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ROYAL GOVERNMENT OF BHUTAN, MINISTRY OF HEALTH
THIMPHU: BHUTAN – 11001



MoH/HRD-3/2022/ 510

January 14, 2022

Vacancy Announcement

The Ministry of Health is pleased to announce the vacancies for various posts on contract for 3 years as specified below:

Sl.No	Position Title/Level	Minimum Qualification	Contract Duration	No. of Slots	Agency
1	Outreach Coordinator, SS4 A	Class XII & above	2 year	1	HISC, Thimphu
2	Outreach Worker, S5 A	Adequate writing skills in English	2 years	2	
3	Driver, O4 A	Class VIII Passed	2 years	1	Dewathang Hospital

The applicants for the post of Outreach Worker & Coordinate are requested to submit the following documents to the **HR Division, MoH, Thimphu** and the applicants for the post of Driver are requested to submit the following documents to **Dewathang Hospital Administration, S/Jongkhar** latest by **28th January, 2022;**

1. Civil Service Employment Application Form;
2. Copy of valid Security Clearance Certificate;
3. Copy of valid Medical Fitness Certificate;
4. Copy of Valid Driving License for the post of Driver;
5. No Objection Certificate from the Agency if employed.
6. Copy of Class VIII Academic Transcripts for the Drivers and Certificates XII and above Academic Transcripts and Certificates (for Outreach Coordinator)
7. Copy of academic Transcripts and certificate if any for the post of Outreach Worker.

The Ministry will announce the list of shortlisted candidates on website for selection interview.

For further inquiries, please contact Human Resource Division, Ministry of Health at 17589358 and Dewathang Hospital Administration at 17466064 during working hours.


(Sangay Thinley)
Chief HR Officer

Terms of Reference

Position title: Outreach Worker

Position Level: O1

Pay scale: Nu.13,300/- (lump sum)

Number of Post: 2

Duration of contract: Two years of the signing of contractual agreement.

Duty Station: Health Information Service Centers (HISC), Thimphu

Supported through: Global Fund HIV/TB Combined grant.

Background

Sex work and Men having Sex with Men (MSM) are hidden in Bhutan and very little is known about these populations in terms of STI/HIV incidences and prevalence. Currently, officially reported numbers of MSM and transgender (TG) as well as people with high sexual behavior (sex workers (SW)) is very low compared to the national estimates. This gestures that these populations are still hidden and do not avail health services, possibly due to the fear of stigmatization and discrimination within the family, society and at health centers. Furthermore, there is limited access and coverage of STI/HIV services targeted to these population groups. Studies in other countries show that the risk of HIV transmission and HIV prevalence is much higher among these populations than in general population. Also, it is seen that network among these populations is very poor impeding the access to and coverage of STI/HIV preventive and treatment services.

Thus, considering the high vulnerability to STI and HIV infection in these key populations, it is eminent to expand and reach out the STI/HIV services to them through targeted interventions and improved networking among them. Therefore, there is a need to recruit outreach coordinators who can be fully dedicated in coordinating and managing programmes for these populations, working closely with them, increasing network among them and reaching the services to them.

Objectives

1. To reach the un-reach key population with comprehensive HIV and STIs prevention services.
2. To enhance the knowledge on HIV and STIs prevention and transmission and associated risk factors for their peers.

Scope of work:

Under the overall supervision of Program Manager, NACP and under the direct supervision of the HISC In-charges, the Peer Educators (PEs) or Outreach Workers (ORWs) will be responsible to execute the following responsibilities;

1. Educating peers (FSWs, MSM, TGs and IDUs including the vulnerable population) on STIs and HIV in one-on-one and small group sessions.
2. Assisting peers to access condoms, STIs and voluntary counseling and testing (VCT) services.
3. Distributing condoms / lubricants and demonstrate correct condom use to their peers.
4. Participating in HIV outreach and in-reach services and other public events to disseminate importance of HIV testing and benefit of timely treatment.
5. Distributing educational materials to the peers on prevention and transmission of HIV and STIs.

6. Teaching peers to negotiate safer sex (Hetero sex, anal sex and oral sex), prevention and transmission of HIV and STIs including the benefit of timely diagnosis and treatment.
7. Functioning as leaders, change agents, role models and innovators in the community.
8. Facilitating and catalyzing the development of positive self-image and self-esteem within the key populations.
9. Facilitating community mobilization and the process of individual and community empowerment through networking and mapping of the hotspots.
10. Maintaining recording and reporting of day to day outreach and in-research activities to HISC for onwards submission to NACP.
11. Perform any other tasks related to HIV, AIDS and STIs prevention under the stewardship of NACP and HISCs.

Required Qualification

- Should be literate with no specific qualification but person with formal education Class (X to XII and above) will be given preference.
- Should belong to MSM, TG and SW community/network.
- Should have an adequate writing skills in English (Preference will be given to applicants having good knowledge on use of Microsoft word, excel and power point)
- Having multilingual will be an added benefit.

Experiences

- Preference will be given those to those having experience of working with Non-Governmental Organizations (NGOs) or Civil Society Organization (CSOs) in the areas of HIV, AIDS and STIs prevention.

Timing

- Formally working hours from 9 a.m to 5 p.m.
- For out-reach and in-reach activities time will depend upon the nature of the work.

Others

- Notify Human Resource Division, MoH through NACP in writing at least one months in advance, if the candidate wishes to resign

Terms of Reference

Position title: Outreach Coordinator

Position Level: SS4 (Equivalent to grade 9 officer as per RCSC)

Pay scale: 20,645 (lump sum)

Number of Post: 1

Duration of contract: Two years of the signing of contractual agreement.

Duty Station: Health Information Service Centers (HISC), Thimphu

Supported through: Global Fund HIV/TB Combined grant.

Background

Sex work and Men having Sex with Men (MSM) are hidden in Bhutan and very little is known about these populations in terms of STI/HIV incidences and prevalence. Currently, officially reported numbers of MSM and transgender (TG) as well as people with high sexual behavior (sex workers (SW)) is very low compared to the national estimates. This gestures that these populations are still hidden and do not avail health services, possibly due to the fear of stigmatization and discrimination within the family, society and at health centers. Furthermore, there is limited access and coverage of STI/HIV services targeted to these population groups. Studies in other countries show that the risk of HIV transmission and HIV prevalence is much higher among these populations than in general population. Also, it is seen that network among these populations is very poor impeding the access to and coverage of STI/HIV preventive and treatment services.

Thus, considering the high vulnerability to STI and HIV infection in these key populations, it is eminent to expand and reach out the STI/HIV services to them through targeted interventions and improved networking among them. Therefore, there is a need to recruit outreach coordinators who can be fully dedicated in coordinating and managing programmes for these populations, working closely with them, increasing network among them and reaching the services to them.

Objectives:

- To improve network among MSM, TG, SW and people with high sexual behavior, and improve access to HIV/STI Preventive Service Package for them
- To encourage these key populations to avail HIV/STI Counseling, Testing and Treatment Services through networking

Scope of work:

Under the overall supervision of Program Officers, National AIDS/STI Control Program, Department of Public Health and under direct supervision of HISC in-charge, the Outreach Coordinators will be responsible for the following tasks targeted to these key population groups:

- Manage and coordinate programmes on interventions targeted to these key populations
- Supervise, guide and work closely with outreach workers in implementing STI/HIV prevention interventions in HISC, Thimphu
- Review reports submitted by Outreach workers and provide feedbacks and guidance accordingly
- Monitor and supervise Voluntary Counseling and Testing (VCT) program
- Provide inputs in developing, reviewing, updating national protocols and standard operating procedures with regards to the targeted interventions

- Coordinate and organize awareness programme and trainings/workshops among these key populations
- Prepare and compile progress reports from all service sites and submit it to NACP and HISC in-charge in monthly basis
- Support NACP in preparing annual reports and other activities related to these key population
- Facilitate and strengthen network among these populations
- Provide support and co-ordinate for researches, surveys and routine surveillance activities (including IBBS) related to these key populations
- Work closely with NACP in designing, implementing and monitoring the programme targeted to key population
- Conduct regular field visits at intervention sites which can be at odd hours
- Provide support for the existing projects, especially in the STI/HIV prevention targeted interventions related to these key populations as assigned by the supervisor

Required Qualification

- **Essentials**
 - Minimum Class 12 passed.
 - Belonging to key populations (MSM,TG or SW) with excellent command of English both in writing and speaking
 - Good knowledge on use of Microsoft word, excel and power point

Other Requirements

- Good interpersonal communication skills, ability to express and having high respect for confidentiality

Experiences

- Minimum one year experience working with the Key population

Timing

- Formally working hours from 9 a.m to 5 p.m.

For out-reach and in-reach activities time will depend upon the nature of the work

Others

- Notify Human Resource Division, MoH through NACP in writing at least one months in advance, if the candidate wishes to resign