

HERD INTERNATIONAL TERMS OF REFERENCES

1. JOB IDENTIFICATION

Job Title	:	Senior Officer: Environmental Health
Department	:	Research
Reporting to	:	Research Manager
Job status	:	Annual Contract
Working hours	:	40 hours per week (Monday to Friday)
Job Assignment	:	HERD International central office with frequent field visit

2. WHO WE ARE - A BRIEF INTRODUCTION

HERD International is a leading national agency dedicated to leveraging evidence for the enhancement of health and social development. Our mission is to empower individuals, improve their health and strengthen communities by working collaboratively with policy practitioners, researchers, academics, and other diverse stakeholders including communities. We are committed to promoting inclusivity, evidence-informed, locally tailored solutions to address critical local issues at system, institution, and community levels, recognizing the importance of diversity and institutionalizing best practices, ultimately improving the quality of life of people. More information about HERD International can be found on the website www.herdint.com.

3. JOB PURPOSE

The Senior Officer- Environmental Health is a full-time position and will be responsible to design and implement research, and provide expert analysis to projects related to environmental health and climate change. She/He will work in teams focusing on providing technical input in environmental health related projects, also contributing to the development of strategies and policies aimed at addressing environment health challenges and mitigating the impacts of climate change.

4. MAIN RESPONSIBILITIES

The anticipated roles and responsibilities of Senior Officer: Environmental Health include but are not limited to the following:

I. Environmental health and climate change

- Bring knowledge and experience in the field and contribute to design and development of the proposal and research tools relating to environmental health and climate change
- Develop and execute project implementation plan, monitoring and evaluation frameworks and analysis plan

- Execute field implementation plan of respective projects by mobilizing field team, visit field sites, conduct on-site observation and monitoring of the project
- Conduct review and analysis of global and national documents and literature related to environmental health/ climate change, using systematic and critical approaches.
- Engage with research team in analysis of data, both qualitative and quantitative using software including routine synthesis of process documentation data.
- Analyze data, synthesize findings and produce high-quality reports, briefs, articles and dissemination at national and international forum
- Contribute to building capacity of research team and stakeholders on various aspects of climate change policies and interventions
- Carry out project level coordination as required with relevant government and other stakeholders for implementing project on climate change and environmental health
- Collaborate with internal teams and external partners to identify emerging research priorities and provide technical inputs in the design of interventions on climate change and health.
- Organize meetings and workshops with stakeholders, conduct mapping stakeholders engaged in climate change issues and understand their working areas and inter-relationships with health and health systems
- Contribute to knowledge sharing and learning by documenting best practices, lessons learned, and success stories.
- Contribute to research uptake by engaging in different uptake activities for communicating research findings, proposing policy recommendations etc in close coordination with communication and research uptake team
- Ensure project risks register is well developed, updated and documented in addition to coordinating with management and operation team to manage and mitigate the risks as required

II. Project Delivery:

- Responsible to implement project management systems and track progress against indicators, collecting and verifying information, and maintaining performance monitoring plans, reports, work plans, and monthly reports.
- Document case studies, success stories, and best practices to support organizational learning and advocacy.
- Prepare reports and recommendations for program implementation
- Ensure all documentation meets the standards and requirements of donors and stakeholders.

III. Organizational Development:

- Actively participate in meetings and attend organizational events, trainings, workshops, and seminars to contribute to both short-term objectives and long-term strategic planning initiatives.
- Implement organizational policies and guidelines, ensuring adherence to best practices and compliance standards.
- Foster strong working relationships by collaborating closely with team members and stakeholders, facilitating the exchange of project-related information.

The above list of responsibilities is not comprehensive, and the Senior Officer: Environmental Health may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet organizational needs and requirements.

5. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA)

All duties will be carried out in a manner that supports and promotes absolute commitment to HERD International and its policies, including the promotion of gender equality, social inclusion, diversity, equity and accessibility. HERD International is an equal opportunity employer committed to providing equal employment opportunities for all individuals while valuing diversity and inclusiveness. We recruit, employ, train, promote, and compensate without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

6. SAFEGUARDING

At HERD International, safeguarding is at the core of our commitment. We define safeguarding as the proactive measures we take to protect the well-being and safety of our employees, clients, and the communities we engage with. Our unwavering commitment to safeguarding ensures that all individuals, especially children and vulnerable adults, are treated with the highest level of respect and are safeguarded from any form of harm or abuse. To maintain these standards, our selection process for all successful candidates includes safeguarding-focused interviews and a comprehensive due diligence process. HERD International is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

7. APPLICABLE POLICIES

All HERD International's policies and guidelines are applicable to its members of staff.

8. PERFORMANCE APPRAISAL

The performance appraisal of the position will be completed annually by the Line Manager as per the HERD International's performance appraisal system. In addition, the line manager may execute performance appraisal for specific issues in a specific period.

9. APPEAL

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

10. JOB PROFILE

We are actively seeking a highly qualified Senior Officer: Environmental Health to join our team at HERD International.

If you are passionate about driving meaningful change and possess the qualifications and skills required, we encourage you to apply and become a vital part of our team, dedicated to improving the quality of life for communities we serve.

11. MINIMUM REQUIREMENTS

- Master's degree in environmental science or related disciplines
- Minimum five years of relevant research experience in environmental health and/or climate change (experience in health-sector related projects is preferred)
- Strong qualitative and quantitative research skills, including proficiency in statistical analysis and data visualization.
- Understanding of relevant national, regional, and global policies, frameworks, and interventions related to environmental health and climate change.
- Strong skills in documentation, analysis, and writing, demonstrating the ability to effectively communicate complex scientific concepts to diverse audiences through reports, policy and technical briefs, presentations, and other mediums.
- Proven track record of collaborating with stakeholders from government, research institutions, external partners, academia, and private sectors in multiple disciplines.
- Ability to work independently, prioritize tasks effectively, and manage conflicting deadlines.
- Strategic and analytical thinking abilities.
- Recognition and integration of gender and cultural considerations in project activities.
- Excellent verbal and written communication skills in English and Nepali.

If you possess the necessary qualifications and competencies to excel in this role, we encourage you to apply and be part of our dedicated team. We encourage applications from women and people from diverse groups across ethnicity and geography.