**Vaccine Logistics Officer**

**Responsibilities**

* Identifying and estimating needs for vaccines and immunization-related equipment in each field study site in accordance with project plans on a daily basis.
* Coordination of vaccines and injection equipment delivery to field sites in a timely fashion.
* Overseeing use and maintenance of cold chain equipment and transportation.
* Maintaining vaccine accountability. Managing the clearance and receipt of vaccines and immunization-related equipment on a daily basis.
* Maintaining clear records for temperature monitoring.
* Ensuring regular & timely updates on cold chain, after collection/ distribution/ returns from the field (within 24 hours).
* Monitoring cold chain performance and ensuring prompt follow- up of response by the concerned person, to temperature excursion alerts.

**Qualifications:**   
1. Minimum of Bachelors Degree in Pharmacy/Hospital Management/ Social Science.

2. Preference will be given to candidates with experience in vaccine management or cold chain management/ public health/ health care.  
3. Experience/ Knowledge in immunization programmes will be an advantage.

4. Must be proficient in computers. Knowledge of MS- Office applications.

5. Excellent knowledge of written and spoken English is essential.

6. Strong communication skills.

**Data Management Officer**

**Responsibilities**

* Entering, updating and analyzing routine data for research projects ensuring completeness and quality.
* Establishing and ensuring smooth and regular data retrieval mechanisms.
* Run basic, descriptive data analyses
* Generate/update tables and charts of the indicators of interest for routine monitoring purposes
* Support others in the daily use of data systems.
* Support in establishing procedures for identifying problems and inconsistencies in overall data management.

**Qualifications**

* Bachelor’s degree in Health Sciences, Social Sciences, Health Informatics, or related fields
* Minimum 1 year management and analyses of program/research data.
* Experience managing (cleaning, entering, aggregating and generating reports from) data using database platforms
* Strong interpersonal communication and documentation skill.
* Proficiency in using MS Excel. Knowledge / experience of using statistical tools and software packages e.g. SPSS, STATA etc preferred.
* Strong command on English and Nepali language on written and speaking
* Exhibits attention to details and accuracy.
* Ability to work with minimum supervision and independently as well as part of the team
* Must exhibit the ability to handle multiple tasks and priorities simultaneously to meet multiple deadlines.