**Vial to Child Project Coordinator**

**Location:** Kathmandu (with frequent travel to Nawalparasi and Dadeldhura)

**Salary:** Commensurate with experience

**Start Date:** Immediately

**End Date:** June 30th, 2015 with potential to extend

**Duration:** About 9 months

**Position Overview**

VaxTrac is a US-based NGO that deploys a mobile, biometric-based vaccination management system in developing countries. Reporting to the Program Manager, the Project Coordinator is primarily responsible for supporting our Vial to Child Project in two districts in Nepal. This role will require significant travel between Kathmandu and project sites (Nawalparasi and Dadledhura) in order to work with partner NGOs and to supervise training, implementation of technology, and ongoing activities throughout the duration of the pilot phase.

**Roles and Responsibilities**

* Work closely with MoHP, UNICEF and WHO to ensure project governance and oversight by organizing and facilitating regular Steering Committee meetings.
* Work with US-based VaxTrac staff to coordinate project management activities, including determining scopes of work for local NGOs, procuring resources, facilitating trainings of health workers, responding to ongoing maintenance needs, and other tasks as necessary.
* Act as a voice for the project on the ground, responding to any communication requests, and relaying information from VaxTrac US staff to partners in Nepal.

**Skills and Qualifications**

* Fluent in both English and Nepali. Other local languages a plus
* Working knowledge of the national health system and major players in the immunization and eHealth sector
* Strategic, operational, administrative, and financial management skills
* Excellent communication abilities, including written and cross-cultural