

AMDA Nepal
AMDA Institute of Health Science
Damak, Jhapa

Terms of Reference

- A. **Type of Employment:** part time
- B. **Job title:** Officer (Instructor Public Health)
- C. **Level:** 6th
- D. **Location:** AMDA Nepal, AMDA Institute of Health Science
- E. **Date:** 2082-08-10
- F. **Reporting to:** Principal

G. 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”.

H. Job Purpose:

Teaching

I. Critical Responsibilities and Duties:

1. Assist in develop the master plan, rotation and monthly plan of the program
2. Conduct theoretical and practical classes as per the approved academic calendar and curriculum.
3. Conduct theoretical and practical classes according to the class routine
4. Prepare daily lessons required teaching materials such as syllabus, homework assignments, and hand-outs in advance.
5. Perform timely students by using evaluation tools according to rotation plan and duty roster
6. Prepare a question paper to conduct internal exam
7. Assist in Prepare class routine and conduct theoretical and practical classes accordingly.
8. Prepare daily lessons required teaching materials such as syllabus, homework assignments, and hand-outs in advance and maintain log book.
9. Guide students in case studies, research projects and evidence based clinical practice.

J. General Responsibilities and Duties:

1. Co —ordinate students clinical postings in affiliated hospitals.
2. Ensure safe, ethical and professional practice in all student activities.
3. Check regular attendance records of students, logbook other required records and give suggestions according to need.
4. Prepare question paper to conduct internal exam
5. Evaluate and grade students' class work & assignments.
6. Provide academic counselling, mentoring and guidance to students.

7. Support students in developing communication, teamwork and professional competencies.
8. Solve the arising problems and provide necessary suggestions/ guidance to the students/ program
9. Review progress of each student in academic & clinical areas, encourage for professional growth
10. Maintain and up to date the lab settings as required.
11. Help the students to be disciplined and make the college administration dignified.
12. Prepare monthly and weekly reports of running activities to the head of department, clarify if needed
13. Provide responsibility and accountability to the subordinates as needed
14. Evaluate student timely by using evaluation tools according to rotation plan and duty roster
15. Does self-evaluation and change self as required by obtaining feedback from students, colleagues & administration
16. Participate in departmental meetings, academic planning and program development.
17. Be always honest and loyal to the organization. Perform activities within the policy and rules of the

K. Terms and condition of employment

1. **Type of Employment:** Part Time
2. **Post: Public Health (Instructor)**
3. **Initial duty station:** AMDA Nepal, AMDA Institute of Health Science, Damak Jhapa
4. **Duty Hour:** As per institutional rules and academic calendar of AIHS.
5. **Duration of Assignment:** As per appointment terms
6. **Job Description:** As specified in section G, H and I.
7. **Salary:-**
8. **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 breaching of the code of conduct. No further notice shall require to end/terminate special service agreement on the last date of the validity.

L Person Specification

Qualification: -BPH with NHPC Registered

Preferences: Experience and relevant training will be preferred.