action in collaboration with the Country Director, Health Coordinator and Merlin's partner organisations.
- To develop strong working relationships with MoH and other key stakeholders and technically lead on new proposals and programmes.
- Ensure all programme staff are aware of health and humanitarian trends within the Merlin Nepal programme sites and beyond

- Actively engage with the Programme and contribute to the development of high quality and timely concept notes and programme proposals in response to health needs in Nepal and Merlin's global strategy
- To contribute to the Merlin Nepal emergency preparedness plan and required activities to support its implementation.
- Support the Country Director in identifying new issues/changes to programme activities in collaboration with the district health authorities and partner organisations.
- With the Country Director, continuously explore potential funding opportunities with international agencies.

Programme Support

- To manage partner assessments in terms of technical standards and capacity, providing technical inputs into MoUs, monitoring of partner outputs, advising CD and PC on changes and additional resources required to support partner activities, supporting the PC in troubleshooting and/or programme changes as required.
- Represent Merlin's health work to MOHP (at all levels), international donors, UN agencies and NGOs.
- To manage all technical aspects of programme strategy, proposal development and programme implementation in accordance with the programme management cycle.
- To contribute to and maintain compliance with standard Merlin and donor procedures and guidelines.
- Coordinate the technical components of plans, proposals, MoUs and budgets for new projects and extensions of projects in conjunction with the other Country Management Team members and the programme teams.
- Contribute to establishing systems and standards for assessment and monitoring/evaluation of Programmes.
- Ensure there are regular documented meetings for all key staff to discuss and plan programme objectives and work/activity plans and ensure project time-line fulfilment and donor/ Merlin compliance.
- Ensure reports are of required standard and completed in accordance with deadlines/ compliance requirements.

Human Resource Management

- To technically manage the project coordinators for disaster risk reduction and HRH ensuring adherence to Merlin policies, timely implementation and documentation and requisite standard of work.
- Line manage the Advocacy Coordinator
- Monitor staff performance and conduct appraisal together with Country Director and relevant senior staff.
- To lead on technical capacity building of programme staff and partners. Providing formal and non formal training opportunities.
- Responsible for staff health and medical evacuation plans

Other

- Provide coverage for other posts when necessary and carry out any other responsibilities as reasonably requested by the Country Director.

Person Specification

Essential

Qualifications, experience and competences

- Masters degree in Public Health, Health Policy, Health Systems or other related degree.
- Extensive experience of managing public health projects both emergency and transitional / development settings.
- Extensive experience of programme development. Strong international project coordination and management experience, including design, implementation, monitoring and personnel management.
- Previous experience of working with national partners.
- Familiarity with disaster risk reduction and emergency preparedness programming.
- Strong experience of communicating negotiating and representation, at a senior level. Experience of representation/ liaison with government officials, local authorities, NGOs, civil society groups and donors.
- Previous experience in HRH programming
- Previous experience in operational research
- Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast paced environment with tight deadlines
- Extensive experience writing and editing quality project proposals and reports.
- Proven experience in budget management.
- Strong communication skills, with excellent written and spoken English.
- Confident and proficient in the use of MS Office and data analysis software.
- Experience of proactively identifying and addressing issues
- An understanding of and commitment to Merlin's mission and values

Desirable

- Experience of different donor funding mechanisms
- Previous experience within South Asia
- Health professional, medical doctor

To apply for this position

To apply for this job, please go to www.merlin.org.uk/jobs and apply using our online recruitment system. In order to apply for a job with Merlin online you will need to complete a short registration process and create an account - the online recruitment system explains how to do this. Once your account has been created, you will be able to save the information that you have entered in your application and re-visit it at any time before you submit it.

If you are unable to apply online for any technical reason, please contact applications@merlin.org.uk.

Please note that we do not accept CVs. Unfortunately due to the number of applications we receive, only shortlisted applicants will be contacted.

Data Protection

Please note that in accordance with the 1998 Data Protection Act, Merlin will hold and use personal information that you have given for the purpose of recruitment and employment. This information can be stored in manual and/or electronic form. This information may also be disclosed to third parties in accordance with the Data Protection Act. In cases where a job offer is conditional on ensuring that potential employees' names do not appear on counter terrorism lists generated by the United Nations, European Union or the United States due to donor funding requirements, Merlin will use the information that you have given for checking that your name does not appear on these lists.