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| **The Leprosy Mission Nepal**  |
| **Job Description** |
| **Job title** | Technical Officer (Medical) | **Location** | Simara Field Office , TLMN  |
| **Job Family**  | Programs  | **Reports to** | Project Director  |
| **Overall purpose of job** | The Technical Officer is responsible for successful implementation of leprosy elimination programmes in Nepal. S/he ensures effective client screening, supervise and conduct skin camps, validate, verify and follow up leprosy cases in assigned district and maintain clinical procedures as per GoN medical protocol and National Medical Standard.Ensure the high-quality care services at TLMN implementation areas and training of team members and liaison with Government and other external stakeholders.  |
| **Key tasks and responsibilities**  | **Implement:** Community Level interventions, verified through Client documentation, Observation and Client feedback. **Liase**: Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with governments and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders. **Capacity Building**: Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders. Recording and reporting of Clinical data and support project team. **Client Screening:** * Examine all the clients
* Ensure leprosy case validation, treatment and prescribe necessary drugs in liaison with District health office.
* Conduct and supervise skin camps
* Be responsible for proper recording of clients’ medical profile in details.
* Provide referrals to Anandaban hospital for reaction cases as per need of the clients.

 **Clinical Procedures** * Undertake field visits and surveys and share information with partners and stakeholders to assess progress and provide technical support.
* Will be responsible for maintaining medical standard WHO and GoN medical protocols to ensure the high quality care services and Leprosy case diagnosis and MDT.
* Will advise field supervisors on leprosy related activities and support documentation.
* Ensure that necessary drugs are maintained in the procedure room. Support the project officer in maintaining logistics especially regarding MDT and other drug consumption.
* Will be responsible for ensuring that online clinical register is properly maintained.

**Training:** * Train field staff as per intervention requirement.
* Assessing technical skills of staff and report on additional capacity building requirements, if any.

**Liaison:** * Working in liaison with the MEL and Project Officer under the guidance of Project Director.
* Work closely and collaboratively with colleagues and partners to collect, analyse and share information on implementation issues; suggest solutions on routine programme implementation and submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.

**Others:** * Document all clinical data in assigned software (KOBO, REDCAP, HMIS)
* Be responsible to center management and cooperate with the field and project staff.
* May be required to assess the performance of field staff at the districts
* Will be required to go to field to conduct skin camps as per the requirement of organization.
* Any other related works requested by Support Office.
* Attain outreach for at least 8-10 weeks in a year.
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| Any special working conditions | NMC registered  |
| Notes applying to all jobs at TLMN  |

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| TLM Nepal has a zero-tolerance policy towards any abuse, neglect and exploitation to all people. The post holder should have signed and must comply with all TLMN organisational policies, including the Safeguarding Code of Conduct and the Safeguarding Children & Vulnerable Adults Policy. |

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| Person Specification  | * MBBS (NMC Registered) with 3 years of professional work experience in the field of Skin, NTD’s or relevant
* Fluent English and Nepali language.
* Basic computer skills (MS-Office, Data management software)
* Excellent verbal and written communications skill.
* Received Medical Officer Training on Leprosy, past experience in Skin/NTD’s
* Proven ability to train others.
* Knowledge of local language.
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