

**Job Title:** Program Officer – Nurse Mentoring and Capacity Building

**Location:** M.P

**Reporting to:** Program Lead/ Sr. Program Officer- Training and Implementation (District Lead)

**Role Summary:**

- Conduct different assessments which includes facility assessment, outcome data assessment and knowledge assessment of the staff nurses posted at the designated delivery points and frontline workers based on the 1000 days construct.
- Training of delivery point staff, FLWSs and other health service providers on appropriate documentation and quality service delivery assurance in facilities
- Supporting facility staff in strengthening key areas of service provision – Labor room, SNCU, NRC and MCHN wings
- Develop training and capacity development modules.
- Working closely with program team and government supervisors for effective implementation of facility enhancement and MCHN capacity building interventions
- Developing work plans, tracking tasks, identifying, and addressing gaps, reviewing operations and other activities to meet quality service objectives of mentees.
- Developing, reviewing, and disseminating guidelines, standards of practice, protocols and other tools to improve quality in clinical and non-clinical settings.
- Ensuring timely submission of reports and updates on interventions. Work closely with the Monitoring and Evaluation team and Program Lead to analyze data and take corrective action for plugging gaps, if any
- Documenting best practices and developing plans to incorporate the learnings across given location and in organization.
- Collecting and analyzing data for sharing with Government officials to inform actions to be taken at facilities.
- Observe quality of program and program fidelity at the field level
- Developing presentations, program notes, status update for internal and external meetings; rendering support in donor reporting
- Co-lead the process of developing training materials and training design.
- The role may include other related duties/tasks from time to time.

**Qualifications and skills:**

- BSc / MSc Nursing from a recognized institute and registered with a competent authority.
- At least 2-3 years' work experience in training and mentoring on the MCHN themes.
- Strong analytical skills and ability to use data.
- Ability to present information in a structured and insightful manner.
- Excellent skills in oral and written communications in Hindi and preferably in English
- Demonstrated ability to work in a multi-disciplinary team environment.
- Ability to work independently and as a team player in a complex, multicultural environment, with demonstrated leadership, communication, networking, and presentation capabilities.

**For more details:**[contact@pmspl.net.in](mailto:contact@pmspl.net.in)