

**AMDA Nepal
Jorpati, Kathmandu**

Terms of Reference

A. **Type of Employment:** Special Service Agreement (Time-based employment)

B. **Job title:** Pediatrician

A. **Level:** 8 (Eight)

C. **Location:** Siddhartha Children and Women Hospital

D. **Date:** 2082/08/18

E. **Reporting to:** Medical Superintendent

F. **Background**

Association of Medical Doctors of Asia-Nepal (AMDA-Nepal) was established in 1989 as a chapter of AMDA-International, Japan and was officially registered in the government office as a NGO in 1990. It is a humanitarian, nonprofit-making, non-political, non-sectarian, Non-Governmental Organization working with its mission to promote the health and well-being of the underprivileged and marginalized people under the slogan “Better quality of life for better future”. Under AMDA Nepal, Siddhartha Children and Women Hospital (SCWH) in Butwal, Rupandehi district started with 50 beds and is currently operating with 100 beds. Since its beginning, Siddhartha Children and Women Hospital has been working especially in the field of children's and women's health.

G. **Job Purpose:**

A Pediatrician plays a pivotal role in delivering specialized medical care to infants, children, and adolescents. This position involves diagnosing and treating a wide range of pediatric conditions, guiding junior medical staff, and collaborating with multidisciplinary teams to ensure comprehensive patient care.

H. **Critical Responsibilities and Duties:**

1. **Clinical Leadership:** Coordinate, and provide clinical care to pediatric patients, ensuring high-quality treatment in both outpatient and inpatient including NICU, PICU and HDU and Emergency setting.
2. **24-hour care in Emergency Unit:** Provide 24-hours direct service in Emergency units by rotation duty.
3. **Diagnosis and Treatment:** Assess children who are ill, injured, or have disabilities; prescribe appropriate medications, surgeries, or therapies; and explain diagnoses and treatment plans to patients and their families.
4. **Parental Guidance:** Educate parents and caregivers on children's health, nutrition, safety, and disease prevention, fostering healthy lifestyles and informed decision-making.

I. **General Responsibilities and Duties:**

5. **Developmental Monitoring:** Monitor children's growth and development, identifying and addressing any delays or abnormalities to promote optimal health outcomes.

6. **Multidisciplinary Collaboration:** Work closely with other healthcare professionals, including nurses and specialists, to provide comprehensive care and ensure patients' well-being.
7. **Training and Supervision:** Supervise and train junior medical staff, contributing to their professional development and ensuring adherence to best practices in pediatric care.

J. Terms and condition of employment

1. **Type of Employment:** Time based employment (Special Service agreement).
2. **Post:** Pediatrician
3. **Initial duty station:** AMDA Nepal, Siddhartha Children and Women Hospital, Butwal (can be relocated in other duty station as needed).
4. **Duty Hour:** At least 42 hours a week; from 09:00am to 05:00pm, Monday to Friday or as per duty roster assigned by hospital administration. The office authority can assign extra duty hour, for which substitute leave/overtime allowance can be granted.
5. **Job Description:** As specified in section G, H and I.
6. **Salary, benefits and allowances:** (per month/assignment)
 - a. Minimum salary: NRs. 32,484.00
 - b. Gratuity/Insurance: NRs. 3,248.00
 - c. Provident Fund: NRs. 3,248.00
 - d. Festival allowance: NRs. 2,706.00
 - e. Other allowance (including leave compensation): NRs. NRs. 46,990

Gross: NRs. 88,676.00 per month

Income/wage tax in affect will be applicable as Tax Deduction at Source (TDS).

7. **Leave:** Festival/Casual leave (max. 15 day per Six month). Entitled leave, remained balance at the end of employment will not be compensated.
8. **Holidays:** Office will remain closed as per the holiday's calendar of AMDA Nepal. AMDA can deploy staff to continue their work during weekend and public holidays for the emergency and urgent services.
9. **Validity and Termination:** Maximum for Six month. Employment contract can be terminated by either a party, giving written notice of one-month. It can be terminated with immediate effect as a disciplinary action that includes the breeching of the code of conduct. No further notice shall require to end/terminate special service agreement on the last date of the validity.

K. Person Specification

1. Essential Qualification and Skills

- a. Must have MD/MS or equivalent postgraduate degree in Pediatrics.
- b. Valid medical license/registration with Nepal Medical Council.

2. Preferences:

- c. Strong diagnostic and clinical decision-making skills.
- d. Excellent communication and child-friendly approach.
- e. Ability to handle emergencies calmly and effectively.
- f. Compassionate, patient-centred care.
- g. Teamwork, professionalism, and ethical conduct.

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