

Project Coordinator

Medical Emergency and Health Response (MEHR)



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Project Location :	West Rukum, Jarjarkot and Salyan, Nepal
Service type :	Medical Emergency and Health Response
Type of Contract :	Yearly contract for three years
Post Level :	Mid-level management
Reports to:	Community Development Programme Lead (HQ)
Supervisory role:	5-8 people

Organisation Background:

Human Development and Community Services (HDCS) is a faith-based NGO working in three main sectors of health, education, and community development since 1991. Currently, it manages various projects across Nepal especially in rural regions and provides services through hospitals, health camps, public health programs, disaster preparedness and response, school development programs, teacher training, educational daycare centres for children with special needs, and community radio stations. HDCS is committed to attract and retain the best employees from all ethnicities, gender and backgrounds in its vision to transform the communities.

Responsibilities:

The Project Coordinator (PC) will be responsible to coordinate the medical emergency and health project mainly in West Rukum, Salyan and Jajarkot. This covers medical emergency team management, coordination with project staff, medical director, hospital administrator, DCC, municipalities, DAO, Nepal Red Cross, Nepal Police, Armed police force and other security units of the Nepal government as well as external human resources linked with the project. This role is also important to create an enabling environment to establish a strong team of technical people capable for preparedness and medical emergencies. In addition to this, it is desired to provide technical guidance to other projects to integrate the preparedness aspects in respective areas of work to create disaster resilience.

Conditions:

This is a full-time position with minimum 40 working hours per week. The employment contract will be subject to annual renewal upon satisfactory performance. Initially this position is for three years over the project period but may continue further subject to funding availability. The position is based in Chaurjahari, West Rukum, with frequent field visits in West Rukum, Salyan and Jajarkot and with occasional travel to other locations in emergency health situations.

Qualifications:

- Bachelor's degree or equivalent, with specialization in the field of Health, Emergency, Project Management, DRR, Administration, Social Science, Health, Environmental Science, Economics, or other.
- Minimum 3 years of work experience in the area of project management and/or DRR in development sector
- Motivated for result based management with dynamic team player capacity
- Experience in Medical Emergency Response or DRR sector such as Disaster Preparedness, Mitigation, Response, Anticipatory Action
- Strong team player and comfortable working in stressful emergency situations
- Strong analytical problem-solving mindset and creativity to develop new systems in the project
- Experience to provide training, project planning and people management
- Learning attitude and willingness to develop technical expertise
- Coach, supervise and train people to achieve the project goal
- Strong verbal and written communication skills in English and Nepali