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Titel

Korrespondenz mit der UMN - United Mission to Nepal. Verschiedene Abteilungen

Band

2

Laufzeit

1983 - 1991

Enthält

offizieller Schriftwechsel mit Personal Department (Personalabteilung) der UMN;
Personalanforderungen u. Personalbedarf für verschiedenste Dienste der UMN,
berufliche und medizinische Kriterien für Auswahl von Mitarbeitern;
Arbeitsplatzbeschreibungen (Jo

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Fortsetzung 2131/6
Personnel Department

1

UNITED MISSION TO NEPAL

PERSONNEL NEEDS LIST

NOVEMBER 1988

The United Mission to Nepal is a Christian Mission seeking workers with a clear commitment to Christ as Saviour and Lord, and a call of God to service in Nepal. The great need is for such workers who are prepared to join with colleagues from many countries, churches and professional backgrounds. They must have an attitude of flexibility and adaptability to assignments, and to living and working conditions in Nepal which are very different from those in their home countries and may lead to real frustration as well as the joys of such service. Personal qualities of humility and receptiveness are important for an effective presence in this country.

The list below consists of personnel required for approved posts in UMN and, unless otherwise stated, long-term workers are preferred. The United Mission does not offer a salary to expatriates but looks to the member organizations to send the needed workers with full support, and will try to link any suitable enquirers with such member bodies. Further details can be supplied on request to:

Gareth Wardell, United Mission to Nepal, Post Box 126, Kathmandu, Nepal.

The following key is given to help indicate the urgency of the different needs:

*** = VERY URGENT
** = URGENT
* = PRESSING NEED

URGENCY

HEALTH SERVICES:

- *** GENERAL PHYSICIAN
(Internist) to work in a busy unit of 138 bed Patan Hospital in Kathmandu.
- *** PSYCHIATRIST
to be part of an ongoing community mental health programme, to do research, teaching Nepali medical staff, and curriculum development for such staff.
- *** GENERAL SURGEON
A qualified general surgeon is required to work in a busy unit of a Patan Hospital in Kathmandu.
- *** OBSTETRICIAN/GYNEACOLOGIST
A fully qualified Obstetrician and Gynecologist is required to work in a busy unit at the 138 bed Patan Hospital in Kathmandu.
- *** DENTISTS
for work in UMN's Dentistry and Oral Health Programme which includes both clinical and community dentistry, teaching and supervision of dental assistants.

- *** **PHARMACIST**
to take charge of the Medical Supplies Department which procures, stocks and distributes medicines for all UMN and INF projects across the country.
- ** **LABORATORY TECHNICIANS**
(Medical Technologists) with broad general laboratory experience including chemistry and haematology, who are prepared to undertake supervisory duties, are needed for laboratories with low level technology in Patan and Tansen Hospitals. Experience in a blood bank would be helpful.
- ** **PHYSIOTHERAPIST**
required urgently for Patan Hospital, responsibilities include training and development of Nepali staff.
- ** **NURSE ANAESTHETIST**
to participate in the surgical programme of a 100 bed hospital as well as assisting in training Nepali Anaesthetic Technicians.
- ** **IN-SERVICE NURSE EDUCATOR**
for ongoing education of nursing staff of the 100-bed Tansen Hospital and 138 bed Patan Hospital.
- ** **NURSE EDUCATORS**
for staff of the UMN Nurse Campus which trains registered nurses in a basic nursing programme.
- * **STAFF NURSES**
for involvement in UMN hospitals working under Nepali nursing staff. Registered nurses with certificates in general nursing and preferably midwifery, at least one year of post basic training experience preferred.
- * **GENERAL MEDICAL PRACTITIONERS**
experienced, preferably with extra training in parasitology and infectious diseases, for all-round diagnosis and treatment of a wide range of diseases. Interest in teaching paramedicals and ability to work within a team approach to health care. Experience in paediatrics and obstetrics required for some posts.

RURAL DEVELOPMENT:

- *** **VETERINARIANS**
These positions call for basic large animal clinical work, but primarily to train village based animal health workers and give them logistic support. The location will be Pokhara, but project visitation is called for, up to 25% of the time. Key qualities required are flexibility and people-oriented communication skills. Basic administration skills would be helpful.
- *** **JOB CREATION/INCOME GENERATION CONSULTANT.**
The position is that of Section leader for the Rural Income Creation Programme (RICP) of the Rural Development Centre (RDC). The location will be Pokhara, but project visitation will be called for, up to 25%. The job will be to advise and provide logistic support

to project based programmes; coordinate resource assessments; feasibility studies; marketing support; entrepreneur development; appropriate training programmes; fulfill administrative duties called for in running the section; etc.

***** AGRICULTURAL CONSULTANT**

The position is that of Section Leader for the Horticulture Agronomy Support Programme (HASP) of the Rural Development Centre (RDC). The location will be Pokhara, but project visitation will be called for, up to 25%. The job will be to advise and provide logistic support to project based agriculture programmes; develop community-targeted training programmes; programme evaluation; fulfill administrative duties called for in running the section; etc.

**** LIVESTOCK SPECIALIST**

The position calls for research and training programme development skills. The job will be to carry out various research projects at a field level and carry the results through to report writing and adaption to a community targeted animal health/husbandry training programme. The location will be Pokhara, but extensive field visitation will be required.

**** RURAL SOCIOLOGIST ECONOMIST.**

The position necessitates carrying out research, surveys and evaluations for various rural development subjects and programmes. Skills must include data compilation/writing/editing. The person will be expected to work easily on their own and be self motivated. The position will be based in Pokhara, but project visitation is required, up to 25% of the time.

*** FIELD-BASED PROGRAMME MANAGER.**

The position calls for someone able to live in a remote area and take up leadership of a community development programme. The person must have experience and qualifications either in general development, or in specialist areas related to community development. Administration and personnel related skills are essential. An understanding of integrated, community-participative development philosophy and methodology is expected.

*** AGRICULTURALISTS/FORESTERS.**

These positions call for people to act as advisors to and co-partners in village based, community participative agriculture and forestry programmes. Training and motivation skills are emphasized.

ENGINEERING AND INDUSTRIAL DEVELOPMENT:

***** LINESMAN SUPERVISOR**

An electrician/linesman, experienced in rural electrification, to be responsible for training and supervising of distribution line staff for both the erection and operation phases of a rural electrification programme; also assisting in research and development installations in a pilot project of another area.

**** ARCHITECT AND COST CONSULTANT/SUPERVISOR**

people are needed for a team to design buildings for mission projects. The team needs to design small to medium buildings using available materials. Structural design is sometimes needed.

- ** MECHANICAL AND PRODUCTION ENGINEERS**
to work with water turbine manufacturer and general engineering workshop.
- ** INDUSTRIAL ACCOUNTANT**
A person is needed to review and improve upon current accounting methods in a Civil Construction Company. This could be a short-term assignment of up to two years, possibly longer.
- ** WATER SYSTEMS ENGINEERS**
are needed to work with planning and construction of rural drinking water systems and small irrigation schemes. Training of technicians would be an important part of the job.
- * MANAGEMENT CONSULTANT**
needed to give management training and advice to UMN related industries as well as outside entrepreneurs so that they can better manage their businesses. Such people will need to adapt their experience to Nepal's working environment. There are also openings for adaptable and experienced persons in management and marketing within companies in the hydro power construction field.

EDUCATION:

- *** HEALTH INSTRUCTOR**
person with both medical and teaching experience needed for teaching in a remote technical school. Teaching and living conditions are basic. Previous experience in Asia preferable.
- *** CONSTRUCTION COURSE INSTRUCTOR**
needed to teach subjects such as construction methods, surveying, carpentry, technical drawing to teenage students in a remote technical school. Teaching experience and technical skill needed.
- *** MODERN LANGUAGES TUTOR**
to supervise and guide secondary level students in modern language at the Kathmandu International Study Centre. To take part in extra curricular activities on a school-wide basis.
- ** GRAPHIC ARTIST**
to work in a programme producing multi-media communications materials for INF/UMN programmes. Training in graphic design with experience in screen printing and illustration work. Some administrative experience would also be desirable.
- * PRIMARY TUTORIAL TEACHERS**
Experienced primary teachers to teach small groups (4-12 children) of primary aged mission children, of varying nationalities, in some of our rural and urban projects. The medium of instruction is English.

MISCELLANEOUS:

** BUSINESS MANAGERS/ACCOUNTANTS

with experience, able to train and supervise staff. For work in administration at various projects (small/medium hospitals, construction site, rural centres, schools) and UMIN related industries. The training of Nepali staff is a key responsibility in these assignments.

GW/kd
17/11/88

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UNITED MISSION TO NEPAL

PATAN HOSPITAL

JOB DESCRIPTION

Level:

Job Title: Internist

Job Summary: To provide care for in-patients and out-patients

Qualification: Post graduate qualification in the relevant specialty. (In Medicine or Paediatrics, a qualification or considerable experience in Family Practice may be acceptable).

Duties:

1. To do work in wards, operating theatres, delivery rooms, and clinics within his/her competence and experience.
2. To share in training as assigned.
3. To substitute for the Chief of Service as needed.
4. To do consultations on other services as needed.
5. To do other duties as assigned.

Job Relationships: Responsible to the Chief of Medical Staff.

I have read the above job description and accept it as discussed with

.....

Signed
Employee

Date

Signed
Employer

Date

Job Description 1/internis

MAY 1988

PSYCHIATRIST

Background

UMN is involved in the development of rural communities in Nepal through various programmes ranging from community health to education, irrigation, engineering workshops and hydro-power generation. Many such programmes are located in semi-remote to remote areas. UMN also has an ongoing community mental health programme, which needs a qualified and experienced psychiatrist.

The person will have to undertake some degree of pioneering work in the field, besides routine matters.

Job Description

As part of the community mental health programme, the Psychiatrist will carry out research in the field on a broad and extensive scale. He/She will be expected to teach Nepali medical staff in this subject and related matters in addition to some lecturing in psychiatry at the University, Institute of Medicine. Curriculum development and material development for such staff/students also will be required.

The applicant may also be involved in providing counselling and psychiatric support to expatriate personnel, where necessary

Person Description

The person must be a qualified psychiatrist with broad experience in the field of research, and teaching medical personnel, preferably in the developing world. Adaptability and flexibility of approach are essential, owing to the diversity of cultural backgrounds and nationalities involved. A background in the field of psychiatric research and teaching will be expected.

UNITED MISSION TO NEPAL

TANSEN HOSPITAL

JOB DESCRIPTION

Level:

Job Title: General Surgeon

Job Summary:

Qualification:

Duties:

1. To be ultimately responsible for all care of patients admitted to surgical wards in Tansen Hospital.
2. To work together with other doctors in Tansen in seeking to provide appropriate care for patients in OPD and in the wards.
3. To supervise the quality of work by the physiotherapy assistant.
4. In the absence of anaesthetic supervisor, to be responsible for quality of anaesthetics given by anaesthetic technicians.
5. To be aware of management needs within DR and CS and to act as advisor to DR In-charge, as well as nursing director.
6. To seek, when feasible, to train staff at all levels through in-service education.
7. To share in general on call duty when shortage of expatriate physician staff necessitates such action.

Work Traits:

Work Environment:

Job Relationship: Responsible to the medical director. Special relationships to the physiotherapy assistant, DR and CS In-charge.

I have read the above job description and accept it as discussed with

.....

Signed
Employee

Date

Signed
Employer

Date

Job description 1/GENSURTH

UNITED MISSION TO NEPAL

PATAN HOSPITAL

JOB DESCRIPTION

Level:

Job Title: Obstetrician/Gynaecologist

Job Summary: To provide care for in-patients and out-patients

Qualification: Post graduate qualification in the relevant specialty. (In Medicine or Paediatrics, a qualification or considerable experience in Family Practice may be acceptable).

Duties:

1. To do work in wards, operating theatres, delivery rooms, and clinics within his/her competence and experience.
2. To share in training as assigned.
3. To substitute for the Chief of Service as needed.
4. To do consultation on other services as needed.
5. To do other duties as assigned.

Job Relationships: Responsible to the Chief of Medical Staff.

I have read the above job description and accept it as discussed with

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Signed
Employee

Date

Signed
Employer

Date

Job Description 1/obstetric

UNITED MISSION TO NEPAL

PATAN HOSPITAL

JOB DESCRIPTION

Level:

Job Title: Dental Surgeon

Job Summary: Provision of curative, preventive and promotive, dental care in Patan Hospital and Lalitpur District at an appropriate level according to the policies of the Hospital Board and the WHO recommendation for Nepal.

Qualification: 7: (5) Basic dental qualification
8: Basic qualification and 4 years satisfactory performance at level 7.
9: Basic qualification and post graduate training in preventive dentistry, pedodontics, periodontics or other appropriate area plus 3 years satisfactory performance at level 8 or equivalent elsewhere.

Duties:

1. To treat both emergency and routine patient in the Dental Department of Patan Hospital.
2. To assist the Department Head in ensuring:
 - a smooth patient flow within the Dental Department
 - good hygienic standards in the Dental Department
 - adequate maintaining of equipment and supplies in the Dental Department
 - proper ordering of new equipment and supplies in the Dental Department
3. To provide education and training to the Dental Auxiliary Personnel in the Department as required under the direction of the department head.
4. To assist the department head and the director of Lalitpur CHP in developing and implementing a programme of the community dental health care.

This might involve:

- developing a Dental Health Teaching Programme for CDHP staff, schools, and the general public.
 - developing visual aids for teaching
 - oral health survey work
 - visiting Health Posts and schools as required for teaching, providing treatment, and survey work.
 - arranging dental camps.
5. To do other duties as assigned.

Background

The UMN is involved in the development of Health Service provision in a wide variety of projects through out Nepal, ranging from urban based programmes such as the 138 bed Patan Hospital in Kathmandu, to rural hospitals and community health programmes in semi-remote and remote areas.

The Medical Supplies Department (MSD) is a combined programme serving both UMN and INF* projects, but administered by UMN. It is responsible for the purchasing of stocks and the distribution of drugs and medical supplies to all UMN/INF projects and is specifically responsible for the import of these items as necessary.

Job Description

Duties include:

To provide a reliable supply of good quality generic drugs at the lowest reasonable prices to all UMN and INF programmes needing them.

To supply only those drugs contained in a joint UMN/INF Formulary as approved and modified by the Pharmaceutical Advisory Group (PGA).

To procure for UMN and INF programmes medical and laboratory supplies and equipment according to an agreed list.

To procure such TB, Leprosy and other drugs and vaccines as are available from government sources for use in UMN and INF programmes.

To supply vaccines etc. for UMN and INF personnel, both Nepali and expatriate, according to officially recommended requirements.

To act as handling agent for INF duty-free supplies.

To make available a pocket Formulary which gives prescribing information for each Formulary drug, as well as basic reference material on drug interactions, advice to patients, dosing in medical conditions which affect pharmacokinetics, etc.

To make available a price list of Formulary drugs and medical and laboratory supplies and equipment which may be ordered through MSD.

To serve as a drug information centre, answering questions from any medical or paramedical professional, utilising local resources, including information on Ayurvedic and other traditional medicines, as well as mail contacts with foreign information sources.

To provide consultant pharmacy services to UMN and INF programmes not having a pharmacist by visiting such programmes as necessary.

To search actively for new methods to improve the quality and efficiency of service at all times.

Person Description

The applicant should be a fully qualified pharmacist (with a Bachelor of Pharmacy degree) and should have several years experience in hospital or retail pharmacy. The post involves frequent liaison with government officials over the import of goods, and the applicant should have the adaptability to cope with the inevitable stresses and frustrations this involves.

*INF = International Nepal Fellowship, a mission similar to UMN.

LABORATORY TECHNICIANS (MEDICAL TECHNOLOGISTS)

MAY 1988

Background

UMN's involvement in community health and rural development in Nepal has led to the setting up of health centres and hospitals in a variety of locations. One such is the 100-bed Patan Hospital in the Kathmandu Valley. It has a laboratory with low level technology, and a blood bank. UMN has decided to upgrade the present laboratory service, and prepare and train national staff. Suitably qualified national staff are scarce, and must therefore be trained by competent medical technologists.

Job Description

Applicants must be prepared to undertake supervisory duties needed for the laboratory. They will be in charge of the functioning of the blood bank. They will help up grade the present laboratory, and prepare and train staff.

They will look after day to day running of the laboratory, and plan and manage its service for the hospital. They will be responsible for all the technical aspects of developing and monitoring the laboratory tests that are available at present. In-service training for all levels of laboratory staff will be their responsibility. They will be involved in coordinating and implementing hospital policies, and will also help recruit, interview and evaluate lab personnel.

They will represent the laboratory in relationship to all other departments within, and outside the hospital, and will represent the hospital management within the department.

Person Description

Applicants should have broad general laboratory experience including chemistry and hematology, and also experience in a blood bank. They will be responsible to the Chief of Medical Staff, Patan Hospital and/or the Laboratory Department Head. They should be capable of managing 12 to 13 Nepali staff and 1 to 2 expatriate staff, and training preparing the former. They will be required to help in decision making of all lab affairs in consultation with senior staff, if necessary. They will also be expected to help employ lab staff, in cases where authority has been delegated for this purpose. Expatriate laboratory personnel are also required for the 100-bed Tansen hospital, located in a mountainous region, one day's journey west of Kathmandu.

UNITED MISSION TO NEPAL

PATAN HOSPITAL

JOB DESCRIPTION

Level: 6-7

Job Title: Physiotherapist/Dept. Head.

Qualification: Grade 6- 5 years experience at Grade 5 plus demonstrated administrative and supervisory ability.

Grade 7- Degree of diploma in physiotherapy from recognised institution plus 1 year experience as physiotherapist. Administrative and supervisory skills.

Duties:

1. Supervises other physio staff in their job tasks.
2. Provides training for physio staff.
3. Ensures that the physio dept. runs smoothly in its patient services and as it functions alongside CDHP, OPD, hospital wards, and NDAC.
4. Discusses with the doctors and nursing staff about patients' physio treatment regimens.
5. Confers with Social Services when necessary.
6. Initiates and does patients' treatments when referred by doctor or nursing staff.
7. Makes sure that patient charges are made; keeps an up-to-date price list; maintains records as required.
8. Approves and monitors buying of necessary materials: maintains physio stock.
9. When appropriate, teaches and supervises physio staff in teaching basic or specific physio skills to nursing staff, nursing students, etc.
10. Ensure that adequate notes are written in patient's chart about their condition, treatment, and progress.
11. Supervises and assesses quality and effectiveness of appliances made by NDAC and by physio staff. Makes appliances when necessary.
12. Instructs the patient and his family in this treatment programme.
13. Does other related duties as assigned.

Work Traits:

Willing to work and relate nicely with people. Proven ability to handle administrative duties and supervise others.

Job Relationship: Relates to the Chief of Medical Staff.

NURSE ANAETHETISTBackground

UMN's involvement in Nepal's community health and rural development, led to the setting up of the 138-bed Patan Hospital in Kathmandu Valley. Expatriate medical and paramedical staff work in this hospital along with national staff, many of whom have been prepared and trained by the expatriates staffing various departments. The Nurse Anaesthetist who fills this vacancy will need to work with staff of different nationalities and a variety of cultural backgrounds. They will also help to train Nepali staff. Adaptability and flexibility of approach will be called for.

Job Description

The applicant will participate in the surgical programme of the hospital as well as assisting in training Nepali Anaesthetic Technicians and will work under the supervision of the Director, of the Department of Anaesthetics. Anaesthetic services will be provided by the Nurse Anaesthetist under his direction.

Duties will include:

The provision of anaesthesia to patients requiring surgery.
Organizing and attending regular on-going education meetings.
Attending pre and post operative rounds and taking regular calls.
Keeping anaesthesia equipment in order and maintaining all anaesthesia records.
Maintainence of emergency boxes, oxygen masks, generators and other equipment in the Emergency Room.

The Nurse Anaesthetist will assist in the training of student nurse anaesthetists. The person will be expected to maintain excellent communications with the surgeon and other physicians involved in patients' care. The Director, Department of Anaesthetics may allocate additional duties as appropriate.

Person Description

The person should have graduated from a nurse anaesthesia programme and completed six months' satisfactory work performance. They should have the ability to function independently as a nurse anaesthetist.

MAY 1988

NURSE EDUCATORS

Background

UMN is involved in the development of many rural regions of Nepal, through its community health and other development programmes, which are located in different parts of the country. It is also involved in urban based programmes, including the 138 bed Patan Hospital and the UMN Nursing Campus based in the Kathmandu Valley.

A regular supply of well trained nursing staff is required to meet the needs of the country. UMN trains Nepali nurses in a basic nursing programme. The number of such trainees is increasing and suitably qualified and experienced Nurse Educators are needed.

Job Description

Nurse Educators will be involved in teaching all aspects of the basic nursing curriculum, including supervision of practical training at the nearby Patan Hospital.

Person Description

Applicants must be fully qualified and experienced nurses with post-graduate qualifications and experience in Nursing Education. The ability to adapt to the stresses of an Asian working environment is essential.

STAFF NURSES

MAY 1988

Background

UMN's rural development programmes include hospitals, primary health centres and technical schools where community health also forms part of the curriculum in some cases. The programmes are situated in a variety of locations including urban, semi-remote and remote areas, where living and working conditions can be basic.

Qualified, registered nurses are needed in these projects and programmes.

Job Description

Staff Nurses will work in UMN hospitals under Nepali nursing staff supervision. They are needed in various departments including those involving participation in surgical programmes and anaesthesia.

Duties will include:

Pre-medication and laboratory routines.
Making post operative rounds, and taking regular calls. Maintenance of related equipment and records.
Keeping equipment, such as emergency boxes in the emergency room, in proper order.

Staff Nurses will need to maintain excellent communications with senior medical and nursing staff.

Person Description

Applicants must be fully qualified registered nurses with several years of hospital experience. They will be expected to work in hospitals staffed by personnel drawn from different countries and a variety of cultural backgrounds. Flexibility and the ability to adapt to an Asian working environment (where appropriate) are essential.

MAY 1988

GENERAL MEDICAL PRACTITIONERS

Background

UMN is involved in the development of Health Service provision in Nepal through a variety of hospital and community health projects. These programmes are situated in a variety of locations, ranging from urban based hospitals serving largely urban communities, to community health programmes reaching into semi-remote to remote areas. Qualified generalists are needed to help expand and improve UMN's programmes.

Job Description

Applicants must be willing to work either as part of a hospital team or as team members in primary health care planning and management, with emphasis on in-service training and support for paramedical workers in rural areas. They must be able to carry out all-round diagnosis and treatment of a wide range of diseases. This calls for persons preferably with extra training in parasitology and infectious diseases. Some persons will be required to work in the field of pediatrics and obstetrics.

Person Description

Applicants should be qualified general medical practitioners with a broad range of experience. Generally speaking, for persons without previous experience of Asia, a minimum period of 18 months hospital based work will be necessary to give adequate orientation to Nepal before they can be considered for community health work. The ability to adapt to the stresses of an Asian working environment is essential.

JOB - DESCRIPTION

Title : Veterinary Doctor
Programme : RDC Animal Health Improvement Programme
Responsible to : AHIP Section Leader

- Areas of Work :
1. Training: He will be involved in the training of volunteer farmers, UNN rural development and community health project staff, staff of other aid projects and HGA/W (in an informal training relationship, not part of the government training structure).
This training is both theoretical and practical, with the emphasis on the latter and he will be expected to teach both in the classroom and practically in the parts of the course related to clinical diagnosis and prevention and treatment of disease and husbandry and health related matters.
 2. Follow up: He will be expected to visit trainees to encourage them in their work. Once they return to their homes and projects.
 3. Production of teaching materials: From the experience gained through teaching and follow up he will be expected to assist in the production of leaflets, posters, flashcards, filmstrips and other teaching aids suitable for trainees and other farmers.
 4. Investigation: He will be encouraged to engage in applied research especially in relation to common diseases and constraints on production. This will be done as time permits and coordinated with the whole work of AHIP.
 5. Livestock production: He will be expected to give technical assistance to the RDC Farm Manager in the production of certain types of improved livestock on the farm. He will also be expected to be able to give advice to farmers about the suitability of improved breeds to their needs and their availability within Nepal.
 6. Veterinary practice: He will be expected to assist in the veterinary practice run from RDC Farm by AHIP trained men on the farm and AHIP staff. He will teach and encourage them to cope with more types of illnesses themselves and where necessary carryout treatments and diagnoses they cannot cope with alone.

Working relationships : A livestock technician is employed by AHIP and will be available to work with the Veterinary Doctor or certain aspects of his work. As needed a Nepali agriculturalist or Veterinary Doctor to work alongside the expatriate Veterinary Doctor may be employed.

AC/nhb
30/12/83

Background

UMN is involved in the development of rural communities in Nepal through a number of community health and rural development programmes. These programmes are situated in semi-remote to remote areas. In all of these projects the need for increased cash income is recognized by project personnel and community people alike. Without a greater availability of cash purchasing power these communities will face increased difficulties in meeting even their basic needs.

The UMN has been looking at this need for some years and has attempted a number of different activities for creating income in rural areas. The need exists for people who have experience in this area to pull UMN's programmes together and set them on a successful course. A service centre exists for rural development professionals and one part of the service is in the area of cottage industry and income generation. Further expertise is needed to strengthen that programme and to establish and bring to implementation actual programmes in our rural projects.

Job Description

The position would demand the ability to discover potential income generation activities in especially rural areas and guide them through to successful implementation. Key attributes are flexibility and the ability to work through other people. This person needs to be able to train and enable others to develop their skills. The job calls for the ability to oversee and carry out surveys in resources, skills, and marketing. Creativity and basic technical ability is called for. Some knowledge of business principles and group dynamics is also important.

Person Description.

The Cottage Industry/Income Generation Consultant which the UMN is seeking should have experience in the Third World and especially in this area of expertise. The person must be able to train others and communicate in an effective way. The position calls for some one who can cope in a remote area and is able to be away from his or her home for periods of time.

Draft
JOB DESCRIPTION
RDC ANIMAL HEALTH IMPROVEMENT PROGRAMME

Title: Animal Husbandry Specialist - Surveyor/Researcher

Project: RDC Animal Health Improvement Programme (AHIP)

Responsible to : AHIP Section Leader

Qualification: M.Sc Livestock

Grade: 9

Description of Work:

- On request of in consultation with projects(1) carry out investigations.
- Test the concerned proposals against the following:
 - . its relevance for the Nepali hill farmers
 - . no overlap with other organisations
- Draw conclusions from the report for the Hill Farmers.
- In consultation with/on request of projects adjust old/start new activities based on these conclusions.
- Based on the conclusions, develop teaching/extension materials.
- Communicate the conclusions (and its broader context) in AHIP courses and courses organised by the projects.
- Relate to HMG and other NGOs. Draw conclusions from their research findings and exchange extension/training materials.
- Teach in and do follow up on courses for project staff.
- If required, be willing to teach in and do follow up on courses for Village animal Health Workers.

Special Requirements: Good walking ability and able to spend 25% of the time in the field.

(1) i.e. UMN rural development projects.

MvdD/bt.
Code-JOB-DES (pg.4 #2).

JOBDESCRIPTION

Title: Technical Writer/Researcher

Grade: 9

Location: Pokhara

Qualifications/experience: -experience in research/evaluation
-appropriate educational background training, or equivalent intellectual ability. E.g. Masters Degree or higher, in sociology, agricultural economics or relevant fields.
-able to train, supervise staff
-able to work independently
-able to take initiatives
-good walking ability

Responsible to: RDC Director

Area's of work: 1.technical writing, report writing, editing and related activities.
2.planning/conducting surveys, evaluations and/or other socio-economic research.
3.analyzing/compiling of data
4.keeping informed on relevant matters.
5.other tasks, apart from those specific mentioned, assigned by the Director.

Specific duties and responsibilities: 1 a.Assist RDC programs and clients in preparing and/or publishing reports surveys and other written communications.
b.Compose, write, and/or edit reports, publications and other communications in close cooperation with RDC programs and clients

2 a.Plan, together with RDC programs and clients if appropriate, baseline surveys, evaluations, and/or socio-economic research and related work.
b.Coordinate the fieldwork for the fieldstudies to be done.
c.Recruit, train and supervise any (temporary) junior staff needed to execute the research /studies /evaluations.

- 3 a. Compile the obtained data
- b. Analyze and interpret the data obtained from the research / study / evaluation.

- 4 a. Be knowledgeable of general social, economic, political, cultural and geographical facts about Nepal.
- b. Keep informed of research and evaluations techniques.

Relationships/authorities:

- A. The Technical Writer/Researcher reports directly to the RDC Director on all matters.
- B. The Technical Writer/Researcher should represent the whole RDC team in a good manner.

WVD/6/12/88

BPC LINESMAN SUPERVISOR

MAY 1988

Background

Butwal Power Company (BPC) is the manager of the Andhi Kholā Project. This is a 5 MW hydropower project being built under an agreement between UMN and His Majesty's Government of Nepal. It is located at a village bazaar in the hills, half way between the small industrial centre of Butwal on the plains, and the town of Pokhara, (approximately 200 km west of Kathmandu). In addition to the construction of the hydro power station, the project includes a plan for rural electrification in the surrounding district as a spur to local development. It is planned to use new low cost methods of distribution, and also to promote the use of low wattage electric cookers to encourage the conservation of fuel/wood etc..

Job Description

The linesman supervisor will be responsible for training and supervision of staff in the erection of distribution lines, and also in the operation of the system. The post will also be responsible for assisting in research and development into new methods of low cost distribution and uses of electricity.

Person Description

Applicants should be experienced in rural electrification distribution, and should also have an innovative approach to this work. It will involve being located in a rural area, and travel within the district will be necessary.

EIDB JOB/PERSON DESCRIPTIONS

DEVELOPMENT AND CONSULTING SERVICES

1. Design Office

1.1. General Description

The DCS Design Office is a consultancy office offering designs and other advice in the area of building construction work. Buildings vary from houses to assembly halls, student hostels to canteens and are usually single or two storey only. It was set up to serve the needs of UMN projects in different parts of Nepal and gives priority to this work, but if there is enough manpower, it can also offer its services to outside parties. All services are charged for.

The D.O. usually has 3 to 4 senior staff, either engineers, architects, surveyors, or building supervisors. These people are often expatriate but could be Nepali. There are also usually 2 to 3 Nepali staff (draftsmen level) and 2 to 3 Nepali trainees.

The co-ordinators job will be partly administrative (supervising the office), partly promotional (getting new jobs and providing a link between UMN building projects), and partly technical (perhaps 50 %).

1.2. Posts

1.2.1. Cost Consultant (status - vacant)

i) Introduction

As part of this work there is a need to develop and maintain a good record of cost information, to monitor costs on existing projects, and to assist accurate cost estimation of the future projects.

ii) The Person Required

Probably qualified as a Chartered Quantity Surveyor or equivalent, by he must have some experience in monitoring quantities for construction projects and preferably in estimating costs and quantities.

He will be used to work with the team in the DO to develop the cost data which can be easily accessible for future estimating, and to assist in current projects by monitoring costs and checking expenditure etc.

1.2.2. Architect (status - vacant)

We are looking for someone with a good knowledge of building work who is able to advise customers in the planning stage and work on the detailed designs using assistance from engineers as required. A qualified architect would be ideal but also an experienced builder with a good eye for detail could probably manage this job very well as usually the buildings involved are not very large or complicated.

Generally he will not be supervising building work but will be as a consultant to those who are supervising building work. He therefore must be able to interpret the clients wishes and be

able to offer design proposals and construction recommendations.

He will be expected to help in teaching Nepali trainees (an apprenticeship training course to tradesman level). He may have to travel from time to time to clients in other parts of Nepal.

October 12, 1988

JD-DCS,WP

MECHANICAL AND PRODUCTION ENGINEERSBackground

The vision behind Engineering and Industrial Development work in UMN originated with the desire to provide practical training to boys from the hilly regions, and to provide a stimulus to economic development in these regions. Industrialization was seen even then as a need to provide employment opportunities other than agriculture. As a result, in the 60's the general engineering workshops Butwal Engineering Works and Butwal Wood Industries were set up, and to help generate more electric power the Tinau power plant was established, and this last one was later made into another company Butwal Power Company. During the same period Butwal Plywood Factory was created. During the 70's Design and Consultancy Service emerged as a separate company to provide design and consultancy service and to develop new industrial technologies, which led to the setting up of a gobar gas plant and a small turbine and mill programme, which first pioneered small mills in Nepal and later small scale electrification. The experience derived from the construction of the Tinau power plant enabled the establishment of Himal-Hydro, capable of small-medium scale hydro-power construction, and tunnelling. At a later stage this led to the founding of Nepal Hydro and Electric in collaboration between BEW, BPC, HH and two Norwegian turbine manufacturing companies, with the capability to undertake turn-key project, in this sector. The Andhikhola project was conceived to use a substantial hydro-power resource in order to serve as a catalyst to the growth of rural industries and irrigation. The programme aims at meeting in part the present energy shortage, and to help set the pace in the development of other hydro-power projects towards the same end.

BEW is a general engineering workshop with machine and welding shops, manufacturing suspension foot bridges, small water turbines and other general items. NHE manufactures, in partnership with its Norwegian collaborators, turbines in the range 100 KW to 1000 KW, and also supplies electrical equipment for hydro-power generation. It is the first company in Nepal with this capability.

Job Description

Mechanical and Production Engineers will report to the Production Manager, and relate to the Master Mechanic Supervisor, and other personnel in the NHE/BEW workshops. They will be responsible for the improvement of production machinery and tools and the development of the skills of workers, tradesmen and trainees in the workshops.

They will also be expected to install and put into operation mainly second-hand machinery, improve existing machinery and tools, and improve the skills of workers, tradesmen and trainees, especially in using and maintaining the machinery and tools.

They will help the Senior Engineer in the design of hydro-electric power and irrigation projects, in areas involving hydrology, hydraulics, surveying and estimating, with special stress on appropriate technology to suit the Nepali situation. Setting of standards of design office work and liaison with geotechnical and electro-mechanical experts and oversight of hydraulic model testing with the Senior Engineer will be involved at different times. Site visits will be necessary. During the next three years, work is likely to involve detailed design of a 5 MW and a 10.05 MW power project, and a 300 hectare irrigation project.

Cont.

MAY 1988

Person Description

Applicants will be qualified to degree level in Mechanical engineering or an equivalent qualification, with two years' minimum experience in design. They will help the Senior Engineer and the Production Manager in the work of the workshops, which have some large machine tools used in precision work. NHE is also engaged in repairing large water turbines, besides manufacturing hydro-power machinery.

They will be expected to help in teaching Nepali trainees, and will have to be flexible in the kind of work they are willing to do, and also to the requirements of the customers. The ability to adapt to an Asian working environment is essential. Applicants need to be aware that their impact and effectiveness increases as greater experience in Nepal is gained. For this reason the need for long-term commitments is stressed (3 years or plus).

EIDB JOB/PERSON DESCRIPTIONS

HIMAL HYDRO

1. Background

Himal Hydro and General Construction Co. (P) Ltd. is 70 % owned by the United Mission to Nepal and 30 % by His Majesty's Government, Ministry of Water Resources.

Its primary work involves the construction of small hydro-electric plant in the hills of Nepal, ranging in scale from 100 kilowatts to 10,000 kilowatts. It has a particular expertise in tunneling and the only Nepali company having such experience.

Currently the company is building the 5000 kilowatt Andhikhola Project financed by the Norwegian Government, a 2000 kilowatt Tatopani Project financed by Asian Development Bank and the construction of 5 adits (tunnels) for geological investigation of the Karnali River Dam Project.

The company employs between 500 and 600 people. The expatriate missionary component being 10.

2. Job Descriptions

2.1. Industrial Accountant

The company in this last Nepali calendar year 2043/44 had an income of 13,775,000 rupees or about 640,000 us dollars. This is substantial business by Nepali standards.

The applicant would be required to come in and review current accounting methods both at site and head office with a view to bringing in a less paper intensive procedure, yet produce monthly figures from which management can manage. A complete overhaul of the system may be required. An internal audit should be done twice per year.

Applicant may have to take over the accounting office while the senior Nepali accountant is sent away for further training.

Experience as a hands-on accountant in the construction industry would be a substantial asset.

2.2. Construction Site Administrator

Ideally the man (or woman) should have industrial accountancy experience and administrative skills regarding purchasing and stores. That is likely to be a tall order. However, failing that then he or she should have:

- a) Industrial administrative experience.
- b) Some knowledge of accountancy but not necessarily an accountant.
- c) Knowledge of stores and stock control procedures.

He would be able to review our present paper work procedures in the areas of:

- a) accounting
 - payroll
 - accounts payable
 - accounts receivable
 - billing procedures to BPC
- b) stores
 - analyze stock control system
 - oversee stock taking and set out procedures for revolving inventory control
- c) to review purchasing procedures and safeguards and to make sure all requisitions, receiving reports, purchase orders and supplier invoices are tied together.
- d) to review costing procedures to speed up the process and cut out excess paper here and elsewhere.

The person would be responsible to the project engineer in all matters.

People Involved

- 1. Stores - 3 people
- 2. Purchasing - 1 or 2 people
- 3. Accounting - 3 people

October 24, 1988

JD-HH.WP

MAY 1988

WATER SYSTEM ENGINEERS

Background

UMN is involved in the development of rural communities in Nepal through a number of community health and rural development programmes. In all of these situations the provision of clean drinking water to the villages is seen as a high priority both to the villagers and to UMN. Most systems are gravity fed, and involve the location of a suitable source, which may be several kilometers away. In some cases hydraulic ram pumps are installed so as to be able to utilize a source located some distance below the village.

A Water Systems Consultancy programme has been established as a part of the UMN Rural Development Centre to provide support for drinking water system construction in such projects. This programme will help by doing surveys, making designs, advising on maintenance and rehabilitation of systems, etc. A large part of the work is also to provide training to project staff.

Job Description

Engineers in the Water Systems Consultancy Programme will be responsible for the design and construction of such water systems. This involves simple surveying and planning the layout of the scheme. Construction is with polythene pipe. There is also a significant training component with project staff.

The job also involves consultation with villagers in project areas in discussions about the design of schemes.

Person Description

Engineers are required for such positions with a practical knowledge of construction techniques, and also of simple surveying methods. A significant part of the job is concerned with the motivation of villagers, and it is essential to have good language skills and to be able to relate well to villagers. It is also important to be able to relate well with project staff and to teach them. Although the job is located in Pokhara, (central Nepal) it will involve a significant amount of time spent in travelling to other UMN projects.

Background

The vision behind Engineering and Industrial Development work in UMN originated with the desire to provide practical training to boys from the hilly regions, and to provide a stimulus to economic development in these regions. Industrialization was seen even then as a need to provide employment opportunities other than agriculture. As a result, in the 60's the general engineering workshops Butwal Engineering Works and Butwal Wood Industries were set up, and to help generate more electric power the Tinau power plant was established, and this last one was later made into another company Butwal Power Company. During the same period Butwal Plywood Factory was created. During the 70's Design and Consultancy Service emerged as a separate company to provide design and consultancy service and to develop new industrial technologies, which led to the setting up of a go-bar gas plant and a small turbine and mill programme, which first pioneered small mills in Nepal and later small scale electrification. The experience derived from the construction of the Tinau power plant enabled the establishment of Himal-Hydro, capable of small-medium scale hydro-power construction, and tunnelling. At a later stage this led to the founding of Nepal Hydro and Electric in collaboration between BEW, BPC, HH and two Norwegian turbine manufacturing companies, with the capability to undertake turn-key project, in this sector. The Andhikhola project was conceived to use a substantial hydro-power resource in order to serve as a catalyst to the growth of rural industries and irrigation. The programme aims at meeting in part the present energy shortage, and aims to establish a local industrial base in Nepal to meet these needs.

BEW is a general engineering workshop with machine and welding shops, manufacturing suspension foot bridges, small water turbines and other general items. NHE manufactures, in partnership with its Norwegian collaborators, turbines in the range 100 KW to 1000 KW, and also supplies electrical equipment for hydro-power generation. It is the first company in Nepal with this capability. Overall, there are about 550 Nepali Employees employed in the Butwal based Industries and another 500 employed in Himal Hydro at various rural locations.

Job Description

A consultant is needed to give management training and advice to UMN related industries as well as outside entrepreneurs so that they can better manage their businesses. Such a person will need to adapt their experience to Nepal's working environment. The job will involve liaising with companies and offering consulting advice when requested; setting up and running training courses (short-term/long-term course); making links with Nepali companies and organizations in Butwal and developing ways of offering consulting advice.

Person Description

The applicant will need to have a general training and background in management and should be experienced either as a management consultant or as a manager for a number of years. The ability to adapt to the stresses of an Asian working environment will be essential.

Background

The north west of Nepal is one of the most remote and underdeveloped parts of Nepal. His Majesty's Government of Nepal has in the past been trying to facilitate development in this part of Nepal through their offices staffed largely with people from outside the area. This has only had limited success because many government employees from the more developed part of the country are not willing to work in remote places like Karnali, or at least not to stay very long. Considerable difficulty is experienced by these outsiders because of the lack of infrastructure; lack of appropriate trained technical level workers and other problems inherent in this sort of remote area such as isolation, different dialect, different food, etc.

With the above in mind HMG-N and UMN in cooperation have since 1980 been building and running a technical school in Jumla that draws students from the 8 surrounding districts and gives them a practical technical training in either: agriculture, construction or health. Students enter into Karnali Technical School (KTS) with at least a grade 7 pass, and study in one of the 3 departments for 3 years, followed by a year of on the job training in a related government office. After these 4 years of study the students graduate and are qualified to apply for government service, or to work in the private sector.

Job Description

The Health Instructor will teach in the above technical school and train local students in community health. He/She will help the students to undertake rural health programmes, and also to assume the health instructor's role in time. He/She must be capable and willing to participate as a team-member in primary health care planning and management, with particular emphasis on training and support for health workers in rural areas.

He/She must be able to train students in the all-round diagnosis and treatment of a variety of diseases, with emphasis laid on parasitology and infectious diseases. Pediatric and obstetric experience also will be welcome additions to this list.

Person Description

The Health Instructor has to be qualified, with broad experience. Interest and background in primary health care and teaching experience, as well as interest in health care planning are essential. Experience in curriculum development or material development will be useful. The person will find that teaching and living conditions are basic.

JOB DESCRIPTION: MODERN LANGUAGES TUTOR FOR KISC

Background

The Kathmandu International Study Centre (KISC) is a joint support project of UMN and a sister mission, the International Nepal Fellowship (INF). It opened in January 1987 to cater for the educational needs of secondary-age missionary children (11-18 years) and fulfils a vital role in enabling missionary families with older children to stay longer on the field. KISC is a resource/learning centre at which students study through individualised self-study systems from their home country but also join together for many corporate activities. The Centre aims to provide an education of a comparable standard with, and covering the same range of subjects as in each student's own country. The language of communication within the Centre is English but students may study in their own language.

Job Description

An experienced secondary teacher is needed to undertake the following duties:

1. To teach French throughout the school to GCSE (General Certificate of Secondary Education) level.
2. To share in the supervision of students studying in the Resource Centre.
3. To take special responsibility for the overall progress and well-being of some of the students on an individual basis.
4. To develop individualised self-study material in core-topics which takes advantage of the students' unique learning environment.
5. To take part in extra-curricular activities and to give occasional assistance with the care of the boarders.
6. Ability to teach German and/or Sport would be an advantage.

Note

A tutor is needed to help Dutch-speaking students with their basic course work. A Dutch tutor who could also teach French to the required standard would be most welcome.

Person Description.

Appropriate training and experience for the above job are essential. The tutor must be fluent in English, willing to be flexible in the work situation and able to work well in a small team. He/she must also be sensitive to the needs of students from a wide variety of nationalities, ages and cultural backgrounds. He/she should be committed to the Christian principles of KISC and in sympathy with the aims of UMN and INF.

Needed: Immediately

August 1988.

May 1988.

JOB DESCRIPTION: GRAPHIC ARTIST.

Background.

A graphic artist is needed to work in Development Communication Productions (DCP), which is a Kathmandu-based programme of UMN's sister mission, the International Nepal Fellowship (INF). DCP produces multi-media communication materials to support the programmes of both missions - booklets, posters, flash cards, videos, slide sets, etc. The team includes both expatriates and Nepalis, working in two main sections - Audio-visuals and Graphics.

Job description.

The person concerned should be trained in Graphic Design with experience in illustration, layout and screen printing. Some administrative experience would also be an advantage. He/she will be required to organise the work of a small department, occasionally give on-the-job training to Nepali staff as necessary, as well as being involved in the design and production of graphic materials. Previous commercial experience would be useful.

Person description.

The person concerned must be adaptable, a communicator, and aware of the needs of the projects and programmes of UMN/INF. He/she must be able to work well in a small international team, and be sensitive to the customs and culture of the country, which need to be expressed in the kind of materials that are produced.

PRIMARY TUTORIAL TEACHERSBackground

Tutorial groups have been set up in some UMN projects to cater for the educational needs of primary-aged (5 to 11 years) mission children. They are run by local Management Committees. The groups are mainly located in rural projects, so living is simple. Numbers in the groups vary from 4 to 12 children approximately, of different ages, nationalities and cultural backgrounds. Some groups use correspondence material; others prepare their own curriculum. Basic text books are normally obtained from overseas, but supplemented with locally-bought material.

It is also hoped to establish a group in the capital city Kathmandu, which is likely to serve mainly American children. This will have to be set up completely from scratch and competence to do so will be essential for the person appointed.

Job Description

The Tutorial Teachers for Kathmandu will have to establish the projected group from the beginning, while the other groups are already functioning in rural localities. They will have to take full or shared responsibility in the education in basic skills to the lower primary level (5 to 7 years), and in some cases up to the 11 year group. The persons will be fully or in part responsible for the general administration of the groups. They will have to order and/or purchase books and equipment, locally or from overseas. Checking the work of local staff, like sweeper, gardener etc. will also be their responsibility. In addition, they will have to arrange for the repair and maintenance of school premises, through appropriate project personnel. They will report to the local Management Committee and the UMN Education Secretary.

Person Description

Primary school teacher training and experience are essential. Working and living conditions in rural areas are basic. Since the groups are comprised of children of different ages, nationalities and cultural backgrounds, a flexible approach is necessary.

The job is challenging, rewarding, and calls for adaptability, patience and a sense of humour! A minimum two-year commitment to the job is necessary.

BUSINESS MANAGERS/ACCOUNTANTSBackground

UMN is involved in the development, of both urban and rural communities in Nepal through a number of community health and rural educational, agricultural and industrial programmes. These programmes are situated in urban and semi-remote to remote areas. UMN has its headquarters in the capital city Kathmandu. Business Manager/Accountants are required for some of these programmes.

Tasks will vary depending on the nature of the project, but in all projects there will be a need for prompt and efficient maintenance of accounts, planning and budgeting. In some cases, co-ordination with the headquarters Treasurer's office and some other departments/member organizations also will be called for.

Job Description

Business Manager/Accountants will be responsible for establishing and operating financial accounts in accordance with guidelines established by the UMN Treasurer's office, including preparation and distribution of monthly and annual financial statements, and annual programme budgets, operation of bank accounts, monthly reconciliation, collection and accounting for fees, making payments, internal audits twice yearly, and control of expenditures by a standard procedure to approve payments.

They will also manage staff under their supervision, and manage/maintain buildings and equipment. Management of personnel will involve recommending to the Project Director, appointment, promotion, and/or dismissal of Nepali staff, interpreting and applying employment policies, training other business office personnel, and interpreting UMN Committee actions.

They will maintain and manage property, by supervising the stores purchases and inventory, giving overall direction to workshops, negotiating and signing lease agreements for housing, collecting and paying rents, arranging for necessary maintenance and repairs on housing, and keeping an up to date inventory of all housing furniture and equipment. They will be members of the Project Management Committee, and the local Area Housing Committee, besides chairing the Provident and Revolving Fund Loan Committee. They will perform such other duties as negotiated with the Project director.

Person Description

The persons should have suitable qualification to degree level or equivalent in accountancy, and practical experience. They should be able to organize and train others, and to communicate in an effective way. In some cases, they will need to cope in remote/semi-remote areas. In all cases, a good business head, with a planning and budgeting strengths will be major criterion, along with flexibility and the ability to adapt to an Asian environment, as appropriate. Skills in dealing with employee queries, grievances and problems over pay and employment terms will also be necessary in most locations.

Frau
Dr. Sylvia Scholz
c/o United Mission to Nepal
P.O. Box 126

Kathmandu
NEPAL

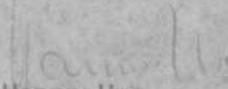
15.8.1989

Liebe Sylvia,

inzwischen dürftest Du wieder in der vollen Arbeit stecken. Ich hoffe, Du hast Dich schnell und gut wieder in Nepal eingelebt. Hat sich denn inzwischen etwas wegen einer zweiten Trägerorganisation für Deine weitere Beschäftigung in Nepal ergeben? Es wäre gut, wenn Du mich darüber bis Mitte September informieren würdest. Der Nepalausschuß tagt nämlich Ende September und wird dann eine Empfehlung an den Verwaltungsausschuß, der endgültig entscheiden muß, abgeben.

Inzwischen habe ich auch mit allen gesprochen, die damals an dem Gespräch mit Dir teilgenommen haben. Die Quintessenz scheint zu sein, daß man die Fisteloperation sowohl medizinisch als auch sozial für unbedingt notwendig hält, die Schaffung einer eigenen Institution dafür jedoch ablehnt. Wir werden sehen müssen, wie sich der Nepalausschuß und dann der Verwaltungsausschuß entscheidet. Das wichtigste Argument gegen eine Einstellung wird unser Haushalt sein. Sonst spricht nach meinem heutigen Informationsstand auch nichts dagegen. Sobald die Entscheidung gefallen ist werde ich Dich informieren.

Sei für heute ganz lieb begrüßt.


Hanns-Uve

Lebenslauf Dr. med. Silvia Scholz

von	bis/am	
	6.5.40	geboren in Leipzig
Qstern	9.3.60	Gymnasium. Uneingeschränkte Hochschulreife
	23.9.63	Ärztliche Vorprüfung
	13.2.68	Ärztliche Staatsprüfung als Medizinalassistent
15.5.68	31.12.69	Medizinalassistent am Krankenhaus Mariahilf in Hamburg-Harburg
	1.1.70	Approbation als Arzt
1.3.70	31.3.72	Assistenzärztin in der Frauenklinik der Städtischen Krankenanstalten Bielefeld
1.4.72	28.2.74	Assistenzärztin in der Frauenklinik des Kreiskrankenhauses Herford
		Zulassung als Facharzt für Frauenheilkunde und Geburtshilfe
		Promotion zum Dr.med.
1.7.74	31.12.81	Oberärztin mit Chefarztvertretung in der geburtshilflich-gynäkologischen Abteilung des Krankenhauses Mariahilf in Hamburg-Harburg. Jährliche Geburtenszahl: 1.000. Gehaltsgruppe: 1 a
1.1.82	31.3.89	Chefärztin in der geburtshilflich-gynäkologischen Abteilung des Patan Hospital in Kathmandu/Nepal. Jährliche Geburtenszahl: Über 2.500



Dienste in Übersee

Gerokstrasse 17
7000 Stuttgart 1
Fed. Rep. of Germany
Rép. Féd. d'Allemagne
Telegramme: Überseedienste
Telefon: (07 11) 2 10 50-0
Telex: 7 21 499 due d

Arbeitsgemeinschaft evangelischer Kirchen in Deutschland e.V.
Committee of Protestant Churches in Germany for Service Overseas
Comité des Eglises Protestantes Allemandes pour le Service
Outre-Mer
Comité de las Iglesias Protestantes de Alemania para el Servicio
en Ultramar

Abt. III Asien und Nordostafrika,
Sonderprogramme

Stuttgart, 1.3.89

Bescheinigung zur Vorlage beim Arbeitsamt

Wir bescheinigen, daß Frau Dr. Silvia Scholz, geb. 6.5.40 in der Zeit vom 1.1.82 bis 31.7.85 und vom 1.1.86 bis 31.3.89 mit "Dienste in Übersee" für den Entwicklungsdienst unter Vertrag stand.

Die Vorbereitungszeit für die erste Periode begann am 1.1.82 und endete am 20.7.82. Der Entwicklungsdienst begann am 21.7.82 und endete am 31.7.85. Die Vorbereitung für die zweite Periode begann am 1.1.86 und endete am 31.3.86. Der Entwicklungsdienst begann am 1.4.86 und endet am 31.3.89.

In beiden Zeiträumen war Dr. Scholz - vermittelt und gefördert durch "Dienste in Übersee" als Chefärztin der Gynaekologischen Abteilung des Patan-Hospital, Kathmandu, Nepal tätig. Das von der kirchlichen "United Mission to Nepal" betriebene Patan-Hospital ist eines der größten Krankenhäuser des Landes. Die Gynaekologische und Geburtshilfliche Abteilung betreut jährlich über 2.000 Geburten.

"Dienste in Übersee" ist eine Arbeitsgemeinschaft evangelischer Kirchen in Deutschland und ein vom Bundesminister für Wirtschaftliche Zusammenarbeit staatlich anerkannter Träger des Entwicklungsdienstes gemäß Entwicklungshelfer-Gesetz (EhEG) vom 18.6.69.

Hermann Lührs
Sachbearbeiter
Verträge u. Finanzen

Dienste in Übersee

Gerokstr. 17
7000 STUTTGART 1

Telefon: (07 11) 2 10 50-0
Telex: 7 21 499 due d



Dienste in Übersee

Gerokstrasse 17
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Rép. Féd. d'Allemagne
Telegramme: Überseedienste
Telefon: (07 11) 2 10 50-0
Telex: 7 21 499 due d

Dienstbescheinigung
für Entwicklungshelfer/-innen

(zugleich Bescheinigung zur Vorlage
beim Arbeitsamt nach § 112 Abs.7 AFG
in Verbindung mit den §§ 12 und 13
EhFG)

Arbeitsgemeinschaft evangelischer Kirchen in Deutschland e.V.
Committee of Protestant Churches in Germany for Service Overseas
Comité des Eglises Protestantes Allemandes pour le Service
Outre-Mer
Comité de las Iglesias Protestantes de Alemania para el Servicio
en Ultramar

7.15/ Abt. III, Asien und Nordostafrika,
Sonderprogramme

Stuttgart, 16.2.89

Herr/Frau Silvia Scholz
~~XXX~~

geb. am 6.5.40 in Leipzig
Rentenversicherungs-Nr. (Ärzteversorgung)

hat vom 1.1.86

bis 31.3.89

bei Dienste in Übersee, Arbeitsgemeinschaft evangelischer Kirchen in Deutschland e.V.
als Entwicklungshelfer/-in im Sinne des § 1 Entwicklungshelfer-Gesetz (EhFG) vom
18.6.1969 (BGBl. I, S. 549) mit Änderung vom 22.6.1987 (BGBl. I, S. 1542) unter
Vertrag gestanden.

Der Vertrag über den Vorbereitungsdienst
dauerte vom 1.1.86 bis 31.3.86

Der Vertrag über den Entwicklungsdienst
dauerte vom 1.4.86 bis 31.3.89

Das Entwicklungshelfer-Dienstverhältnis endete durch

Ablauf der vereinbarten Vertragszeit

Kündigung des Entwicklungshelfers / der Entwicklungshelferin

Kündigung seitens Dienste in Übersee / seitens des Dienstgebers in Übersee.

Der Anspruch auf qualifizierte Arbeitsvermittlung nach § 12 EhFG bzw. auf Lohn-
ersatzleistungen nach § 13 EhFG kann gelten gemacht werden.

Dienste in Übersee wurde gemäß § 2 Abs. (2) des EhFG vom 18. Juni 1969 mit
Schreiben vom 16. März 1970, Aktenzeichen II B 4 - T 8302.2.3 - 14/70 durch
den Bundesminister für wirtschaftliche Zusammenarbeit als Träger des Entwick-
lungsdienstes anerkannt.

Ggfls. beachten Sie bitte die beigefügten Hinweise zur Dienstbescheinigung
für Entwicklungshelfer/-innen.

1 Anlage

Herrmann Lührs **Dienste in Übersee**
7000 STUTTGART 1
~~Ref./Sachb. für Verträge~~
Staatlich anerkannter Träger
des Entwicklungsdienstes im Sinne
des Entwicklungshelfergesetzes

Krankenhaus Mariahilf

Stader Straße 203 c - Postfach 90 08 40 - 2100 Hamburg 90 (Harburg) - Fernruf (0 40) 7 90 06-1

4.2.1982

Z e u g n i s

Frau Dr.med. Scholz, geb.6.5.1940, wohnh. Hugo-Klemm-Str. 34, 21 Hamburg 90, war vom 1.7.1974 bis 31.12.1981 als Oberärztin an der von mir geleiteten geburtshilflich gynäkologischen Abteilung am Krankenhaus Mariahilf in Hamburg-Harburg tätig.

Die Abteilung hat 60 Erwachsenen-Betten und 30 Neugeborenen-Betten.

Auf Grund einer jährlichen Geburtenzahl von über 1000 Entbindungen sowie einer kritischen Beurteilung eines jeden Geburtsvorganges hat sich Frau Dr. Sch. eine weit über dem Durchschnitt liegende Erfahrung und Geschicklichkeit in der Geburtshilfe erarbeiten können, so daß sie mit allen geburtshilflichen Eingriffen voll vertraut ist. In den Verfahren der modernen Geburtshilfe, wie Cardiotokographie, Ultraschalluntersuchungen und Mikroblutuntersuchungen unter der Geburt ist Frau Dr.Sch. firm. Sie ist voll vertraut mit allen Problemen der Schwangerenvor- und Schwangerenfürsorge sowie mit der Amnioskopie, Vakuumextraktion, Zangenentbindung und in gleicher Weise mit der Untersuchung und Betreuung der Neugeborenen und Reanimation derselben (Asphyxiebehandlung , Intubation, künstliche Beatmung, Pufferinfusionsbehandlung usw.) . Bei zahlreichen Kaiserschnittoperationen hat sie sich als geschickte Operateurin gezeigt. In den letzten Jahren hat Frau Dr. Sch. zahlreiche Periduralanästhesien durchgeführt.

Krankenhaus Mariahilf

Stader Straße 203 c - Postfach 90 08 40 - 2100 Hamburg 90 (Harburg) - Fernruf (0 40) 7 90 06-1

In ihrer Eigenschaft als Oberärztin hat Frau Dr. Sch. Gelegenheit, alle Operationen unseres Fachgebietes durchzuführen, abdominale sowie zahlreiche vaginale Operationen. Auf Grund ihrer reichen Erfahrung bei einem großen Krankengut und einer breit angelegten Vorbildung sowie ihrer manuellen Geschicklichkeit hat sie sich, besonders auch als Lehrerin, auf dem Gebiet der operativen Gynäkologie und Geburtshilfe glänzend bewährt. Sie ist in der Indikationsstellung verantwortungsvoll und geschickt, sorgfältig und umsichtig bei der Durchführung des operativen Eingriffs.

Ihr besonderes Augenmerk galt einer sorgfältigen Vor- und Nachbehandlung der operierten Patientinnen. Dazu gehörte insbesondere der Elektrolytersatz und die Thromboseprophylaxe.

Ihr besonderes Interesse galt der Früherfassung des Karzinoms mit der Kolposkopie und Zytologie. Sie hat während ihrer Tätigkeit an unserer Klinik das zytologische Labor geleitet und sämtliche zytologischen Untersuchungen selbständig durchgeführt. Weiterhin galt ihr besonderes Augenmerk der Krebsnachbehandlung, einschließlich der zytostatischen Therapie.

Während meines 6-wöchigen Jahresurlaubs und während meiner Kongreßbesuche hat Frau Dr. Sch. die Abteilung zu meiner vollsten Zufriedenheit selbständig geleitet.

Ihre Hilfsbereitschaft gegenüber Patienten, Ärzten und Schwestern sowie ihr Charakter machten sie zu einer anerkannten und geschätzten Mitarbeiterin.

Krankenhaus Mariahilf

Stader Straße 203 c - Postfach 90 08 40 - 2100 Hamburg 90 (Harburg) - Fernruf (0 40) 7 90 06-1

Ihrer nimmermüden Einsatzfreude und ihrem stets freundlichen Verhalten allen Mitarbeitern gegenüber gilt der Dank aller Mitarbeiter und wir bedauern daher sehr, daß Frau Dr. Sch. uns verläßt. Unser aller guten Wünsche begleiten sie jedoch auf ihren weiteren Weg.

Frau Dr. Sch. verläßt die Klinik, um in der Entwicklungshilfe in Nepal tätig zu werden.

Schw. M. Ignatia
Schwester M. Ignatia
Oberin

Dr. Wüstenberg
Dr. Wüstenberg
Chefarzt

Dienstvertrag

Zwischen

der Kongregation der Barmherzigen Schwestern v. hl. Vinzenz v. Paul
in Hildesheim
als Rechtsträger ~~der~~ des Krankenhauses Mariahilf in 2100 Hamburg 90

und

~~Herrn/Frau/Frau~~ Dr. Sylvia Scholz geboren am 06.05.40
(Vorname, Name)

wird folgender Dienstvertrag geschlossen:

§ 1

~~Herrn/Frau/Frau~~ Dr. S. Scholz wird ab 01.07.74
als Oberärztin der gynäkologischen Abteilung eingestellt.

Der Mitarbeiter gehört zur Dienstgemeinschaft der obengenannten Einrichtung. Er verspricht, die ihm übertragenen Aufgaben in Beachtung der Haus- bzw. Heimordnung und der Anordnungen des Dienstgebers treu und gewissenhaft zu erfüllen.

§ 2

Für das Dienstverhältnis gelten die „Richtlinien für Arbeitsverträge in den Einrichtungen des Deutschen Caritasverbandes“ (AVR) in der zur Zeit des Vertragsabschlusses in der „Caritas-Korrespondenz“ veröffentlichten und im Amtsblatt des Ortsbistums in Kraft gesetzten Fassung¹.

Die AVR sind Bestandteil des Dienstvertrages und haben dem Mitarbeiter zur Kenntnisnahme zur Verfügung gestanden.

Bei Änderungen der AVR gilt jeweils die in der „Caritas-Korrespondenz“ veröffentlichte und im Amtsblatt des Ortsbistums in Kraft gesetzte Fassung¹, ohne daß es einer weiteren Vereinbarung bedarf. Auch insoweit ist dem Mitarbeiter Gelegenheit zur Kenntnisnahme zu geben.

§ 3

* Das Dienstverhältnis wird bis zum ----- 19..... befristet und endet zu diesem Zeitpunkt, ohne daß es einer Kündigung bedarf.

* Der Dienstvertrag wird auf unbestimmte Zeit abgeschlossen.

Die Zeit bis zum 31.12.74 gilt gemäß § 7 Abs. (4) AVR als Probezeit.

§ 4

a) * Der Mitarbeiter wird in die Vergütungsgruppe 1 a, Ziffer 3, Stufe 5 eingestuft. Bis zur Erreichung des Eingangsalters finden die Bestimmungen der Abschnitte IV und VI der Anlage 1 zu den AVR Anwendung.

Die erste Steigerung der Grundvergütung erfolgt am 01.05.75 19

b) * Der Ortszuschlag wird nach Ortsklasse S und Tarifklasse 1 b, Stufe 1, gewährt.

c) * Der Mitarbeiter ist verpflichtet, an der freien Station (Kost und Wohnung) teilzunehmen.

§ 5

* Der Mitarbeiter nimmt unter Beachtung der Bestimmungen der Anlage 8 gemäß § 5 zu den AVR an der Zusatzversorgung (VersO) ab teil/nicht teil, da er eine Verzichtserklärung gemäß Anlage A zu § 2 Abs. (a) VersO abgegeben hat.

§ 6

Zwischen den Vertragschließenden sind noch folgende Sondervereinbarungen getroffen worden:

siehe Anlage

§ 7

Weitere Sondervereinbarungen bestehen nicht. Spätere Vereinbarungen bedürfen zu ihrer Gültigkeit der schriftlichen Festlegung unter Bezugnahme auf diesen Vertrag und der kirchenaufsichtlichen Genehmigung².

Hamburg den 23.04.1974

Ort, Datum

Dr. Silvia Scholz

Unterschrift des Mitarbeiters,
gegebenenfalls seines gesetzlichen Vertreters



Dr. Emerita

Unterschrift des Dienstgebers
oder seines Bevollmächtigten

¹ Bei Einrichtungen, die nicht der speziellen bischöflichen Aufsicht unterstehen, kann der Passus „und im Amtsblatt des Ortsbistums in Kraft gesetzten Fassung“ gestrichen werden.

² Bei Einrichtungen, die nicht der speziellen bischöflichen Aufsicht unterstehen, kann der Passus „und der kirchenaufsichtlichen Genehmigung“ gestrichen werden.

* Nichtzutreffendes ist zu streichen.

Krankenhaus Mariahilf

21 Hamburg 90 (Harburg)

Fernruf (0411) 7 90 80 11

Bankkonten: Hamburger Sparkasse,
Konto-Nr. 1262/122409
Hamburgische Landesbank,
Konto-Nr. 148437

Postcheckkonto: Hamburg Nr. 100 93 - 205

den
Stader Straße 203c
Postfach-Nr. 227

Anlage zum Dienstvertrag

Zur Abgeltung von 15 Rufbereitschaften im Monat der Vertretung des Chefarztes im Urlaub, Krankheit und sonstigen Verhinderungsfällen erhält Frau Dr. Scholz einen monatlichen Betrag von DM 3.000,--

Mit dieser Zahl ist die Vertretung für einen Zeitraum im Kalenderjahr abgegolten, für den Frau Dr. Scholz im Krankheitsfalle ihre Vergütung weiterbezieht. Zum 1.1.1980 ist über diese Zulage entsprechend den dann herrschenden Verhältnissen neu zu verhandeln.

Mit Abänderungen der Bestimmungen im Abschnitt XII der AVR zahlt das Krankenhaus im Falle einer Erkrankung das Gehalt für bis zu 12 Krankheitswochen, ab 1.3.75 für bis zu 15 Krankheitswochen usw. wie in Abschnitt XII der AVR.

Krankenhaus „Mariahilf“

Hamburg-Harburg

Stader Straße 203c

Berechnung der Dienstbezüge

I. Name: S c h o l z, Dr. (geborene _____)

Vorname: Sylvia Geburtstag: 6.5.1940 Familienstand: ledig

Kinder: a) _____ geb. _____

b) _____ geb. _____

c) _____ geb. _____

d) _____ geb. _____

e) _____ geb. _____

Steuerklasse: I

Ortsklasse 5A

Kinderzulage von anderer Seite: nein für _____

II. Die monatlichen Brutto-Dienstbezüge des Mitarbeiters errechnen sich ab 1.7.1974 wie folgt:

Vergütungsgruppe 1a, Vergütungsstufe 5

a) Grundvergütung* 2 786.20 DM

b) Ortszuschlag Tarifklasse 1b, Stufe I 449.-- DM

c) Gesamtvergütung nach Abschn. VI der Anlage 1 zu den AVR* _____ DM

d) Kinderzulage für _____ Kind(er) _____ DM

e) Stellenzulage _____ DM

f) Leistungszulage _____ DM

g) Sonderzulage 3% 83.58 DM

VL-Zulage 13.-- DM

h) Zulage nach Anlage 10 zu den AVR _____ DM

i) Sonstige Zulagen Abgeltung der Altersversorgung 412.20 DM

k) Pauschalabgeltung gemäß Anlage 5 / Anlage 6* zu den AVR 3 000.-- DM

6 743.98 DM

Die monatlichen Brutto-Dienstbezüge betragen:

Die Dienstbezüge erhöhen sich gegebenenfalls um den Dienstgeberbeitrag zur Versorgungsordnung, soweit dieser für die Berechnung der Lohnsteuer und Sozialversicherung zu berücksichtigen ist.
Solange Frau Dr. Scholz auf die zusätzliche Altershilfe bei der Selbsthilfe verzichtet, erhält sie einen Zuschuß für eine von ihr selbst abzuschließende Lebensversicherung von DM.412.20.

21 Hamburg 90, d.23.4.1974

Datum



Silvia Gerner

Handzeichen des Dienstgebers
oder seines Beauftragten

* Nichtzutreffendes ist zu streichen.

ÄRZTEKAMMER WESTFALEN-LIPPE
KÖRPERSCHAFT DES ÖFFENTLICHEN RECHTS

FACHARZT-ANERKENNUNG

Auf Grund der nachgewiesenen Facharztweiterbildung
und nach Anhören des Facharztausschusses erteilt die
Ärztékammer Westfalen-Lippe

FRAU DR. MED. SILVIA S C H O L Z

geboren am: 6. 5. 1940 in: Leipzig

die Anerkennung als
FACHÄRZTIN FÜR

FRAUENKRANKHEITEN UND GEBURTSHILFE

mit Wirkung vom 1. März 1974

Münster (Westf.), den 25. April 1974



Präsident

KREISKRANKENHAUS HERFORD

Herford, den 28. Februar 1974

Zeugnis über die Facharztausbildung

Fräulein Dr.med.Silvia S c h o l z, geb. am 6.5.1940 in Leipzig, begann ihre Ausbildung zur Fachärztin für Frauenheilkunde und Geburtshilfe in der Städtischen Frauenklinik Bielefeld.

Hier arbeitete sie als planmäßige Assistenzärztin vom 1.März 1970 bis zum 31- März 1972. In diesem Zeitabschnitt erwarb sich Fräulein Dr.Scholz schon recht umfassende Kenntnisse in der konservativen und operativen Geburtshilfe, in der kleinen und mittleren operativen Gynäkologie, sowie in der Radiumtherapie maligner Tumoren des weiblichen Genitale.

Über diesen ersten Teil der Facharztausbildung gibt das Zeugnis des Chefarztes der Städtischen Frauenklinik Bielefeld, Herrn Dr.med. H.F.Rost vom 31.März 1972 Auskunft. Dieses Zeugnis ist sehr gut.

Zum 1.April 1972 wechselte dann Fräulein Dr.Scholz in die Frauenklinik des Kreiskrankenhauses Herford über.Hier ist sie seitdem ohne Unterbrechung tätig, zunächst unter der Leitung meines verstorbenen Vorgängers, Herrn Dr.med.Wallau und seit dem 11.Oktober 1972 unter meiner Leitung. Fräulein Dr.Scholz war zunächst als Stationsärztin auf der operativ-konservativen Station eingesetzt. Hier konnte sie ihre Kenntnisse in der Behandlung entzündlicher Genitaltumoren, in der operativen oder hormonalen Behandlung uteriner Blutungsstörungen, in der Radiumtherapie maligner Genitaltumoren und in der Behandlung schwangerschaftsbedingter Erkrankungen vervollständigen.

Anschließend leitete Fräulein Dr.Scholz die gynäkologisch-operative Station.Sie führte zunächst unter Anleitung und danach selbständig alle anfallenden Operationen mit viel manuellem Geschick aus. Einzelheiten enthält der beiliegende Operationskatalog. Zusammen mit den in Bielefeld vorgenommenen Operationen ergibt sich folgende OP-Frequenz:

26 Abdominale Hysterektomien mit oder ohne Adnexentfernung
36 Vaginale Hysterektomien mit oder ohne vorderer u. hinterer Plastik
27 Laparotomien mit Eingriffen an den Adnexen und am Uterus
37 Scheiden- und Beckenbodendamplastiken bei Senkungszuständen
52 operative Eingriffe an der Portio bzw. am äußeren Genitale
401 Abrasionen oder Nachkürettagen. -

Die prä- und postoperativen Maßnahmen werden von Fräulein Dr. Scholz beherrscht.

Zusammen mit der Tätigkeit in Bielefeld hat Fräulein Dr. Scholz 2 Jahre lang auf der geburtshilflichen Abteilung gearbeitet. Anschließend war sie als 1. Assistenzärztin im Kreißaal tätig. Hier führte sie selbständig alle vorkommenden geburtshilflichen Operationen aus. Besonderes Interesse bringt Fräulein Dr. Scholz der pränatalen Diagnostik und der Reanimation der Neugeborenen entgegen. Hier beherrscht sie vor allem die modernen Methoden, wie die Amnioskopie, die Ultraschalldiagnostik und die Kardiotokographie. Insgesamt leitete Fräulein Dr. Scholz selbständig rund 500 normale und komplizierte Geburten. Sie führte selbständig 18 abdominale Schnittentbindungen aus, entwickelte 12 Kinder aus Beckenendlage und beendete 14 Geburten durch Vakuum-Extraktion bzw. Forceps vom Beckenboden aus. Fräulein Dr. Scholz ist in der Lage, einen Geburtsverlauf kritisch zu beurteilen und jeweils die für Mutter und Kind schonendste Entbindungsart anzustreben. Die Patientinnen bringen ihr großes Vertrauen entgegen.

Neben dieser Tätigkeit übte Fräulein Dr. Scholz parallel die Schwangerenberatung und Krebsvorsorge aus und war zudem auch konsiliarisch im Haus einzusetzen. Zur Zeit arbeitet sie im Zytologischen Labor der Frauenklinik.

Im Umgang mit ihren Kollegen und mit den Schwestern war Fräulein Dr. Scholz stets einwandfrei. Bei ihren Patientinnen ist sie eine beliebte Ärztin, die sich durch ihren großen Fleiß und durch ein ausgeprägtes Verantwortungsbewußtsein auszeichnet.

Aufgrund ihrer umfassenden Ausbildung und aufgrund ihres lauterer Charakters halte ich Fräulein Dr. Silvia Scholz für würdig, die Facharztanerkennung für das Gebiet der Frauenheilkunde und Geburtshilfe zu erhalten.



Prof. Dr. med. Tenhaeff
Chefarzt der Frauenklinik

Operationsverzeichnis 1.3.1970 - 28.2.1974

Hysterektomien mit und ohne Adnexe

Abdominal: 26
Vaginal: 36

Abdominale Eingriffe an den Adnexen und dem Uterus

27

Plastiken und andere vaginale Eingriffe

37

Kleinere gynäkologische Eingriffe (Portioplastik, Konisation,
Ausschälung einer Bartholinischen
Zyste oder eines Brusttumors u.ä.)

52

Abortausräumungen und Abrasionen

401

Entbindungen insgesamt

544
davon

Beckenendlagenentbindungen

12

Vaginale operative Entbindungen

14

Manuelle Lösungen der Plazenta und Nachtastungen des Uterus
nach der Geburt der Plazenta

18

Schnittentbindungen, davon eine ein wiederholter Kaiserschnitt

18

Tenhaff

Professor Dr. med. Tenhaeff

Scholz

Dr. med. Scholz

KREISKRANKENHAUS HERFORD

Herford, den 30.6.1974

Ze u g n i s

Frl. Dr. med. Silvia S c h o l z , geb. am 6.5.1940 in Leipzig, war vom 1.4.1972 bis zum 30.6.1974 an der Frauenklinik des Kreiskrankenhauses Herford als Stationsärztin ohne Unterbrechung tätig.

Während dieses Zeitraumes, der 2. Hälfte ihrer Facharztausbildung, arbeitete Frl. Dr. Scholz zunächst als Stationsärztin auf der operativ-konservativen Station. Im Vordergrund standen hier die Diagnostik und Therapie schwangerschaftsbedingter Erkrankungen, entzündlicher Genitaltumoren, uteriner Blutungsstörungen sowie die Strahlentherapie maligner Genitaltumoren.

Im Anschluß daran übernahm Frl. Dr. Scholz Anfang 1973 die gynäkologisch-operative Station und führte in zunehmendem Maße selbständig alle anfallenden Operationen aus. Hierbei bewies sie manuelles Geschick. Die abdominalen und die vaginalen Operationsverfahren sind ihr gleichermaßen vertraut. Die prae- und postoperativen Maßnahmen werden von Frl. Dr. Scholz beherrscht.

Seit Ende 1973 war Frl. Dr. Scholz als 1. Assistentin im Kreißaal eingesetzt. Hier widmete sie sich besonders der praenatalen Diagnostik und der Reanimation Neugeborener. Die Amnioskopie, die Ultraschalldiagnostik und die Kardiotokographie werden von ihr beherrscht. Insgesamt leitete Frl. Dr. Scholz rund 550 normal und kompliziert verlaufende Geburten. Sie führte selbständig 20 abdominale Schnittentbindungen durch und beendete 15 Geburten durch Vakuum-Extraktion bzw. Forceps vom Beckenboden aus. Daneben war Frl. Dr. Scholz in der Schwangerenberatung und Krebsvorsorge-Sprechstunde tätig und erfüllte auch die ihr übertragenen konsiliarischen Aufgaben.

Im Umgang mit Patientinnen, Schwestern und Kollegen war Frl. Dr. Scholz stets einwandfrei. Sie zeichnete sich durch Fleiß, Einsatzfreude und

b.w.

ein ausgeprägtes Verantwortungsbewußtsein aus.

Nachdem Frl. Dr. Silvia Scholz im April 1974 die Facharztanerkennung für das Gebiet der Frauenheilkunde und Geburtshilfe erhielt, übernimmt sie jetzt zum 1.7.1974 eine Oberarztstelle an einer Hamburger Klinik.

Frl. Dr. Scholz scheidet auf eigenen Wunsch aus dem Dienstverhältnis am Kreiskrankenhaus Herford aus. Für ihren beruflichen Werdegang wünschen wir der Kollegin Scholz weiterhin viel Erfolg.

Prof. Dr. med. Dieter Tenhaeff
Chefarzt der Frauenklinik
des Kreiskrankenhauses Herford
Facharzt für Frauenheilkunde und Geburtshilfe
49 Herford - Kreiskrankenhaus
Ruf (0 52 21) 88 14 44
19 11 041 - 49



(Prof. Dr. Tenhaeff)

Operationsverzeichnis 1.4.1972 - 28.2.1974
Frauenklinik des Kreiskrankenhauses Herford
Chefarzt Dr. med. Wallau
Chefarzt Prof. Dr. med. D. Tenhaeff

Hysterektomien mit und ohne Adnexe

Abdominal: 14
Vaginal: 33

Abdominale Eingriffe an den Adnexen und dem Uterus

18

Plastiken und andere vaginale Eingriffe

34

Kleinere gynäkologische Eingriffe (Portioplastik, Konisation,
Ausschälung einer Bartholinischen
Zyste oder eines Brusttumors u.ä.)

18

Abortausräumungen und Abrasionen

— 111 —

Entbindungen insgesamt

229

Beckenendlagenentbindungen

4

Vaginale operative Entbindungen

13

Manuelle Lösungen der Plazenta und Nachtastungen des Uterus
nach der Geburt der Plazenta

11

Schnittentbindungen, davon eine ein wiederholter Kaiserschnitt

18

Professor Dr. med. Tenhaeff

Dr. med. S. Scholz

Z e u g n i s
=====

Fräulein Dr. med. Silvia S c h o l z , geb. am 6.5.1940 in Leipzig, war vom 1.3.1970 bis zum 31.3.1972 als planmässige Assistenzärztin an der Frauenklinik der Städtischen Krankenanstalten Bielefeld tätig.

Soweit es in diesem Zeitraum möglich war, hat sie eine Schulung erfahren, die alle Bereiche der Frauenheilkunde und ihre Grenzgebiete umfasste.

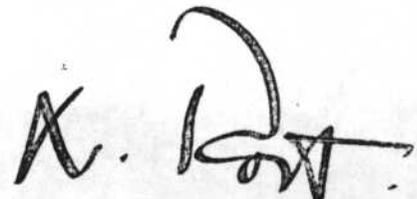
Nachdem Fräulein Dr. Scholz zunächst bei allen abdominalen und vaginalen Operationen mit Geschicklichkeit assistiert hatte, konnte ihr schrittweise auch die selbständige Durchführung kleiner und dann auch mittelgrosser abdominaler und vaginaler Eingriffe übertragen werden. Sie hat diese Operationen zunächst unter Assistenz eines Älteren und später teilweise auch selbständig durchgeführt. Über die Frequenz gibt der anliegende Operationskatalog Auskunft.

Auch in der Radiumtherapie des Gebärmutter-Carcinoms und in der Behandlung der Strahlenpatienten konnte sie Erfahrungen sammeln. weiterhin erfolgte in der Vor- und Nachbehandlung Operierter eine gründliche Ausbildung.

In der Geburtshilfe nahm sie an sämtlichen vorkommenden operativen Eingriffen teil, wurde aber auch in der modernen konservativen Geburtsleitung geschult. Bei einer Geburtenfrequenz von durchschnittlich 700 Geburten pro Jahr hatte Fräulein Dr. Scholz reichlich Gelegenheit selbständig Entbindungen durchzuführen und war in der letzten Zeit auch in der Lage die Entwicklung von Beckenendlagen und manuelle Placentalösungen durchzuführen. Durch die regelmässige Ausübung der Schwangerenfürsorge hat sie gute Kenntnisse in der prognostischen Geburtsbeurteilung erworben.

Fräulein Dr. Scholz zeichnete sich durch ausserordentlichen Fleiss und Pflichttreue aus. Sie hatte zu allen Mitarbeitern und Schwestern ein gutes kameradschaftliches Verhältnis.

Fräulein Dr. Scholz scheidet mit meinem Einverständnis aus.



(Chefarzt Dr. Rost)

Operationsverzeichnis
1.3.1970 - 1.4.1972
Städt. Frauenklinik
Chefarzt Dr. med. H. F. Rost

Hysterektomien mit und ohne Adnektomie

Abdominal: 12
Vaginal: 3

Abdominale Eingriffe an den Adnexen und dem Uterus

9

Plastiken und andere vaginale Operationen

3

Kleinere gynäkologische Eingriffe (Portioplastik, Konisation,
Ausschälung einer Bartholinischen
Zyste oder eines Brusttumors u.ä.)

34

Abortausräumungen und Abrasionen

290

Entbindungen

288

Beckenendlagenentbindungen

8

Vaginale operative Entbindungen

1

Manuelle Lösungen der Plazenta und Nachtastungendes Uterus nach
der Geburt der Plazenta

7

Radiumeinlagen

44

H. F. Rost

Chefarzt Dr. med. Rost

H. Scholz
Dr. med. Scholz

UNIVERSITÄT HAMBURG

Der Fachbereich Medizin der Universität Hamburg verleiht

FRAÜLEIN
SILVIA AUGUSTE ELFRIEDE
SCHOLZ

geboren am 6. Mai 1940 in Leipzig

auf Grund der als »genügend« beurteilten Abhandlung »Die röntgenologische Pfannendachentwicklung bei konservativ behandelter Luxatio coxae congenita« und nach bestandener Prüfung

TITEL UND WÜRDE EINES
DOKTORS DER MEDIZIN

Zum Zeugnis dessen wird diese mit dem Siegel des Fachbereichs versehene und vom Sprecher des Fachbereichs unterzeichnete Urkunde ausgestellt.

Hamburg, den 22. April 1970



(Prof. Dr. A.E. Meyer)

Sprecher des Fachbereichs



FREIE UND HANSESTADT HAMBURG GESUNDHEITSBEHÖRDE

Nachdem ~~der~~ /die Kandidat(in) der Medizin

Silvia Auguste Elfriede S c h o l z ,

geboren am 6. Mai 1940

in Leipzig,

am 5. Februar 1968

die ärztliche Prüfung vor dem

Prüfungsausschuß in Hamburg mit dem Urteil

" g u t "

bestanden und die Bestimmungen über die Medizinalassistentenzeit

mit dem 1. Januar 1970

erfüllt hat, wird ~~ihm~~ /ihr hierdurch mit

Wirkung vom heutigen Tage die

APPROBATION ALS ARZT

erteilt.

Diese Approbation berechtigt den Arzt zur Ausübung des ärztlichen Berufs.

Hamburg, den 2. Januar 1970

Matrikel-Nr. 6987




(Dr. Seeler)
S e n a t o r

Akte: 6773

Bescheinigung

über die Ableistung der Medizinalassistentenzeit

Dem/der Silvia Scholz

geboren am 6.5.40 19 in Leipzig

wird hiermit bescheinigt, daß er/sie nach vollständig bestandener ärztlicher Prüfung vom 1.1.69

bis 30.6.69 an der unten bezeichneten (Universitätsklinik, -Poliklinik, Krankenanstalt usw.)

unter meiner Aufsicht und Anleitung - als Medizinalassistent(in) ordnungsgemäß tätig gewesen ist.

Diese Zeit hat er/sie auf folgenden Abteilungen verbracht:

(Zeitdauer, Art der Tätigkeit)

Vom	<u>1.1.69</u>	bis	<u>30.6.69</u>	<u>Med.-Abteilung</u>
				<u>Mariahilf, Hamburg-</u>
vom	<u>----</u>	bis	<u>----</u>	<u>Harburg</u>
vom	<u>----</u>	bis	<u>----</u>	
vom	<u>----</u>	bis	<u>----</u>	
vom	<u>----</u>	bis	<u>----</u>	

(Wenn die Tätigkeit durch Urlaub oder Krankheit unterbrochen wurde, ist dies anzugeben.)

Würdigung der Tätigkeit: Frau Sch. brachte recht gute Kenntnisse mit, die hier gebotenen Möglichkeiten nutzte sie recht gut aus, sie war sehr fleissig, beteiligte sich auch aktiv an den Besprechungen und Referierstunden. Ohne weiteres konnte man ihr Aufgaben zur selbständigen Erledigung anvertrauen. Gegenüber der Umgebung verhielt sie sich stets angenehm und kameradschaftlich. Frau Sch. eignet sich zum ärztlichen Beruf.

Ein Anhaltspunkt dafür, daß ihm/ihr infolge eines körperlichen Gebrechens oder wegen Schwäche seiner/ihrer geistigen oder körperlichen Kräfte oder wegen einer Sucht die für die Ausübung des ärztlichen Berufs erforderliche Eignung fehlt, hat sich nicht ergeben / hat sich in folgender Hinsicht ergeben:



Hamburg 90, den 21.7. 1969

(Bezeichnung der Universitätsklinik, Universitäts-Poliklinik, des Krankenhauses usw.)

[Handwritten Signature]
 Dr. med. F. Northoff
 (Unterschrift des ärztlichen Direktors)
 Chefarzt

Bescheinigung

Nr. 10c

über die Ableistung der Medizinalassistentenzeit

Dem/der Medizinalassistentin Frau Silvia G e h o l z

geboren am 6. 5. 19 40 in Leipzig

wird hiermit bescheinigt, daß er/sie nach vollständig bestandener ärztlicher Prüfung vom 15. 5. 68

bis 31. 12. 68 an der unten bezeichneten (Universitätsklinik, -Poliklinik, Krankenanstalt usw.)

Krankenhaus Marienhilf - unter meiner Aufsicht und Anleitung - als Medizinalassistent(in) ordnungsgemäß tätig gewesen ist.

Diese Zeit hat er/sie auf folgenden Abteilungen verbracht:

(Zeitdauer, Art der Tätigkeit)

Vom 15. 5. 68 bis 31. 12. 68 Chirurgie

vom bis

vom bis

vom bis

vom bis

(Wenn die Tätigkeit durch Urlaub oder Krankheit unterbrochen wurde, ist dies anzugeben.)

Würdigung der Tätigkeit: Frau Geh. hat die ihr übertragenen Aufgaben im Stationsdienst und in Operationssaal gewissenhaft, umsichtig und mit unermüdlischen Fleiß ausgeführt. Sie hat 15 Appendektomien und zahlreiche kleinere chirurgische Eingriffe selbst ausgeführt. Ihre stete Einsatzbereitschaft und Hingabe zum ärztlichen Beruf sei besonders hervorgehoben

Ein Anhaltspunkt dafür, daß Herr/ihr infolge eines körperlichen Gebrechens oder wegen Schwäche seiner/ihrer geistigen oder körperlichen Kräfte oder wegen einer Sucht die für die Ausübung des ärztlichen Berufs erforderliche Eignung fehlt, hat sich nicht ergeben / hat sich in folgender Hinsicht ergeben:



Hamburg, den 19. 9. 19 69

(Bezeichnung der Universitätsklinik, Universitäts-Poliklinik, des Krankenhauses usw.)

(Unterschrift des ärztlichen Direktors)

(Dr. Gluth)
Chefarzt

Lambertus-Verlag GmbH, Freiburg im Breisgau

Bescheinigung

über die Ableistung der Medizinalassistentenzeit

Dem/der Medizinalassistentin Silvia Scholz

geboren am 6.5.1940 in Leipzig

wird hiermit bescheinigt, daß er/sie nach vollständig bestandener ärztlicher Prüfung vom 1.7.1969

bis 31.12.1969 an der unten bezeichneten (Universitätsklinik, -Poliklinik, Krankenanstalt usw.)

Krhh. Mariahilf, Hbg. Harburg - unter meiner Aufsicht und Anleitung - als Medizinalassistent(in) ordnungsgemäß tätig gewesen ist.

Diese Zeit hat er/sie auf folgenden Abteilungen verbracht:

(Zeitdauer, Art der Tätigkeit)

Vom 1.7.1969 bis 31.12.1969 geburtsh.-gyn. Abt.

Urlaub

vom 22.9.1969 bis 20.10.1969

vom _____ bis _____

vom _____ bis _____

vom _____ bis _____

(Wenn die Tätigkeit durch Urlaub oder Krankheit unterbrochen wurde, ist dies anzugeben.)

Würdigung der Tätigkeit: Fräulein Sch. war in ihrer Arbeit sehr gewissenhaft und fleißig. Von Ärzten, Schwestern und Patienten wurde sie gleichermaßen geschätzt. In den letzten 2 Monaten hat sie zahlreiche Geburten selbständig geleitet und auch zahlreiche Abrasionen durchgeführt. Bei der Assistenz von gynäkolog. Operationen war sie sehr geschickt. In der gynäkologischen Untersuchungstechnik hat sich Fräulein Sch. schnell mit Erfolg eingebracht.

Ein Anhaltspunkt dafür, daß ihm/ihr infolge eines körperlichen Gebrechens oder wegen Schwäche seiner/ihrer geistigen oder körperlichen Kräfte oder wegen einer Sucht die für die Ausübung des ärztlichen Berufs erforderliche Eignung fehlt, hat sich nicht ergeben / hat sich in folgender Hinsicht ergeben:



Hamburg, den 11.12. 1969

(Bezeichnung der Universitätsklinik, Universitäts-Poliklinik, des Krankenhauses usw.)

(Unterschrift des ärztlichen Direktors)

Dr. med. Wüstenberg
Chefarzt

Lambertus-Verlag GmbH, Freiburg im Breisgau

FREIE UND HANSESTADT HAMBURG GESUNDHEITSBEHÖRDE

Die Kandidat in der Medizin

Silvia Auguste Elfriede S c h o l z ,

geboren am 6. Mai 1940 in Leipzig,

hat am 5. Februar 1968 vor dem Ausschuß für die

ärztliche Prüfung in Hamburg

die ärztliche Prüfung mit dem Urteil

" g u t "

bestanden.

~~XX~~ Sie erhält damit die Berechtigung, sich als

MEDIZINALASSISTENT

zu betätigen.

Hamburg, den 13. Februar 1968

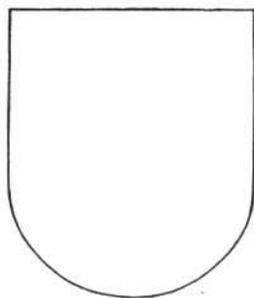
Akte: 6773



(Dr. Janik)
Leitender Medizinaldirektor

Goethe-Schule Flensburg

Städtisches Neusprachliches und Mathematisch-Naturwissenschaftliches Gymnasium
für Jungen und Mädchen



ZEUGNIS DER REIFE

für

Silvia Auguste Elfriede Scholz

~~Herr~~ Fräulein Silvia Scholz

hat die Reifeprüfung bestanden.

Der Prüfungsausschuß hat ~~ihm~~ ihr auf Grund der Jahresleistungen und nach dem Ergebnis der Prüfung das

ZEUGNIS DER REIFE

zuerkannt und damit die Befähigung zum Studium an einer Hochschule des Bundesgebietes zugesprochen.

Dieses Zeugnis schließt das Zeugnis des Großen ~~kleinen~~ Latinums ein.

Der Prüfung lag die Ordnung vom 27. November 1956 (Amtsblatt Schleswig-Holstein 1956, S. 488) zugrunde.

Flensburg, den 9. März 1960

Der Vorsitzende des Prüfungsausschusses:



Jetzeu, Oberschulrat

Der Vertreter des Schulträgers:

Jura Wulfschneider

Der Leiter der Schule:



i.V. Mönnich, Oberstudienrat

Die übrigen Mitglieder des Prüfungsausschusses:

Dr. Windmann Studienrat

Wimmer Studienrat

Garcke Studienrat

Dr. Nalau Studienrat

Hausel

Schroeds.

Dr. Händel Studienrat

Königer Studienrat

Wittmann Studienrat

Witt Studienrat

Jensen
Kuttenbecker

~~Herr~~ = Fräulein Silvia Scholz

geboren am 6. Mai 1940 in Leipzig

Kreis --- Bekenntnis evangelisch

wohnhaft in Flensburg

(Wohnort des Erziehungsberechtigten)

hat unsere Schule von Ostern 1951 bis heute besucht.

LEISTUNGEN

Die Leistungen in den einzelnen Fächern sind wie folgt beurteilt worden:

(Stufen: sehr gut, gut, befriedigend, ausreichend, mangelhaft, ungenügend)

I. PFLICHTFÄCHER

Religion:	gut
Philosophie:	gut
Deutsch:	befriedigend
Geschichte:	gut
Erdkunde:	befriedigend
Gegenwartskunde:	befriedigend
Englisch:	ausreichend
Französisch:	befriedigend
Latein:	ausreichend

Mathematik: gut +)

Physik: gut +)

Chemie: befriedigend +)

Biologie: befriedigend +)

Musik: gut

Kunsterziehung: gut +)

Leibesübungen: auf Grund eines amtsärztlichen Zeugnisses befreit

II. WAHLFÄCHER oder freie Arbeitsgemeinschaften

Deutsch : gut

Psychologie : befriedigend

_____ : ---

_____ : ---

BEMERKUNGEN

*) Leistungsnoté beim Eintritt in die letzte Klasse

An die
Gossner Mission
1 Berlin 41
Handjezstr. 19

Meyer Michael
Piusbergerweg 7
85 Nbg 90



Ubg, 8. 11. 88

Sehr geehrte Frau Baderko-Schwedler,

ich darf Ihnen noch das

von Ihnen erwünschte Empfehlungs-

Schreiben von einem Pastor zusenden und

darf mich bei Ihnen vielmals

bedanken!

Michael Meyer

Please reply to:

UMN HEALTH SERVICES BOARD

UNITED MISSION TO NEPAL
P. O. Box 126
KATHMANDU, NEPAL.

Tel: 212668
215573
212179

Telegrams : UMNEPAL
Location : Thapathali
Telex 2315 UMNEPA

Eingegangen

20. 12. 1988

Erledigt:.....

December 6, 1988

Bärbel Barteczko-Schwedler
Gossner Mission
Hadjerystrabe 19-20
1000 Berlin 41 (friedenau)
Germany

Dear Bärbel,

Dr. Ken Snider has asked me to respond to your good letter of November 30 regarding the possible visit of Dr. Michael Meyer to Nepal to visit the UMN Hospitals. We think that Dr. Meyer might find such a visit as you have mentioned beneficial; and we would be glad to help arrange for him to visit our UMN Hospitals. In doing this we would need to know as far as possible in advance his exact dates of arrival and departure in order to prepare a schedule for him. Would you be so kind as to obtain these for us, or ask Dr. Meyer to get in touch with us directly if you like?

I will look forward to hearing from you or him soon.

Yours sincerely,



Paul G. Seefeldt
Administrative Assistant to the HSS

PGS/drm

cc. Dr. Ken Snider, Assistant Health Services Secretary, UMN



VISIT NEPAL

First fold here

To open cut here

Sender's name and address

UNITED MISSION TO NEPAL

POST BOX 126

Kathmandu, Nepal.

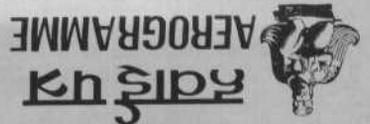
CODE NO.

IF ANYTHING IS ENCLOSED THIS LETTER MAY BE SENT BY ORDINARY MAIL.

Second fold here

CODE NO.

Barbel Barteczko-Schwedler
Gossner Mission
Handjerystraße 19-20
1000 Berlin 41 (Friedenau)
GERMANY



Gossner Mission

Mr. Snider
United Mission to Nepal
P.O. Box 126

Kathmandu / N e p a l

November 30, 1988

Dear Mr. Snider,

on the board-meeting we spoke about the application of Dr. Michael Meyer as short-time appointee in a hospital of UMN. As there is no possibility now to get a visa for such a short-time poste, Dr. Meyer would be very thankful if he could come to Nepal as a tourist visiting the UMN hospitals. Would it be possible for you to make a guest programme for Dr. Meyer for the time of February 1989 to April 1989? Thank you very much for your help.

Yours sincerely

GOSSNER MISSION

gez.

Bärbel Barteczko-Schwedler
(departed after dictation)

Action

Mr. Snider
United Mission to Nepal
P.O. Box 128

Katmandu / Nepal

November 30, 1988

Dear Mr. Snider,

On the board-meeting we spoke about the application of Dr. Michael Meyer as short-time appointee in a hospital of UMN. As there is no possibility now to get a visa for such a short-time post, Dr. Meyer would be very thankful if he could come to Nepal as a tourist visiting the UMN hospitals. Would it be possible for you to make a guest programme for Dr. Meyer for the time of February 1989 to April 1989? Thank you very much for your help.

Yours sincerely,

GOSNER MISSION

gez.

Bärbel Bartczko-Schwedler
(departed after dictation)

Herrn
Gerold Müller
Buchenstraße 10

2815 Langwedel

30.9.1988

Lieber Herr Müller,

auf unserer letzten Nepalausschußsitzung haben wir uns mit Ihrer Aussendung nach Nepal beschäftigt. Ich hatte ja bereits Ihrer Frau berichtet, daß das aufgrund von Informationen von der UMN notwendig werden würde. Von dort haben wir erfahren, daß Ihr Einsatz auf jeden Fall direkt oder indirekt mit Jimrok, dem Andhi-Khola-Nachfolgeprojekt verbunden sei. Die Gossner Mission versucht jedoch mit ihren begrenzten Mitteln und dem geringen Personal, die ländliche Entwicklung in Nepal zu stärken. Inzwischen besteht ein breiter Freundeskreis, der diese Intension und unsere Arbeit unterstützt. Diesem Freundeskreis wäre eine Beteiligung an einem Elektrifizierungsprojekt, hinter das wir viele, viele Fragezeichen setzen nicht zu vermitteln. Die Information über Jimrok stammt jedoch nicht von Howard Barley, sondern von einem Mitarbeiter im Personalbüro der UMN. Meine Frau wird im November mit Howard noch einmal darüber reden. Sollte es dann jedoch bei einem Einsatz bleiben der mittel oder unmittelbar mit Jimrok zu tun hätte, würde jeder der Nepalausschuß Ihre Aussendung ablehnen.

Lieber Herr Müller, es tut mir wirklich leid, daß nun auch von unserer Seite aus Ihr Einsatz in Frage gestellt wird. Ich weiß nicht recht, ob ich Sie wirklich auf den November vertrösten kann. Sie warten jetzt ja schon so lange auf eine endgültige Entscheidung. Sollte das Gespräch mit Howard ~~nähe-~~ uns negativ ausgehen, könnten wir vielleicht versuchen mit der GTZ und dem General Board of Global Ministries eine Lösung zu finden. Sie können gewiß sein, daß ich Sie dabei, soweit das in meinen Kräften steht, unterstützen werde.

Noch einmal: Es tut mir leid, Ihnen keine bessere und definitive Nachricht zukommen lassen zu können. Vielleicht aber werden Sie auch uns verstehen, daß wir ungern in eine Diskussion mit unserem Förder- und Freundeskreis eintreten möchten über ein Projekt, an das wir selber sehr viele Fragen haben.

Für heute verbleibe ich mit herzlichen Grüßen
Ihr

Hanns-Uve Schwedler

Ø an NA

P.S.: Gerade habe ich mit Herrn Schwabe telefoniert. Es zeichnet sich jetzt doch eine sehr positive Lösung ab. Die Amerikaner werden am 21. Oktober voraussichtlich beschließen, Ihre gesamte Finanzierung zu übernehmen, wenn die deutschen Methodisten als Anstellungsträger fungieren. Ihre Betreuung erfolgt dann jedoch über die Amerikaner. Wenn das tatsächlich so klappt (und es sieht danach aus), wäre das sicher eine gute Lösung, auch wenn Sie dann nicht von einer deutschen Mission betreut würden. Wir würden Ihnen also sicher helfen, die Kontakte nach Deutschland aufrechtzuerhalten.

Ø an NA

P.2.: Gerade habe ich mit Herrn Schwabe telefoniert. Es zeichnet sich jetzt doch eine sehr positive Lösung ab. Die Amerikaner werden am 21. Oktober voraussichtlich beschließen, Ihre gesamte Finanzierung zu übernehmen, wenn die deutschen Methodisten als Anteilungsträger fungieren. Ihre Betreuung erfolgt dann jedoch über die Amerikaner. Wenn das tatsächlich so klappt (und es sieht danach aus), wäre das sicher eine gute Lösung, auch wenn Sie dann nicht von einer deutschen Mission betreut würden. Wir würden Ihnen also sicher helfen, die Kontakte nach Deutschland aufrechtzuerhalten.

Action

AM nD Ø

Gossner Mission



Handjerystraße 19-20
1000 Berlin 41 (Friedenau)
Telex: 186 655 blnmw d
Telegramme: Weltmission Berlin

United Mission to Nepal

Gossner Mission - Handjerystraße 19-20 · 1000 Berlin 41 (Friedenau)

Mr. Gereth Warden

P.O. Box 126

KATHMANDU

Nepal

Telefon: (030) 850004-31

- Indien -30
- Nepal -35
- Zambia -32
- Öffentlichkeit -35
- Gemeindedienst -34
- Buchhaltung -33/78
- Zentrale (BMW) -0

Berlin, 27 Sept. 1988

Dear Gereth,

I add the references and the medical clearance of Marita Müller. I am sorry that I send these papers so late, but as you know, Marita and Bernd have been on holiday for quite a while.

I remain with best wishes
yours sincerely

(Dr. Hanns-Uve Schwedler)

Herrn
Gerold Müller
Bochenstraße 10

2815 Langwedel

9.9.88

Lieber Herr Müller,

haben Sie herzlichen Dank für Ihren Brief vom 25.8., den ich - gerade aus dem Urlaub zurückgekehrt - auf meinem Schreibtisch finde. Neben Ihrem Brief fand ich u.a. auch ein Schreiben vom General Board of Global Ministries. Wir werden darin auf die Rückkehr von Mr. Mizuno vertröstet, der sich im Augenblick auf einer längeren Dienstreise befindet. Seine Assistentin ist sich aber ziemlich sicher, daß das Regional Team für Asien unserem Antrag zugestimmt hat. Eine offizielle Bestätigung könne aber nur von Herrn Mizuno vorgenommen werden. Soviel zu den Kontakten nach den USA. Das klingt doch ganz verheißungsvoll.

Frau Steuernagel habe ich bislang nicht erreicht. Ich werde es nächste Woche erneut versuchen. Mit ihr möchte ich gerne vorher telefonieren, bevor ich Frau Schomaker anrufe. Ich werde Sie informieren, wenn ich über mögliche Zuschüsse der CIM/GTZ Näheres weiß.

Inzwischen habe ich auch eine Antwort von der UMN über einen möglichen Einsatzort für Sie bekommen. Und das klingt leider nicht mehr so positiv, wie beispielsweise der Brief vom General Board of Global Ministries. Herr Wardell, er arbeitet im Personalbüro der UMN, geht davon aus, daß Sie aller Wahrscheinlichkeit nach im Andikhola-Nachfolgeprojekt Jhimrok eingesetzt werden. Unsere Bedenken über dieses Projekt habe ich Ihnen ja bereits geschildert. Da der Brief jedoch nicht von Howard kam, der im Augenblick verreist ist, will ich aber seine Rückkehr abwarten. Er hatte sich nämlich mir gegenüber bei unserem Gespräch im November letzten Jahres nicht so eindeutig auf Jhimrok festgelegt. Sollte es aber bei diesem Projekt als Einsatzort für Sie bleiben, dann müssen sich unsere Gremien erneut mit Ihrem Antrag beschäftigen. Es tut mir leid, daß ich Ihnen in dieser Beziehung keine bessere Nachricht zukommen lassen kann.

Seien Sie für heute ganz herzlich begrüßt,

Ihr

Dr. Hanns-Uve Schwedler,
Nepalreferent

Action

Mr. Jim Alexander
United Mission to Nepal
P.O. Box 126
Kathmandu / N e p a l

September 8, 1988

Dear Jim,

thank you very much for your letter dated 15.8.88. I am happy to hear that you appreciate the work of Sabine. As far as I am informed, Sabine wants to extend her contract for another half a year. I hope, that you do not feel such strong concern about Sabine's personal standing within the UMN, that you would oppose her wish to stay a little bit longer in Nepal. Otherwise the Board of Gossner Mission would most likely agree to her application.

I appreciate your concern for her and remain with best wishes

Sincerely yours,

(Dr. Hanns-Uve Schwedler)

Action

Mr. Gareth Wardell
Assistant to the Personnel
Secretary
United Mission to Nepal
P.O. Box 126
Kathmandu / Nepal

August 11, 1988

Re.: Bernd Augustin

Dear Gareth,

since we started the application procedure of Bernd Augustin, a big change took place in his life. He met his present fiancé Marita Müller and they are going to marry at the end of September. Naturally they want to come to Nepal together. I do hope that the UMN will accept Marita as the spouse of Bernd too. I add several photographs and the Nepal Information Form. As soon as we get the references and the medical report of Marita, I will send them to you.

I hope that everything will work out fine and remain

with best wishes
Sincerely yours


(Dr. Hanns-Uve Schwedler)

Mr. Jiro Mizuno
General Board of Global Ministries
475 Riverside Drive
New York
NY 10115
USA

July 14, 1988

Dear Mr. Mizuno,

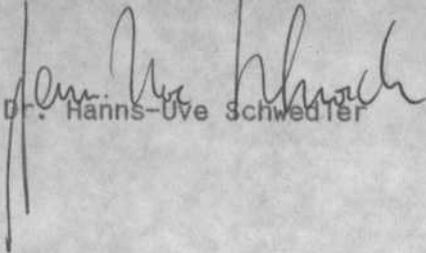
Thank you very much for your letter dated July 5, 1988. I would like to express my appreciation for your supportive and helpful attitude.

Let me now answer the questions that you mentioned in your letter:

(1) The total salary of Mr. Müller will take about DM 72,000 (US \$ 40,700) according to the standards of our church. This includes all kinds of insurances (pension insurance fund, health insurance, Unemployment insurance) which are necessary here in Germany.

(2) Normally our missionaries hold contracts on a basis of three years, which might be extended for another two years.

Hoping that these answers are convenient, I remain
Yours sincerely


Dr. Hanns-Ove Schwedter

Familie Müller
Bochumstr. 10

2815 Langwedel

13.7.88

Liebe Familie Müller!

Es scheint doch Zufälle zu geben. Heute finde ich sowohl Ihren Brief vom 2.7. als auch ein Schreiben vom General Board of Global Ministries in der Postmappe. Ich lege eine Kopie bei. Grundsätzlich scheint man dort bereit zu sein, eine Teilfinanzierung des Gehaltes zu übernehmen. Außerdem liegen Kopien eines Schreibens an Howard Barclay bei.

Verstehe ich übrigens Ihren Brief richtig, daß Sie nicht mehr nach Tripoli zurückkehren wollen? Oder ist die Ausreise an die Rückkehr Ihres Mannes gebunden? Wie dem auch sei, solange Sie in Deutschland sind, wäre es schön, wenn Sie sich mal bei uns melden würden. Vielleicht weiß ich dann wieder mehr aus den USA. Auf jeden Fall werde ich jetzt einen Antrag in unseren Verwaltungsausschuß einbringen, der endgültig über Ihren Vertrag entscheiden muß.

Selen Sie für heute ganz herzlich gegrüßt,

Ihr

Dr. Hanns-Uve Schwedler,
Nepalreferent

Action

Mr. Howard Barclay
United Mission to Nepal
P.O.Box 126
Kathmandu
NEPAL

July 14, 1988

Dear Howard,

I just got a letter from the General Board of Global Ministries concerning Mr. and Mrs. Müller. I add a copy of this letter for your information. They seem to be very supportive. However, they still need some further information, which I will give immediately. But we still have to wait before we know, whether we succeed in this "joint venture" or not.

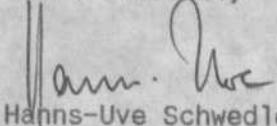
As the application of Mr. and Mrs. Müller is not a normal procedure, it would be quite interesting for our Board to know which possibilities they have to work with UMN. Let me mention one consideration quite frankly. It would be difficult for us to see them being engaged in the Jhimruk Project. As most Member Bodies (at least, this was my impression) we are questioning this project - especially because there are still no informations on the effects of the Andhikhola hydroelectric scheme.

Let me now mention some considerations concerning the proposed Bye-laws:

- (1) There should be a Bye-law about status and participation of observers.
- (2) There should be the possibility for corresponding votes on matters, that must be decided by the Board.
- (3) Member bodies should only decide furlough dates in coordination with UMN administration. (12.4)

Looking forward to hear from you soon and to meet you again on the occasion of the next Board meeting, I remain

Yours sincerely


Hanns-Uve Schwedler

General Board of
Global Ministries

THE UNITED METHODIST CHURCH
475 Riverside Drive, New York, NY 10115



WORLD DIVISION
(212) 870-3600 (Cable: missions new york)

July 5, 1988



Dr. Hans-Uve Schwedler
Gossner Mission
Handjerystrasse 19-20
1000 Berlin 41 (Friedenau)
West Germany

Dear Dr. Schwedler:

This is in response to your letter of April 19 in reference to the support of Mr. and Mrs. Gerold Muller who wish to work in Nepal under the United Mission to Nepal. I wish to apologize for the delay of my response. I have been out of the office so much recently.

Mr. and Mrs. Muller have written to us with their background papers for us to review. Also, I have had some conversation with Mr. Howard Barclay, Executive Director of the U.M.N. who expressed his great support and enthusiasm in having the Mullers sent to Nepal.

I believe that our Board is willing to participate in the support of the Mullers, as part of joint partnership with your Mission and possibly some others.

There are a couple of questions that I need to ask you before I can bring this matter to our Committee for consideration. You mentioned in your letter that it will take about DM 72,000 for the salary of Mr. Muller. You also mentioned that the Gossner Mission will underwrite DM 20,000. We need to know if this amount, DM 72,000 is their annual salary. We also need to know approximately how much DM 72,000 is in U.S. dollars.

My second question is concerning the length of service for the Mullers in Nepal. This is important for us to know before we make any commitment for their support. It makes a difference in our budget planning to make commitment for their support for 3 years or 5 years. The information from you on this matter will be helpful.

Again, I apologize for this delayed response. I look forward to hearing from you soon. With every good wish,

Shalom,

Taro Mizuno
Assistant General Secretary for Asia
and the Pacific

Tripoli, 2. 7. 1988

Eingegangen

13. Juli 1988

Erledigt: 14. 7.

Lieber Herr Schwedler,

jetzt bin ich nur noch einige Tage in Tripoli. Am 6. Juli fliege ich wieder nach Deutschland. Ich bin wirklich froh, wenn diese Zeit um ist, denn ich hatte sehr viel Ärger besonders mit meinem libyschen Mitarbeiter, der sich von einer Frau nichts sagen lassen will. Ohne meinen Klammer werde ich nicht mehr zurück gehen. Wir treffen uns alle, mein Klammer, Kirsten und ich am Samstagabend, 9. Juli und wir freuen uns sehr darauf.

Heir ist es seit Wochen, eigentlich seit Mai immer 40 Grad und darüber.

Seitdem war der Höhepunkt seit unserer Zeit, fast 14 Jahren heir. Wir hatten 57 Grad C. im Schatten. Da mochte man

nach nicht einmal ins Schwimmbad
gehen. Heute ist es nicht mehr ganz so
heiß.

Wir haben leider immer noch nichts von
der Global Mission gehört. Ein Brief kam
• von Howard Barclay der eigentlich ganz
positiv klingt. Ich lege eine Kopie bei.
Wenn wir in Deutschland sind, werden
wir uns mit Bodo Schouler in Berlin
dem setzen. Wir lassen dann auch wieder
etwas bei Ihnen von uns hören.

Bitte schicken Sie doch keine Post mehr
hierher sondern an unsere deutsche
• Adresse: Buchenstr. 10

2815 Langwedel

Ob es wohl doch noch klappt oder ob
wir nicht nach Nepal gehen sollen?

Der Herr will natürlich uns auf die
Ordnung stellen und wir müssen Juleld
lernen. Wir beten, daß wir seinen Willen

erkennen.

Wie geht es Ihnen?

Sam herzliche Grüße auch an Ihre Frau

Ihre Inge Stoll

Gossner Mission



Handjerystraße 19-20
1000 Berlin 41 (Friedenau)
Fernsprecher: (0 30) 85 10 21

- Indien Öffentlichkeit
 Nepal Gemeindedienst
 Zambia Verwaltung

- Lt. Rücksprache am _____
 Erledigung Ihr Anrufs/
Schreibens vom _____
 Mit Dank zurück
 Zum Verbleib bei Ihnen
 Anruf

- Mit der Bitte um
 Kenntnisnahme
 Erledigung
 Rücksprache
 Stellungnahme
 Abzeichnung
 Rückgabe

Ihre Zeichen	Ihre Nachricht vom	Unsere Zeichen	Sachbearbeiter/Hausapparat	Datum
				12. 4. 88

Gossner Mission · Handjerystraße 19-20 · 1000 Berlin 41 (Friedenau)

Liebe Familie Müller,
anbei die Personalfragebögen des G.M.
Ich wäre Ihnen dankbar, wenn Sie
sie bald zurückschicken würde. Dann
hätte wir Sie zum Nepalausflug, ab
am 27. 5. tagt. Ich hoffe, Bobi hat
Ihnen gefallen und verbleibe mit
herzlich Grüßen / Ann. He. Schwach

copy!

Gossner Mission



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Gossner Mission · Handjerystraße 19-20 · 1000 Berlin 41 (Friedenau)

An die Indien- und Nepalmission
Schweizer Freunde
Zu Hd. Herrn Fredi Grob
Kehrstraße 3

8344 Bäretswil-Schweiz

- Indien
- Nepal
- Zambia
- Öffentlichkeit
- Gemeindedienst
- Verwaltung

Berlin, den 13.4.88

Lieber Fredi,

ich möchte auf unseren Briefwechsel wegen des Ehepaares Müller zurückkommen. Herr und Frau Müller waren am vergangenen Wochenende in Berlin. Wenn sie wieder nach Nepal gehen, dann wäre es ihnen lieb, durch eine deutsche Missionsgesellschaft - sprich die Gossner Mission - ausgesandt zu werden. Nun haben unsere Grenzen noch nicht darüber entschieden, ob wir als Anstellungsträger in Frage kommen. Ende Mai werden wir im Nepalausschuß darüber sprechen.

Ich habe Dir ja bereits mitgeteilt, daß eine Anstellung für uns nur in Frage kommt, wenn die Gossner Mission nur zu einem geringen Teil für das Gehalt aufkommen müßte. Das Haushaltsbrutto würde sich auf ca. DM 72.000,-- im Jahr belaufen. Davon könnten wir nach meiner Einschätzung ca. DM 20.000,-- aufbringen. Das Ehepaar Müller hat sich nun mit der Bitte um Teilfinanzierung an die Behörde für Weltmission der Evangelisch-Methodistischen Kirche in Deutschland gewendet. Von dort haben sie aber eine Absage bekommen. Sie sind jedoch an die amerikanischen Methodisten verwiesen worden. Dort wollen sie nun einen Antrag auf Teilfinanzierung stellen. Inzwischen hat die Behörde für Weltmission durchblicken lassen, daß sie möglicherweise doch für einen Teilbetrag des Gehaltes aufkommen könnte. Der wäre dann aber erheblich geringer, als das ursprünglich beantragt wurde. Und nun meine Frage:

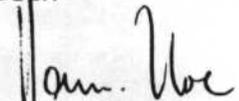
Wäret Ihr in der Lage, einen Teilbetrag des Gehaltes von Herrn Müller - sagen wir einmal DM 10.000,-- - zu übernehmen? Ich könnte mir vorstellen, daß verschiedene Organisationen zum Gehalt der Müllers beitragen. Obendrein wären die Amerikaner, Ihr und wir Mitglieder der Vereinigten Nepalmission. Es wäre doch ein anstrengenswertes Experiment, wenn verschiedene UMN-Mitglieder zum Unterhalt eines Missionares beitragen würden. Vielleicht könnten wir dadurch über die jährlichen Board-Meetings hinaus unsere Zusammengehörigkeit und Zusammenarbeit dokumentieren.

Ich wäre Dir für eine baldige Antwort dankbar. Dann hätten wir für die Sitzung des Nepalausschusses eine weitere Grundlage für eine Entscheidung.

Für heute verbleibe ich

mit herzlichen Grüßen

Dein


Hans-Uve Schwedler
Nepalreferent

UNITED MISSION TO NEPAL

PERSONNEL NEEDS LIST

APRIL 1988

The United Mission to Nepal is a Christian Mission seeking workers with a clear commitment to Christ as Saviour and Lord, and a call of God to service in Nepal. The great need is for such workers who are prepared to join with colleagues from many countries, churches and professional backgrounds. They must have an attitude of flexibility and adaptability to assignments, and to living and working conditions in Nepal which are very different from those in their home countries and may lead to real frustration as well as the joys of such service.

The list below consists of personnel required for approved posts in UMN and, unless otherwise stated, long-term workers are preferred. The United Mission does not offer a salary to expatriates but looks to the member organizations to send the needed workers with full support, and will try to link any suitable enquirers with such member bodies. Further details can be supplied on request to:

The Personnel Secretary, United Mission to Nepal, Post Box 126, Kathmandu, Nepal.

URGENT NEEDS.

MANAGEMENT CONSULTANT needed to give management training and advice to UMN related industries as well as outside entrepreneurs so that they can better manage their businesses. Such people will need to adapt their experience to Nepal's working environment. There are also openings for adaptable and experienced marketing and general managers within companies in the hydro power construction field.

AGRICULTURALIST with teaching experience To train extension workers in agriculture, mainly for government posts, to be able to give advice and training in basic livestock and crop programmes and patterns, with all necessary records. Training and experience in agriculture education an advantage. This post is 80% practical and in a remote area with simple living conditions.

BUSINESS MANAGERS/ACCOUNTANTS with experience, able to supervise staff. For work in administration at various projects (small/medium hospital, construction site, rural center, school) and UMN related industries.

JOB CREATION/INCOME GENERATION CONSULTANT With experience, able to supervise staff. For work in administration at various projects (small/medium hospital, construction site, rural center, school) and UMN related industries.

SYSTEMS ANALYST To assess the need for, and assist in the implementation of micro and/or mini computer systems.

PERSONAL SECRETARY/SOCIAL WORKER For Patan Hospital.

MECHANICAL AND PRODUCTION ENGINEERS to work with water turbine manufacturer and general engineering workshop.

WATER SYSTEMS ENGINEERS are needed to work with planning and construction of rural drinking water systems and small irrigation schemes. Training of technicians would be an important part of the job.

PHARMACIST To take charge of the Medical Supplies Department which procures, stocks and distributes medicines for all UMN and I.N.F. projects across the country.

APPROPRIATE TECHNOLOGY AND WATER SYSTEMS PERSON Need for a practical experienced technical worker who can be trained to help build gravity flow water systems and carry out various other technical works in remote needy area.

TEACHER TRAINERS: Experienced school teacher with teacher training experience and qualification (minimum MA level), and preferably with experience of teaching English as a second language. Openings exist in institutions for training primary and secondary teachers. There is potential for significant input on the standard of teaching, but applicants should be aware of the difficulties involved in being seconded to work in an Asian Government institution. Long-term workers are necessary as a primary concern in to have a good working knowledge of the Nepali Language in which most of the teaching is done.

GRAPHIC ARTIST To work in a programme producing multi-media communications materials for INF/UMN programmes. Training in graphic design with experience in screen printing and illustration work. Some administrative experience would also be desirable.

DENTISTS For work in UMN's Dentistry Programme which includes both clinical and community dentistry.

IN-SERVICE NURSE EDUCATOR For ongoing education of nursing staff of 100-bed hospital.

LABORATORY TECHNICIANS (MEDICAL TECHNOLOGISTS). Broad general laboratory experience including chemistry and haematology and prepared to undertake supervisory duties needed for laboratory with low level technology in Patan Hospital or Tansen Hospital. Experience in a blood bank would be helpful.

HEALTH INSTRUCTOR

Person with both medical and teaching experience needed for teaching in a remote technical school. Teaching and living conditions are basic. Previous experience in Asia preferable.

STAFF NURSES For involvement in UMN hospitals working under Nepali nursing staff. Registered nurses with certificates in general nursing and preferably midwifery, at least one year of post basic training experience preferred.

NURSE ANAESTHETIST. To participate in the surgical programme of a 100 bed hospital as well as assist in training Nepali Anaesthetic Technicians.

PSYCHIATRIST To be part of an ongoing community mental health programme, to do research, teaching Nepali medical staff, and curriculum development for such staff.

LINESMAN SUPERVISOR An electrician/linesman, experienced in rural electrification, to be responsible for training and supervising of distribution line staff for both the erection and operation phases of a rural electrification programme; also assisting in research and development installations in a pilot project of another area.

PHYSIOTHERAPIST Required urgently for Patan Hospital.

OTHER NEEDS TO MAKE USE OF OPPORTUNITIES.

GENERAL

Personal Assistants For supporting executive staff, for general office work. Correspondence, minute taking and looking after office administration; able to take responsibility and to help train Nepali staff.

Health and safety advisor To advise our projects on occupational health.

ENGINEERING/INDUSTRIAL DEVELOPMENT

Building Site Supervisors to help in supervision of construction programmes for schools and hospitals.

Plywood Technician A person with experience in plywood production using old non-automatic machinery is needed to advise on quality control and production methods.

Architects and Cost Consultants/Supervisors People are needed for a team to design buildings for mission projects. The team needs to design small to medium buildings using available materials. Structural design is sometimes needed. Builders are also needed to supervise such building work.

Builders: To assist with construction work in several areas, mainly in isolated locations.

RURAL DEVELOPMENT

Agriculturalists/Veterinarians: Persons with general farming background, preferably with formal agricultural training and with gifts and interest in demonstrating to and communicating with village farmers, for integrated development and agricultural extension work of various types. Special need for: Generalists, Livestock Specialist, and Veterinarian.

Rural Development Workers, (male and female) People with training in rural development, with practical background in agriculture, tree-planting, rural industries, appropriate technology, simple water supplies and sanitation, health teaching etc. Must be long term.

HEALTH SERVICE

General Medical Practitioners Experienced, preferably with extra training in parasitology and infectious diseases, for all-round diagnosis and treatment of a wide range of diseases. Interest in teaching paramedicals and ability to work within a team approach to health care. Experience in paediatrics and obstetrics required for some posts.

Nurse Educators For staff of the UMN Nurse Campus which trains registered nurses in a basic nursing programme.

EDUCATION.

Construction Trade Instructor To train overseers and extension workers to plan and carry out construction of buildings, water projects, irrigation schemes, trails etc. using simple methods and materials. Training and experience in Industrial Arts or technical education required.

Note: The above post is for training which is 80% practical in nature, with teaching and living conditions which are simple and rugged. Such a worker will need to be adaptable and resourceful. Experience in curriculum development or material development useful.

Boarding Parents Hostel parents to be responsible for the activities and supervision of expatriate boarding students outside of normal class times at the Kathmandu International Study Centre.

DUTCH TUTOR To supervise and guide secondary level Dutch students in all Dutch medium subjects especially Dutch Language at the Kathmandu International Study Centre. To take part in extra curricular activities on a school-wide basis. Ability to teach French and/or German would be an advantage.

Primary Tutorial Teachers Experienced primary teachers to teach small groups (4-12 children) of primary aged mission children, of varying nationalities, in some of our rural and urban projects. The medium of instruction is English.

Non-Formal Educators

Resourceful people with initiative and able to work in non-structured situation in rural Nepal. Should have non-formal training.

Cultural Resource Worker: With experience in cross-cultural relationships. To help UMN personnel understand and relate to their cultural environment.

Teacher of English as a Second Language in an English medium Regional School for Nepali students, beginning in Grade 4.

Background

The vision behind Engineering and Industrial Development work in UMN originated with the desire to provide practical training to boys from the hilly regions, and to provide a stimulus to economic development in these regions. Industrialization was seen even then as a need to provide employment opportunities other than agriculture. As a result, in the 60's the general engineering workshops Butwal Engineering Works and Butwal Wood Industries were set up, and to help generate more electric power the Tinau power plant was established, and this last one was later made into another company Butwal Power Company. During the same period Butwal Plywood Factory was created. During the 70's Design and Consultancy Service emerged as a separate company to provide design and consultancy service and to develop new industrial technologies, which led to the setting up of a gobar gas plant and a small turbine and mill programme, which first pioneered small mills in Nepal and later small scale electrification. The experience derived from the construction of the Tinau power plant enabled the establishment of Himal-Hydro, capable of small-medium scale hydro-power construction, and tunnelling. At a later stage this led to the founding of Nepal Hydro and Electric in collaboration between BEW, BPC, HH and two Norwegian turbine manufacturing companies, with the capability to undertake turn-key project, in this sector. The Andhikhola project was conceived to use a substantial hydro-power resource in order to serve as a catalyst to the growth of rural industries and irrigation. The programme aims at meeting in part the present energy shortage, and aims to establish a local industrial base in Nepal to meet these needs.

BEW is a general engineering workshop with machine and welding shops, manufacturing suspension foot bridges, small water turbines and other general items. NHE manufactures, in partnership with its Norwegian collaborators, turbines in the range 100 KW to 1000 KW, and also supplies electrical equipment for hydro-power generation. It is the first company in Nepal with this capability. Overall, there are about 550 Nepali Employees employed in the Butwal based Industries and another 500 employed in Himal Hydro at various rural locations.

Job Description

A consultant is needed to give management training and advice to UMN related industries as well as outside entrepreneurs so that they can better manage their businesses. Such a person will need to adapt their experience to Nepal's working environment. The job will involve liaising with companies and offering consulting advice when requested; setting up and running training courses (short-term/long-term course); making links with Nepali companies and organizations in Butwal and developing ways of offering consulting advice.

Person Description

The applicant will need to have a general training and background in management and should be experienced either as a management consultant or as a manager for a number of years. The ability to adapt to the stresses of an Asian working environment will be essential.

MAY 1988

AGRICULTURE INSTRUCTOR
(for Karnali Technical School, Jumla)

Background

The north west of Nepal is one of the most remote and underdeveloped parts of Nepal. His Majesty's Government of Nepal has in the past been trying to facilitate development in this part of Nepal through their offices staffed largely with people from outside the area. This has only had limited success because many government employees from the more developed part of the country are not willing to work in remote places like Karnali, or at least not to stay very long. Considerable difficulty is experienced by these outsiders because of the lack of infrastructure; lack of appropriate trained technical level workers and other problems inherent in this sort of remote area such as isolation, different dialect, different food, etc.

With the above in mind HMG-N and UMN in cooperation have since 1980 been building and running a technical school in Jumla that draws students from the 8 surrounding districts and gives them a practical technical training in either: agriculture, construction or health. Students enter into Karnali Technical School (KTS) with at least a grade 7 pass, and study in one of the 3 departments for 3 years, followed by a year of on the job training in a related government office. After these 4 years of study the students graduate and are qualified to apply for government service, or to work in the private sector.

Job Description

Applicant's duties will include:

Working in KTS and being responsible to the co-head of the agriculture department, and the principal.

Teaching both classroom and practical lessons to the students.

Seeking to pass on skills to Nepali colleagues.

Helping in curriculum and materials development where appropriate.

Helping in farm management as delegated by the co-head of the department.

Assisting in other areas of School life as asked.

Person Description

The instructor we are seeking should preferably have experience in the developing world. A diploma level of training would be desirable, particularly if practical training or experience in this field has been gained. Previous teaching experience would be an asset but not a must. The person must be able to communicate well and be willing to train others. This position calls for someone who can cope in a remote area, who is willing to go on a number of field trips to the surrounding area and who is flexible in their working times.

BUSINESS MANAGERS/ACCOUNTANTSBackground

UMN is involved in the development, of both urban and rural communities in Nepal through a number of community health and rural educational, agricultural and industrial programmes. These programmes are situated in urban and semi-remote to remote areas. UMN has its headquarters in the capital city Kathmandu. Business Manager/Accountants are required for some of these programmes.

Tasks will vary depending on the nature of the project, but in all projects there will be a need for prompt and efficient maintenance of accounts, planning and budgeting. In some cases, co-ordination with the headquarters Treasurer's office and some other departments/member organizations also will be called for.

Job Description

Business Manager/Accountants will be responsible for establishing and operating financial accounts in accordance with guidelines established by the UMN Treasurer's office, including preparation and distribution of monthly and annual financial statements, and annual programme budgets, operation of bank accounts, monthly reconciliation, collection and accounting for fees, making payments, internal audits twice yearly, and control of expenditures by a standard procedure to approve payments.

They will also manage staff under their supervision, and manage/maintain buildings and equipment. Management of personnel will involve recommending to the Project Director, appointment, promotion, and/or dismissal of Nepali staff, interpreting and applying employment policies, training other business office personnel, and interpreting UMN Committee actions.

They will maintain and manage property, by supervising the stores purchases and inventory, giving overall direction to workshops, negotiating and signing lease agreements for housing, collecting and paying rents, arranging for necessary maintenance and repairs on housing, and keeping an up to date inventory of all housing furniture and equipment. They will be members of the Project Management Committee, and the local Area Housing Committee, besides chairing the Provident and Revolving Fund Loan Committee. They will perform such other duties as negotiated with the Project director.

Person Description

The persons should have suitable qualification to degree level or equivalent in accountancy, and practical experience. They should be able to organize and train others, and to communicate in an effective way. In some cases, they will need to cope in remote/semi-remote areas. In all cases, a good business head, with a planning and budgeting strengths will be major criterion, along with flexibility and the ability to adapt to an Asian environment, as appropriate. Skills in dealing with employee queries, grievances and problems over pay and employment terms will also be necessary in most locations.

Background

UMN is involved in the development of rural communities in Nepal through a number of community health and rural development programmes. These programmes are situated in semi-remote to remote areas. In all of these projects the need for increased cash income is recognized by project personnel and community people alike. Without a greater availability of cash purchasing power these communities will face increased difficulties in meeting even their basic needs.

The UMN has been looking at this need for some years and has attempted a number of different activities for creating income in rural areas. The need exists for people who have experience in this area to pull UMN's programmes together and set them on a successful course. A service centre exists for rural development professionals and one part of the service is in the area of cottage industry and income generation. Further expertise is needed to strengthen that programme and to establish and bring to implementation actual programmes in our rural projects.

Job Description

The position would demand the ability to discover potential income generation activities in especially rural areas and guide them through to successful implementation. Key attributes are flexibility and the ability to work through other people. This person needs to be able to train and enable others to develop their skills. The job calls for the ability to oversee and carry out surveys in resources, skills, and marketing. Creativity and basic technical ability is called for. Some knowledge of business principles and group dynamics is also important.

Person Description.

The Cottage Industry/Income Generation Consultant which the UMN is seeking should have experience in the Third World and especially in this area of expertise. The person must be able to train others and communicate in an effective way. The position calls for some one who can cope in a remote area and is able to be away from his or her home for periods of time.

SYSTEMS ANALYSTBackground

UMN is involved in health, education, industrial and agricultural development work in Nepal, with work at approximately ten different locations. Possible computer applications would be sought in all of these areas, as well as in administrative support.

UMN projects are situated in urban and semi-remote to remote areas, and communications between them and Kathmandu are difficult. In some cases trunk telephone connections are available, but not necessarily reliable. Many such programmes are situated in places which are several days' journey from Kathmandu. In the hills the climate is moderate, but in the Terai (plain) the weather is hot and humid for several months of the year.

Nepal has a relatively small number of computers, almost all in Kathmandu. A very few importers offer a small number of models and there is a limited range of hardware servicing available, but it is very difficult to rely on servicing from outside Nepal. A limited amount of software is available in Nepal, but most will have to be purchased outside.

Computer users will have a wide range of abilities in the different fields in which UMN is working. At present UMN has 4 IBM PC/XT and 1 local IBM PC/XT compatible in Kathmandu, and 1 IBM PC/XT in Pokhara. The operating system is PC DOS.

Projected: 1 IBM PC/XT each in Tansen and Butwal, and 1 IBM PC/XT (compatible) in Kathmandu.

Present software/applications: Word Perfect, Lotus 123, Dbase III.

Projected: Discussion on patient record analysis in hospitals. Networking is considered within single offices.

Job Description

The Systems Analyst will analyse possible future uses of computers, and in the light of this analysis, will recommend an overall computing strategy, mainly based on micro-computers, with the possibility of the use of a minicomputer in Kathmandu. He/She will define hardware and software requirements, and will be responsible for advising on and developing small and medium size application, and full training and user support. They will be convener of the UMN Information Processing Committee, which has responsibility for advising on policy matters relating to the use of computers.

Person Description

A person suitable for this position will have experience of systems development and user support with IBM PCs or similar systems. Some experience of minis would give a basis for evaluating whether a mini would be justified. He/She should preferably have a background in customer support, and would be user oriented.

MAY 1988

SECRETARY/SOCIAL WORKER
(for Patan Hospital)

Background

UMN's development work in Nepal involves hospital and community health, among other areas. One such is the Patan Hospital in the Lalitpur district of Kathmandu. Opened only 6 years ago, this 138 bed hospital serves a wide cross section of the local Nepali community. The hospital provides a broad range of medical, surgical and obstetric facilities, in addition to dealing with some 700 out-patients per day. Expatriates from the tourist and diplomatic/aid community are also cared for. The hospital has approximately 290 Nepali staff and 30 expatriate staff. The holder of the combined post of Secretary/Social Worker would be expected to divide their time and energy according to the priority of needs in either area of work, sometimes serving alongside a Nepali social worker and sometimes with the Nepali typists. They will work with the Nepali social worker in helping to provide social and welfare services for in-patients and out-patients in conjunction with the existing social services in Nepal. He/She will have to work as the referral person for expatriate/non-Nepali patients and their relatives in regard to their social problems. They will also have to liaise with medical, nursing, paramedical and administrative staff in areas of social concern. He/She will also be expected to act as the contact person for embassies and outside agencies and to create good relationships with them.

Job Description

He/She will be responsible to the Administrative Officer of Patan Hospital. As Secretary the person's duties will include typing correspondence, reports, minutes, stencils, forms, financial reports and other related hospital business, using duplicating and photocopying machines, taking dictation of hospital correspondence, typing minutes, reports and correspondence from dictation equipment, and other duties as assigned.

As Hospital Social Worker he/she will be expected to be available in the Out Patients' Department for consultation as required and any possible counselling. He/She will have to support and provide social service and counselling facilities for in-patients as needed. They will act as link person for contact with embassies, maintain and encourage good relationships with diplomatic services, and provide them with social services as required. They will be required to provide all possible assistance when the repatriation of non-Nepali patients is necessary, and help arrange their travel. They will have to be a link person for contact with social welfare and other agencies in Nepal. He/She will also do unscheduled work like showing visitors around the hospital, meeting new staff arriving at the airport, assisting in the search for blood donors and so on.

Person Description

The person will have both educational qualifications and practical experience suitable for the combined post. They must be willing to join with colleagues from many countries and professional backgrounds. He/She must have an attitude of flexibility and adaptability to assignments, and living and working conditions in Nepal. He/She will have to be a good liaison and public relations person, besides being a thorough going general office hand.

MECHANICAL AND PRODUCTION ENGINEERSBackground

The vision behind Engineering and Industrial Development work in UMN originated with the desire to provide practical training to boys from the hilly regions, and to provide a stimulus to economic development in these regions. Industrialization was seen even then as a need to provide employment opportunities other than agriculture. As a result, in the 60's the general engineering workshops Butwal Engineering Works and Butwal Wood Industries were set up, and to help generate more electric power the Tinau power plant was established, and this last one was later made into another company Butwal Power Company. During the same period Butwal Plywood Factory was created. During the 70's Design and Consultancy Service emerged as a separate company to provide design and consultancy service and to develop new industrial technologies, which led to the setting up of a gobar gas plant and a small turbine and mill programme, which first pioneered small mills in Nepal and later small scale electrification. The experience derived from the construction of the Tinau power plant enabled the establishment of Himal-Hydro, capable of small-medium scale hydro-power construction, and tunnelling. At a later stage this led to the founding of Nepal Hydro and Electric in collaboration between BEW, BPC, HH and two Norwegian turbine manufacturing companies, with the capability to undertake turn-key project, in this sector. The Andhikhola project was conceived to use a substantial hydro-power resource in order to serve as a catalyst to the growth of rural industries and irrigation. The programme aims at meeting in part the present energy shortage, and to help set the pace in the development of other hydro-power projects towards the same end.

BEW is a general engineering workshop with machine and welding shops, manufacturing suspension foot bridges, small water turbines and other general items. NHE manufactures, in partnership with its Norwegian collaborators, turbines in the range 100 KW to 1000 KW, and also supplies electrical equipment for hydro-power generation. It is the first company in Nepal with this capability.

Job Description

Mechanical and Production Engineers will report to the Production Manager, and relate to the Master Mechanic Supervisor, and other personnel in the NHE/BEW workshops. They will be responsible for the improvement of production machinery and tools and the development of the skills of workers, tradesmen and trainees in the workshops.

They will also be expected to install and put into operation mainly second-hand machinery, improve existing machinery and tools, and improve the skills of workers, tradesmen and trainees, especially in using and maintaining the machinery and tools.

They will help the Senior Engineer in the design of hydro-electric power and irrigation projects, in areas involving hydrology, hydraulics, surveying and estimating, with special stress on appropriate technology to suit the Nepali situation. Setting of standards of design office work and liaison with geotechnical and electro-mechanical experts and oversight of hydraulic model testing with the Senior Engineer will be involved at different times. Site visits will be necessary. During the next three years, work is likely to involve detailed design of a 5 MW and a 10.05 MW power project, and a 300 hectare irrigation project.

Cont.

Person Description

Applicants will be qualified to degree level in Mechanical engineering or an equivalent qualification, with two years' minimum experience in design. They will help the Senior Engineer and the Production Manager in the work of the workshops, which have some large machine tools used in precision work. NHE is also engaged in repairing large water turbines, besides manufacturing hydro-power machinery.

They will be expected to help in teaching Nepali trainees, and will have to be flexible in the kind of work they are willing to do, and also to the requirements of the customers. The ability to adapt to an Asian working environment is essential. Applicants need to be aware that their impact and effectiveness increases as greater experience in Nepal is gained. For this reason the need for long-term commitments is stressed (3 years or plus).

BW is a general engineering workshop with machine and welding shops, manufacturing suspension food bridges, small water turbines and other general tools. The workshop is equipped with the following collaboration, ranging from 100 kW to 1000 kW, and also supplies electrical equipment for hydro-power generation. It is the first company in Nepal with this capability.

Technical and Production Engineers will report to the Production Manager and assist in the design, construction, and repair of machinery in the BW workshops. They will be responsible for the improvement of production machinery and tools and the development of the skills of workers and fitters in the workshop.

They will also be required to install and put into operation major secondary machinery, remove existing machinery and tools, and improve the skills of workers, fitters and fitters, especially in repair and maintaining the machinery and tools.

They will also be required to design, in the design of hydro-power machinery and installation and repair, in general involving hydraulic machinery, surveying and estimating, with special stress on appropriate technology to suit the local situation. Holding of standards of design, safety work and liaison with electrical and mechanical experts and overall management of the workshop with the Senior Engineer will be involved in design, construction and repair of machinery. They will be involved in design, construction and repair of machinery. They will be involved in design, construction and repair of machinery. They will be involved in design, construction and repair of machinery.



Background

UMN is involved in the development of rural communities in Nepal through a number of community health and rural development programmes. In all of these situations the provision of clean drinking water to the villages is seen as a high priority both to the villagers and to UMN. Most systems are gravity fed, and involve the location of a suitable source, which may be several kilometers away. In some cases hydraulic ram pumps are installed so as to be able to utilize a source located some distance below the village.

A Water Systems Consultancy programme has been established as a part of the UMN Rural Development Centre to provide support for drinking water system construction in such projects. This programme will help by doing surveys, making designs, advising on maintenance and rehabilitation of systems, etc. A large part of the work is also to provide training to project staff.

Job Description

Engineers in the Water Systems Consultancy Programme will be responsible for the design and construction of such water systems. This involves simple surveying and planning the layout of the scheme. Construction is with polythene pipe. There is also a significant training component with project staff.

The job also involves consultation with villagers in project areas in discussions about the design of schemes.

Person Description

Engineers are required for such positions with a practical knowledge of construction techniques, and also of simple surveying methods. A significant part of the job is concerned with the motivation of villagers, and it is essential to have good language skills and to be able to relate well to villagers. It is also important to be able to relate well with project staff and to teach them. Although the job is located in Pokhara, (central Nepal) it will involve a significant amount of time spent in travelling to other UMN projects.

PHARMACISTBackground

The UMN is involved in the development of Health Service provision in a wide variety of projects through out Nepal, ranging from urban based programmes such as the 138 bed Patan Hospital in Kathmandu, to rural hospitals and community health programmes in semi-remote and remote areas.

The Medical Supplies Department (MSD) is a combined programme serving both UMN and INF* projects, but administered by UMN. It is responsible for the purchasing of stocks and the distribution of drugs and medical supplies to all UMN/INF projects and is specifically responsible for the import of these items as necessary.

Job Description

Duties include:

To provide a reliable supply of good quality generic drugs at the lowest reasonable prices to all UMN and INF programmes needing them.

To supply only those drugs contained in a joint UMN/INF Formulary as approved and modified by the Pharmaceutical Advisory Group (PGA).

To procure for UMN and INF programmes medical and laboratory supplies and equipment according to an agreed list.

To procure such TB, Leprosy and other drugs and vaccines as are available from government sources for use in UMN and INF programmes.

To supply vaccines etc. for UMN and INF personnel, both Nepali and expatriate, according to officially recommended requirements.

To act as handling agent for INF duty-free supplies.

To make available a pocket Formulary which gives prescribing information for each Formulary drug, as well as basic reference material on drug interactions, advice to patients, dosing in medical conditions which affect pharmacokinetics, etc.

To make available a price list of Formulary drugs and medical and laboratory supplies and equipment which may be ordered through MSD.

To serve as a drug information centre, answering questions from any medical or paramedical professional, utilising local resources, including information on Ayurvedic and other traditional medicines, as well as mail contacts with foreign information sources.

To provide consultant pharmacy services to UMN and INF programmes not having a pharmacist by visiting such programmes as necessary.

To search actively for new methods to improve the quality and efficiency of service at all times.

Person Description

The applicant should be a fully qualified pharmacist (with a Bachelor of Pharmacy degree) and should have several years experience in hospital or retail pharmacy. The post involves frequent liaison with government officials over the import of goods, and the applicant should have the adaptability to cope with the inevitable stresses and frustrations this involves.

*INF = International Nepal Fellowship, a mission similar to UMN.

Background

UMN is involved in the development of rural communities in Nepal through a number of community health and rural development programmes. One such is the Rural Development Centre (RDC) Tree Planting and Forestry Programme (TREES). In all of these situations the provision of clean drinking water to the villages is seen as a high priority both by the villagers and UMN. Most systems are gravity fed, and involve the location of a suitable source, which may be several kilometers away. In some cases hydraulic ram pumps are installed so as to be able to utilize a source located some distance below the village.

A Water Systems Consultancy programme has been established as part of the Rural Development Centre to provide support for drinking water systems construction in such projects. This programme will help by doing surveys, making designs, advising on maintenance and rehabilitation of systems, etc. A large part of the work is also to provide training to project staff. Such work is undertaken in semi-remote to remote areas.

Job Description

The need is for a practical, experienced technical worker who can be trained to help build gravity flow water systems and carry out various other technical works in remote, needy areas. Polythene pipe is used in construction. The applicant must be capable of surveying, designing and understanding water systems.

Regular duties will be:

To assist projects in planning and developing their water systems objectives.

To provide technical and material assistance in water systems work to the projects when required.

To liaise between the UMN and other projects engaged in water systems work elsewhere.

To maintain contact with the projects involved in such work and to monitor the progress of this work and keep the programme-in-charge informed of developments and concerns.

To develop and maintain a flow of technical information between the projects.

To develop training opportunities for Nepali staff. To maintain expertise by reading literature, attending seminars, etc., and to advise RDC on inter-project issues.

The person in this position must be prepared to travel for up to three weeks a month.

Person Description

The applicant must be a Civil Engineer, or a person with technical background sufficient to survey, design and understand water systems. They must become a fluent speaker in both Nepali and English.

Constant consultation with villagers in project areas and discussion about design of schemes is necessary. He/She must be capable of motivating villagers, and therefore must be able to relate well with them, and also with project staff.

May 1988.

JOB DESCRIPTION: GRAPHIC ARTIST.

Background.

A graphic artist is needed to work in Development Communication Productions (DCP), which is a Kathmandu-based programme of UMN's sister mission, the International Nepal Fellowship (INF). DCP produces multi-media communication materials to support the programmes of both missions - booklets, posters, flash cards, videos, slide sets, etc. The team includes both expatriates and Nepalis, working in two main sections - Audio-visuals and Graphics.

Job description.

The person concerned should be trained in Graphic Design with experience in illustration, layout and screen printing. Some administrative experience would also be an advantage. He/she will be required to organise the work of a small department, occasionally give on-the-job training to Nepali staff as necessary, as well as being involved in the design and production of graphic materials. Previous commercial experience would be useful.

Person description.

The person concerned must be adaptable, a communicator, and aware of the needs of the projects and programmes of UMN/INF. He/she must be able to work well in a small international team, and be sensitive to the customs and culture of the country, which need to be expressed in the kind of materials that are produced.

LABORATORY TECHNICIANS (MEDICAL TECHNOLOGISTS)Background

UMN's involvement in community health and rural development in Nepal has led to the setting up of health centres and hospitals in a variety of locations. One such is the 100-bed Patan Hospital in the Kathmandu Valley. It has a laboratory with low level technology, and a blood bank. UMN has decided to upgrade the present laboratory service, and prepare and train national staff. Suitably qualified national staff are scarce, and must therefore be trained by competent medical technologists.

Job Description

Applicants must be prepared to undertake supervisory duties needed for the laboratory. They will be in charge of the functioning of the blood bank. They will help upgrade the present laboratory, and prepare and train staff.

They will look after day to day running of the laboratory, and plan and manage its service for the hospital. They will be responsible for all the technical aspects of developing and monitoring the laboratory tests that are available at present. In-service training for all levels of laboratory staff will be their responsibility. They will be involved in coordinating and implementing hospital policies, and will also help recruit, interview and evaluate lab personnel.

They will represent the laboratory in relationship to all other departments within, and outside the hospital, and will represent the hospital management within the department.

Person Description

Applicants should have broad general laboratory experience including chemistry and hematology, and also experience in a blood bank. They will be responsible to the Chief of Medical Staff, Patan Hospital and/or the Laboratory Department Head. They should be capable of managing 12 to 13 Nepali staff and 1 to 2 expatriate staff, and training preparing the former. They will be required to help in decision making of all lab affairs in consultation with senior staff, if necessary. They will also be expected to help employ lab staff, in cases where authority has been delegated for this purpose. Expatriate laboratory personnel are also required for the 100-bed Tansen hospital, located in a mountainous region, one day's journey west of Kathmandu.

Background

The north west of Nepal is one of the most remote and underdeveloped parts of Nepal. His Majesty's Government of Nepal has in the past been trying to facilitate development in this part of Nepal through their offices staffed largely with people from outside the area. This has only had limited success because many government employees from the more developed part of the country are not willing to work in remote places like Karnali, or at least not to stay very long. Considerable difficulty is experienced by these outsiders because of the lack of infrastructure; lack of appropriate trained technical level workers and other problems inherent in this sort of remote area such as isolation, different dialect, different food, etc.

With the above in mind HMG-N and UMN in cooperation have since 1980 been building and running a technical school in Jumla that draws students from the 8 surrounding districts and gives them a practical technical training in either: agriculture, construction or health. Students enter into Karnali Technical School (KTS) with at least a grade 7 pass, and study in one of the 3 departments for 3 years, followed by a year of on the job training in a related government office. After these 4 years of study the students graduate and are qualified to apply for government service, or to work in the private sector.

Job Description

The Health Instructor will teach in the above technical school and train local students in community health. He/She will help the students to undertake rural health programmes, and also to assume the health instructor's role in time. He/She must be capable and willing to participate as a team-member in primary health care planning and management, with particular emphasis on training and support for health workers in rural areas.

He/She must be able to train students in the all-round diagnosis and treatment of a variety of diseases, with emphasis laid on parasitology and infectious diseases. Pediatric and obstetric experience also will be welcome additions to this list.

Person Description

The Health Instructor has to be qualified, with broad experience. Interest and background in primary health care and teaching experience, as well as interest in health care planning are essential. Experience in curriculum development or material development will be useful. The person will find that teaching and living conditions are basic.

STAFF NURSESBackground

UMN's rural development programmes include hospitals, primary health centres and technical schools where community health also forms part of the curriculum in some cases. The programmes are situated in a variety of locations including urban, semi-remote and remote areas, where living and working conditions can be basic.

Qualified, registered nurses are needed in these projects and programmes.

Job Description

Staff Nurses will work in UMN hospitals under Nepali nursing staff supervision. They are needed in various departments including those involving participation in surgical programmes and anesthesia.

Duties will include:

Pre-medication and laboratory routines.
Making post operative rounds, and taking regular calls. Maintenance of related equipment and records.
Keeping equipment, such as emergency boxes in the emergency room, in proper order.

Staff Nurses will need to maintain excellent communications with senior medical and nursing staff.

Person Description

Applicants must be fully qualified registered nurses with several years of hospital experience. They will be expected to work in hospitals staffed by personnel drawn from different countries and a variety of cultural backgrounds. Flexibility and the ability to adapt to an Asian working environment (where appropriate) are essential.

NURSE ANAETHETISTBackground

UMN's involvement in Nepal's community health and rural development, led to the setting up of the 138-bed Patan Hospital in Kathmandu Valley. Expatriate medical and paramedical staff work in this hospital along with national staff, many of whom have been prepared and trained by the expatriates staffing various departments. The Nurse Anaesthetist who fills this vacancy will need to work with staff of different nationalities and a variety of cultural backgrounds. They will also help to train Nepali staff. Adapatability and flexibility of approach will be called for.

Job Description

The applicant will participate in the surgical programme of the hospital as well as assisting in training Nepali Anaesthetic Technicians and will work under the supervision of the Director, of the Department of Anaesthetics. Anaesthetic services will be provided by the Nurse Anaesthetist under his direction.

Duties will include:

The provision of anaesthesia to patients requiring surgery.
Organizing and attending regular on-going education meetings.
Attending pre and post operative rounds and taking regular calls.
Keeping anaesthesia equipment in order and maintaining all anaesthesia records.
Maintenance of emergency boxes, oxygen masks, generators and other equipment in the Emergency Room.

The Nurse Anaesthetist will assist in the training of student nurse anaesthetists. The person will be expected to maintain excellent communications with the surgeon and other physicians involved in patients' care. The Director, Department of Anaesthetics may allocate additional duties as appropriate.

Person Description

The person should have graduated from a nurse anaesthesia programme and completed six months' satisfactory work performance. They should have the ability to function independently as a nurse anaesthetist.

Background

UMN is involved in the development of rural communities in Nepal through various programmes ranging from community health to education, irrigation, engineering workshops and hydro-power generation. Many such programmes are located in semi-remote to remote areas. UMN also has an ongoing community mental health programme, which needs a qualified and experienced psychiatrist.

The person will have to undertake some degree of pioneering work in the field, besides routine matters.

Job Description

As part of the community mental health programme, the Psychiatrist will carry out research in the field on a broad and extensive scale. He/She will be expected to teach Nepali medical staff in this subject and related matters in addition to some lecturing in psychiatry at the University, Institute of Medicine. Curriculum development and material development for such staff/students also will be required.

The applicant may also be involved in providing counselling and psychiatric support to expatriate personnel, where necessary.

Person Description

The person must be a qualified psychiatrist with broad experience in the field of research, and teaching medical personnel, preferably in the developing world. Adaptability and flexibility of approach are essential, owing to the diversity of cultural backgrounds and nationalities involved. A background in the field of psychiatric research and teaching will be expected.

MAY 1988

BPC LINESMAN SUPERVISOR

Background

Butwal Power Company (BPC) is the manager of the Andhi Khola Project. This is a 5 MW hydropower project being built under an agreement between UMN and His Majesty's Government of Nepal. It is located at a village bazaar in the hills, half way between the small industrial centre of Butwal on the plains, and the town of Pokhara, (approximately 200 km west of Kathmandu). In addition to the construction of the hydro power station, the project includes a plan for rural electrification in the surrounding district as a spur to local development. It is planned to use new low cost methods of distribution, and also to promote the use of low wattage electric cookers to encourage the conservation of fuel/wood etc..

Job Description

The linesman supervisor will be responsible for training and supervision of staff in the erection of distribution lines, and also in the operation of the system. The post will also be responsible for assisting in research and development into new methods of low cost distribution and uses of electricity.

Person Description

Applicants should be experienced in rural electrification distribution, and should also have an innovative approach to this work. It will involve being located in a rural area, and travel within the district will be necessary.

PERSONAL ASSISTANTSBackground

UMN is involved in development work in Nepal through health, education, industrial and agricultural programmes in approximately ten different areas. Many of these projects are located in semi-remote to remote regions, but the UMN headquarters, and some other medical and educational projects are situated in the capital city, Kathmandu.

Tasks will vary depending on the nature of the project, and applicants must have an attitude of flexibility and adaptability in dealing with people of different nationality and professional backgrounds. While supporting senior staff, they will do general office work and/or hospital office work. Office administration and training up Nepali staff will form an important part of the tasks.

Job Description

Applicants will be responsible to the Administrative Officer or his/her counterpart in the various projects, and liaise with administrative and other staff in areas of common concern. They will prepare correspondence, type reports, minutes, stencils, forms, financial reports and other related office/project business. They will use duplicating and photocopying machines, and take dictation of correspondence. They will be proficient in taking minutes, and typing reports/correspondence from dictating equipment, sometimes using Word Processors. Other duties that may be assigned include providing help in unscheduled areas of need, such as being available, from time to time, to show visitors around the project, to meet new staff on their arrival and to help them settle in.

Person Description

Applicants must be suitably qualified and experienced, in addition to being capable of working with colleagues of varying backgrounds and nationalities. Efficiency in general office/hospital office work will be complemented by a patient nature. Applicants should also be competent in training staff, and supporting seniors at all times.

MAY 1988

BUILDING SITE SUPERVISORS

(to help in supervision of construction programmes for schools and hospitals).

Background

UMN's involvement in the development of Nepal includes assisting with the running of hospitals and schools, in various parts of the kingdom. Some of these are located in semi-remote to remote regions. In some regions, difficulties will be experienced due to lack of adequate infrastructure, appropriately trained technical level workers and other problems inherent in such regions.

Job Description

The job will involve construction of mostly standard structures, but some may require large roof trusses. Each site will have, besides workers, a Senior Foreman and two Junior Foreman Nepalis. The Site Supervisors will be responsible for dealing with local contractors, and obtaining scarce materials, including timber. Applicants will have some small design responsibilities, but do not need a civil engineering background, except in more senior positions.

They will help train and supervise subordinate staff. The ability to assist in research and development of new methods of low cost construction to suit the locality, will be helpful.

Person Description

Experience in similar work in both rural and urban areas, besides qualifications to diploma level of equivalent will be required. Construction and building background, but not necessarily civil engineering background, will be called for, with supervisory and administrative experience. Site agents for contractors will have some such capabilities and experience. But somebody who has been Clerk of Works under an engineer for consultants would have only the practical, and not the level of administrative experience required.

MAY 1988

GENERAL MEDICAL PRACTITIONERS

Background

UMN is involved in the development of Health Service provision in Nepal through a variety of hospital and community health projects. These programmes are situated in a variety of locations, ranging from urban based hospitals serving largely urban communities, to community health programmes reaching into semi-remote to remote areas. Qualified generalists are needed to help expand and improve UMN's programmes.

Job Description

Applicants must be willing to work either as part of a hospital team or as team members in primary health care planning and management, with emphasis on in-service training and support for paramedical workers in rural areas. They must be able to carry out all-round diagnosis and treatment of a wide range of diseases. This calls for persons preferably with extra training in parasitology and infectious diseases. Some persons will be required to work in the field of pediatrics and obstetrics.

Person Description

Applicants should be qualified general medical practitioners with a broad range of experience. Generally speaking, for persons without previous experience of Asia, a minimum period of 18 months hospital based work will be necessary to give adequate orientation to Nepal before they can be considered for community health work. The ability to adapt to the stresses of an Asian working environment is essential.

NURSE EDUCATORSBackground

UMN is involved in the development of many rural regions of Nepal, through its community health and other development programmes, which are located in different parts of the country. It is also involved in urban based programmes, including the 138 bed Patan Hospital and the UMN Nursing Campus based in the Kathmandu Valley.

A regular supply of well trained nursing staff is required to meet the needs of the country. UMN trains Nepali nurses in a basic nursing programme. The number of such trainees is increasing and suitably qualified and experienced Nurse Educators are needed.

Job Description

Nurse Educators will be involved in teaching all aspects of the basic nursing curriculum, including supervision of practical training at the nearby Patan Hospital.

Person Description

Applicants must be fully qualified and experienced nurses with post-graduate qualifications and experience in Nursing Education. The ability to adapt to the stresses of an Asian working environment is essential.

May 1988

JOB DESCRIPTION: DUTCH TUTOR

Background

The Kathmandu International Study Center (KISC) is a joint support project of UMN and a sister mission, the International Nepal Fellowship (INF). It opened in January 1987 to cater for the educational needs of secondary-age missionary children (11-18 years) and fulfils a vital role in enabling missionary families with older children to stay longer on the field. KISC is a resource/learning centre at which students study through individualised self-study systems from their home country but also join together for many corporate activities. The Centre aims to provide an education of a comparable standard with, and covering the same range of subjects as, each student's own country. The language of communication within the Centre is English but students may study in their own language.

Job description

The Dutch Tutor will be required to assist, supervise and guide the Dutch students in their studies, especially Dutch language. In addition, he/she may be required to assist non-Dutch students also. Ability to tutor a subject such as French or German throughout the school would be an advantage.

The Tutor will be expected to take part in extra-curricular activities on a school-wide basis, and occasionally to help look after boarders during the hostel parents' free weekend.

Person description

Appropriate training and experience for the above job are essential. The Tutor must be fluent in English, willing to be flexible in the work situation and able to work well in a small team. He/she must also be sensitive to the needs of students from a wide variety of nationalities, cultural backgrounds and ages.

May 1988.

JOB DESCRIPTION: BOARDING PARENTS.

Background.

The Kathmandu International Study Centre (KISC) is a joint support project of UMN and a sister mission, the International Nepal Fellowship (INF). It was opened in 1987 to cater for the educational needs of missionary children aged 11 to 18, and fulfils a vital role in enabling missionary families with older children to stay together on the field. Students come from many nationalities and cultural backgrounds but the language of communication at the Centre is English. Students study through individualised self-study systems from their home countries, sometimes with the help of a tutor from their own language group.

The school has a boarding section for students whose parents work at a far distance. From time to time, the hostel also takes younger children of mission families who are studying at primary schools in Kathmandu. These younger children are usually, not always, siblings of students studying in KISC. At present the Centre has boarding facilities for 20 students, with plans to increase this number in the near future.

KISC is located at Jorpati, about 12 kilometers from the centre of Kathmandu. The school facilities and boarding section are located in the same building, which also contains a small, two-bedroomed apartment for the hostel parents. Other staff housing is located nearby. The Centre can be reached by local bus or taxi from the city, and the school has a bus which is mainly used for day scholars. As yet, there is no vehicle specifically for the use of the hostel students, though it is hoped to obtain one in the future.

Job description.

The boarding parents will be expected to provide a loving, family environment for the students boarding at KISC. They will be responsible for the general care and well-being of the boarders, and to plan and supervise their activities outside normal class time, i.e. usually before 9.00am and after 3.30pm.

The boarding parents will have the assistance of local Nepali staff - cooks, cleaner, gardener and watchman - and will be expected to oversee their work, especially in matters such as provision of suitable diet, food hygiene, and general cleanliness and tidiness of the premises.

There are four terms in the school year, each approximately 10 weeks in length. Hostel parents normally have two free weekends in each term. The job requires a heavy time commitment on most evenings and during other term time weekends, together with the demands of living on the job. An ability and willingness to have a small amount of involvement in the school, would be a help in getting to know the students in a wider context.

For example, a hostel parent may be able to teach a non-academic subject such as woodwork, or to teach several periods a week in some other subject for which he/she is qualified. Ability as a handyman, to deal with minor maintenance tasks around the premises, is also an advantage. •

Background

Tutorial groups have been set up in some UMN projects to cater for the educational needs of primary-aged (5 to 11 years) mission children. They are run by local Management Committees. The groups are mainly located in rural projects, so living is simple. Numbers in the groups vary from 4 to 12 children approximately, of different ages, nationalities and cultural backgrounds. Some groups use correspondence material; others prepare their own curriculum. Basic text books are normally obtained from overseas, but supplemented with locally-bought material.

It is also hoped to establish a group in the capital city Kathmandu, which is likely to serve mainly American children. This will have to be set up completely from scratch and competence to do so will be essential for the person appointed.

Job Description

The Tutorial Teachers for Kathmandu will have to establish the projected group from the beginning, while the other groups are already functioning in rural localities. They will have to take full or shared responsibility in the education in basic skills to the lower primary level (5 to 7 years), and in some cases up to the 11 year group. The persons will be fully or in part responsible for the general administration of the groups. They will have to order and/or purchase books and equipment, locally or from overseas. Checking the work of local staff, like sweeper, gardener etc. will also be their responsibility. In addition, they will have to arrange for the repair and maintenance of school premises, through appropriate project personnel. They will report to the local Management Committee and the UMN Education Secretary.

Person Description

Primary school teacher training and experience are essential. Working and living conditions in rural areas are basic. Since the groups are comprised of children of different ages, nationalities and cultural backgrounds, a flexible approach is necessary.

The job is challenging, rewarding, and calls for adaptability, patience and a sense of humour! A minimum two-year commitment to the job is necessary.

May 1988

JOB DESCRIPTION: ARTS/HUMANITIES TUTOR FOR KISC.

Background.

The Kathmandu International Study Centre (KISC) is a joint support project of UMN and a sister mission, the International Nepal Fellowship (INF). It opened in January 1987 to cater for the educational needs of secondary-age missionary children (11-16 years) and fulfils a vital role in enabling missionary families with older children to stay longer on the field. KISC is a resource/learning centre at which students study through individualised self-study systems from their home country but also join together for many corporate activities. The Centre aims to provide an education of a comparable standard with, and covering the same range of subjects as in each student's own country. The language of communication within the Centre is English but students may study in their own language.

Job description.

An experienced secondary teacher is needed to undertake the following duties:

1. To share in the supervision of the students studying in the resource centre.
2. To take special responsibility for the overall progress and wellbeing of some of the students on an individual basis.
3. To teach certain core material in a classroom setting, e.g. creative writing skills, drama, etc.
4. To develop individualised self-study material in core topics which takes advantage of the students' unique learning environment.
5. To take part in extra-curricular activities and to give occasional assistance with the care of the boarders.

Person description.

Appropriate training and experience for the above job are essential. The tutor must be fluent in English, willing to be flexible in the work situation and able to work well in a small team. He/she must also be sensitive to the needs of students from a wide variety of nationalities, ages and cultural backgrounds. He/she should be committed to the Christian principles of KISC and in sympathy with the aims of UMN and INF.

Gossner Mission



Handjerystraße 19-20
1000 Berlin 41 (Friedenau)
Fernsprecher: (0 30) 85 10 21

- Indien Öffentlichkeit
 Nepal Gemeindedienst
 Zambia Verwaltung

- Lt. Rücksprache am _____
 Erledigung Ihres Auftrags/
Schreibens vom _____
 Mit Dank zurück
 Zum Verbleib bei Ihnen
 Anruf

- Mit der Bitte um
 Kenntnisnahme
 Erledigung
 Rücksprache
 Stellungnahme
 Abzeichnung
 Rückgabe

Ihre Zeichen	Ihre Nachricht vom	Unsere Zeichen	Sachbearbeiter/Hausapparat	Datum
				29 4 88

Gossner Mission · Handjerystraße 19-20 · 1000 Berlin 41 (Friedenau)

Mrs. Ingrid Mueller
P.O. Box 6285
Tripoli
S. P. L. A. Jamahiriya
LIBYEN

Liebe Frau Müller,
Erstlang waren die Antworten auf
meine Schreiben wegen ein Teil-
finanzierung leider abschlägig. Kopie
der bedrohten Briefe geht auch an
Ihre Mann. Herzliche Grüße
F. H. Nwech

Gossner Mission



Handjerystraße 19-20
1000 Berlin 41 (Friedenau)
Fernsprecher: (0 30) 85 10 21

- Indien Öffentlichkeit
 Nepal Gemeindedienst
 Zambia Verwaltung

- Lt. Rücksprache am _____
 Erledigung Ihres Auftrags/
Schreibens vom _____
 Mit Dank zurück
 Zum Verbleib bei Ihnen
 Anruf

- Mit der Bitte um
 Kenntnisnahme
 Erledigung
 Rücksprache
 Stellungnahme
 Abzeichnung
 Rückgabe

Ihre Zeichen	Ihre Nachricht vom	Unsere Zeichen	Sachbearbeiter/Hausapparat	Datum
				29.4.88

Gossner Mission · Handjerystraße 19-20 · 1000 Berlin 41 (Friedenau)

Mr.
Gerold Mueller
Silsoe College
Silsoe Bedford MK45 4DT
England

Lieber Herr Müller,
Bridung was die Antwort auf meine
Brieft wegen einer Teilfinanzierung
nicht abschließend. Kopie der Ant-
wort beibringen liegt bei
Herzlich Grüsse
J. L. Schwach

Familie Müller
P.O. Box 6285
Tripoli - Libyen

14.3.88

Liebe Familie Müller!

Haben Sie herzlichen Dank für Ihren Brief vom 29.2. Ich würde Sie gern während Ihres Aufenthaltes in Deutschland treffen. Sollten Sie schon am 25.3. in der "alten Heimat" sein, könnten wir uns in Hannover treffen. An diesem Tage nehme ich dort an der Zambia-Ausschußsitzung unserer Mission teil. Sollte ein Treffen aber erst zu einem späteren Zeitpunkt möglich sein, hielte ich es für gut, wenn Sie mich einfach anrufen, so bald Sie hier sind. Ich bin nachmittags unter der Rufnummer 030-85000435 zu erreichen. Alles Weitere können wir ja besprechen, wenn wir uns sehen. Bis dahin verbleibe ich

mit herzlichen Grüßen
Ihr

Dr. Hanns-Uve Schwedler
Nepalreferent



THE UNITED MISSION TO NEPAL

Executive Director: Mr. J. H. Barclay

Treasurer: Mr. L. Miller

Telephone: 212179, 215573, 212668.

Telex: 2315 UMNEPA

Telegarms: UMNEPAL

Location: K-1-325 Thapathali

Mailing address:

POST BOX 126,

KATHMANDU, NEPAL

February 24, 1988

Eingegangen

- 3. März 1988

Erledigt:

Dr. Hanns-Uve Schwedler
Gossner Mission
Gossner Haus
Handjerystrasse 19/20
1000 Berlin 41
West Germany

Dear Hanns

At a recent meeting of the UMN Co-ordinating Committee the question of selection procedures for new applicants was raised and there was a general feeling that there is still a weakness in the area of Professional References.

Most application papers and references place considerable emphasis on personal and Christian commitment and this is right and proper. However, the view of the Committee was that we should ask for more detailed information on a candidate's professional training, work experience and performance. As a result I am writing to ask that, in future, when full application papers and references are requested by UMN, you include a minimum of a two references from a recent employer giving detailed information on the candidate's work experience, areas of responsibility and work performance.

We are grateful to you for the Personnel you have sent to work with us here in Nepal and ask that you continue to give prayerful consideration to the personnel needs of the UMN.

With all good wishes

Gareth Wardell
Personnel Department

gw/kd

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2315 umnepa np#
2315 umnepa np
186655 blnmw d

attention mr. g. gugerl
united mission to nepal

re.: marianne puder

marianne puder will probably arrive in may. short
language course is necessary.

best greetings,
gossner mission
hanns-uve schwedler

186655 blnmw d
nnnn
17.2.88, 14.30

4,70 dm ++ffff

*Bewerbung arzt
Nepal*

TELEX
TELEX
TELEX
TELEX

⊕

186655 blnmw d

2315 umnepa np

attn:dr.hanns-uve schwedler

re:marianne puder.happy to inform you that marianne was formally
accepted for service with umn at co-ordinating committee today.

we would welcome arrival may or june.please telex when travel
plans are known.

wardell.

2315 umnepa np⊕

186655 blnmw dmmmm

15.02.88 11.45 uhr ++

Mr.
Gerold Müller
Silsoe College
Silsoe Bedford MK 45 4DT
England

11.2.88

Lieber Herr Müller,

gerade aus dem Urlaub zurück, finde ich einen Brief Ihrer Frau wegen einer möglichen Beschäftigung bei der Vereinigten Nepalmission. Nachdem Howard Barclay mich deshalb im November/Dezember vergangenen Jahres angesprochen hatte, habe ich Ihnen gleich nach meiner Rückkehr nach Berlin geschrieben. Der Brief scheint leider nicht angekommen zu sein.

Grundsätzlich wären wir daran interessiert, dem Wunsch der UMN zu entsprechen. Nur stößt das auf finanzielle Probleme. Wir haben mit dem vorhandenen Personal unseren Nepaletat bereits ausgeschöpft. Deshalb war ihr Vorschlag, zumindest eine Teilfinanzierung über die EmK vorzunehmen, sehr hilfreich. Ich habe inzwischen Kontakt zu Herrn Schwabe aufgenommen (eine Kopie meines Schreibens liegt bei). Wir werden in einigen Tagen möglicherweise wissen, ob ein Antrag auf Teilfinanzierung Erfolg haben kann. Definitives läßt sich aber erst im März sagen. Danach müßte Ihre Bewerbung die Gremien der Gossner Mission durchlaufen. Ich gehe aber davon aus, daß die entsprechenden Ausschüsse zustimmen werden - sofern die Belastung für uns nicht zu hoch wird.

Noch einige Bemerkungen zu unseren Vertragsbedingungen. Sie entsprechen denen von dÜ. Wir vergeben also Verträge über drei Jahre mit einer Verlängerungsmöglichkeit. Die Bezahlung erfolgt in Anlehnung an BAT mit den entsprechenden dÜ-Regelungen.

Wichtiger für Sie mag jedoch sein, was für eine Missionsgesellschaft wir eigentlich sind. Ich lege daher ein Positionspapier bei, das anlässlich unseres 150-jährigen Bestehens entstanden ist. Es mag Ihnen einen kleinen Eindruck vermitteln.

Einen solchen Eindruck von Ihnen müßten wir natürlich auch noch bekommen. Ich danke aber, das hat Zeit, bis wir näheres von der EmK hören. Ich werde Ihnen dann sofort schreiben und Sie möglicherweise bitten, einmal nach Berlin zu kommen.

Bis dahin verbleibe ich
mit herzlichen Grüßen

(Dr. Hanne-Uve Schwedler)

Action

Mr.
Howard Barclay
c/o United Mission to Nepal
P.O.Box 126
Kathmandu
NEPAL

11th Feb. 1988

Dear Howard,

After returning from Nepal I wrote a letter to Gerold and Ingrid Müller concerning the sending to Nepal. It seems however that this letter got lost.

After returning from holiday some days ago I received a letter from Mrs. Müller. She suggests, that we could try to get some contribution to their salary from their home-church. I contacted the Methodist Church of Germany immediately and of course they would like to have some kind of a job-description. I would be thankful if you could give me some details about a possible assignment of the Müllers.

We will get an answer from the Methodist Church whether there is a chance for such grants or not. I will inform you as soon as we get an answer. I add copies of my letters concerning this matter hoping that you'll find somebody to translate them.

With warmest greetings
Sincerely yours

(Hanns-Uve Schwedler)

Action

Mrs. I. Müller
c/o Union Church of Tripoli
P.O.Box 6397
Tripoli
LIBYA

11.2.88

Liebe Frau Müller,

herzlichen Dank für Ihre beiden Briefe. Mit ^{herzlichen} meinem Schreiben vom Dezember scheint irgendetwas nicht geklappt zu haben. Inzwischen habe ich aber Kontakt zu Ihrem Mann und zur EmK aufgenommen. Zu Ihrer Information lege ich Kopien bei.

Da wir keine Kontakt in den arabischen Raum haben und obendrein eine sehr kleine Missionsgesellschaft sind, habe ich Ihr Schreiben wegen eines Pfarrers an das BMW weitergeleitet. Sollte sich dort eine Möglichkeit ergeben, wird man sich an Sie wenden. Viel Hoffnung hat man mir aber nicht gemacht.

Ich hoffe, Ihnen bald mit mehr Details schreiben zu können und verbleibe mit herzlichen Grüßen
Ihr

(Dr. Hanns-Uve Schwedler)

Action

Mr.
Gerold Müller
Silsoe College
Silsoe Bedford MK 45 4DT
England

11.2.88

Lieber Herr Müller,

gerade aus dem Urlaub zurück, finde ich einen Brief Ihrer Frau wegen einer möglichen Beschäftigung bei der Vereinigten Nepalmission. Nachdem Howard Barclay mich deshalb im Neovember/Dezember vergangenen Jahres angesprochen hatte, habe ich Ihnen gleich nach meiner Rückkehr nach Berlin geschrieben. Der Brief scheint leider nicht angekommen zu sein. Deshalb einige Bemerkungen

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Noch einige Bemerkungen zu unseren Vertragsbedingungen. Sie entsprechen denen von dü. Wir vergeben ~~Wesbr~~Verträge über drei Jahre mit einer Verlängerungsmöglichkeit. Die Bezahlung erfolgt in Anlehnung an BAT mit den entsprechenden dü-R1112²,.1.,

Wichtiger für Sie mag jedoch sein, was für eine Missionsgesellschaft wir eigentlich sind. Ich lege daher ein Positionspapier bei, das anlässlich unseres 150-jährigen Bestehens entstanden ist. Es mag Ihnen einen kleinen Eindruck vermitteln.

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Bis dahin verbleibe ich
mit herzlichen Grüßen

(Dr. Hanns-Uve Schwedler)

An die
Behörde für Weltmission
der EmK
z.H. Herrn P Bodo Schwabe
Neckarstr. 20
6053 Obertshausen 2

10

10.2.88

Betr.: Bewerbung von Herrn Gerold Müller für den Dienst bei
der Vereinigten Nepalmission

Bezg.: Unser Telefonat vom 9.2.88

Sehr geehrter Herr Schwabe,

der Direktor der Vereinigten Nepalmission (UMN), Howard Barclay, ist im Dezember an mich mit der Bitte herangetreten, Herrn Gerold Müller zur Vereinigten Nepalmission zu entsenden. Herr Müller, der bereits 1964 bis 1971 als Hoch- und Tiefbauingenieur in Nepal tätig war, würde dringend in der UMN-eigenen Butwal Power Company oder in einem neu entstehenden Elektrifizierungsprojekt benötigt (als Anlage füge ich einige Informationen über das Butwal-Projekt und über ein schon laufendes Elektrifizierungsprojekt bei).

Da die Gossner Mission mit vier nach Nepal entsandten Beschäftigten ihren entsprechenden Etat bereits ausgeschöpft hat, sind wir im Augenblick aber nicht in der Lage, eine weitere Einstellung für dieses Land vorzunehmen. Daher wende ich mich mit der Frage an Sie, ob die EmK zumindest eine Teilfinanzierung übernehmen könnte. Unsere Vertragsbedingungen entsprechen denen von dÜ. Die Vergebungsdauer beträgt i.d.R. drei Jahre. Es entstünden jährliche Kostenabstände. ~~jährliche~~ ~~DM~~ ~~Denonochönte~~ die Gossner Mission max. 20.000,-DM finanzieren. Genaueres aber müßte noch mit unseren Gremien abgestimmt werden.

Sollte sich die EmK zu einer Teilfinanzierung entschließen können, wären wir sehr dankbar. Ich habe den Eindruck, daß das Interesse der UMN an Herrn Müller sehr groß und sein Wunsch, erneut in den missionarischen Dienst nach Nepal zu gehen, um den Menschen zu dienen, aufrichtig ist.

Mit herzlichen Grüßen

Dr. Hahns-Uve Schwedler
(Nepalreferent)

Anlagen

Action



Dienste in Übersee

Gerokstraße 17 · D-7000 Stuttgart 1

Im Achte Bewerbungs/Nepal

Datum: 22.1.88/Bo AZ:

Telex 7 21 499 due d
Telefon (07 11) 210 50-0
Durchwahl: 21050- 19

Kurzmitteilung

Lieber Hans-Uwe Schwedler,
Albrecht Thomas Haller bat mich, Ihnen beiliegende Fotos zuzusenden.
Die Fotos entstanden während unseres Ergänzungskurses zur Nepalvorbereitung
im Dezember.

Mit freundlichen Grüßen

Jerg Bosch

Eingegangen

Dienste in Übersee, Gerokstraße 17, 7000 Stuttgart 1

29. Jan. 1988

Gossner Mission
z.Hd. Hans-Uwe Schwedler:

Handjerrystr. 19-20
1000 Berlin 41

bzw. mit der Bitte um

- | | |
|--|--|
| <input type="checkbox"/> Kenntnisnahme | <input type="checkbox"/> Verbleib |
| <input type="checkbox"/> Stellungnahme | <input type="checkbox"/> Rückgabe |
| <input checked="" type="checkbox"/> Bearbeitung/Erledigung | <input type="checkbox"/> Weiterleitung an: |
| <input type="checkbox"/> Prüfung/Durchsicht | |
| <input type="checkbox"/> Genehmigung/Unterschrift | <input type="checkbox"/> erbeten bis/am: |
| <input type="checkbox"/> Rücksprache/Rückruf | |



Dienste in Übersee
Berckstraße 17
7000 Stuttgart 1

Administration:	Ergänzungskurs - N-PAK -	15.-18. Dez. 1987	Stgt. - Riedenberg	Erwachsene: 12 davon DÜ-Vertrag: 2 Kinder bis 14 Jhr: 2
"	Studienleitung:	DÜ-Vertretung:	Rückkehrer/Referenten:	Kinderbetreuung
Kurs-Kontierung:	Albrecht Thomas Haller	Heino Beerwein Albrecht Fitterer	Reinhold Itetler Hans Hwe	Eva Dümmelich
Jörg Bosch	Vorplanung - bzw. Verlaufsprotokoll			erstellt am: 29.12.87 von: ATH

Tag	Di. 15.12.	Mi. 16.12.	Do. 17.12.	Fr. 18.12.
Zeiten:				
Frühstück: 8 ⁰⁰ Programm: 9 ⁰⁰		<ul style="list-style-type: none"> Tageseinstieg: Andacht im (A.Fitterer) Psalm 146 + Luc. 1, 50ff. Bilderkartei, ... was bringe ich nach Nepal mit? - Ein Bild meiner Kirche... Austausch i.d. Gruppe. (ATH) Rückkehrerbericht + Gespräch (R. Itetler) (R. Itetler) Rückfragen, Diskussion. 	<ul style="list-style-type: none"> Tageseinstieg: Andacht im TN (Kochula) Psalm 121, Luc. 9, 57+62 Rezeit: WTN-Paper-Constitution offene Fragen, Übersetzung, Diskussion. Pause theol. Fundament d. WTN + Di-ologie (Heino) offenes Gespräch. (Itetler, Fragen o. d. Wandel) Mittagspause, Einzelbeurteilung + Fotografie (ATH) 15⁰⁰ Infos z. Büchertisch (A.Fitterer) Der aktuelle Stand in Nepal + i.d. WTN... (Hans Hwe) Schaubild WTN Bericht, Fragen, Infos. 	<ul style="list-style-type: none"> Tageseinstieg: Psalm 84 + (R. Puder) Jer. 63, 15-20 Grundgedanken + Gebet. Freies Gebet. Handwerkszeug + Theol. d. Befreiung (H. Hwe 11, 4f.) (A.Fitterer) Offene Fragen/Reste. (ATH) TN-Auswertung, Fragen + Kurs. (ATH) Was hat sich bei mir verändert, was will weiterverfolgen? (Heino) Abschied nehmen. 12⁰⁰ Mittagsessen. 13⁰⁰ Teamauswertung + Tagungsstätte aufnehmen Ende 14⁰⁰.
Mittagsessen/Pause Kaffee 15 ⁰⁰	16 ⁰⁰ Teambesprechung Kurzvorbereitung	<ul style="list-style-type: none"> Keine kirchl. Erfahrungen Leute - eine Collage von: <ul style="list-style-type: none"> - Women in Church - Conversion - Mission - Faith (ATH) - Call - Nennen, Austausch, Rückfragen + Gespräch 	<ul style="list-style-type: none"> 15⁰⁰ Infos z. Büchertisch (A.Fitterer) Der aktuelle Stand in Nepal + i.d. WTN... (Hans Hwe) Schaubild WTN Bericht, Fragen, Infos. 	
Abendessen 18 ⁰⁰ Zwischenstopp/ Teamrunde	<ul style="list-style-type: none"> Auweise TN/Abendessen 20⁰⁰ Programm: - Kurzkonzept - Was für ich, wohnt er, ich jetet gerade hier und wohnt frone, ich auch in Nepal? (Kermenteruen) i. Nennen - kurze Pause - Erwartungen i. kleines Plätzchen (Fragen + Erwartung) - Programmangebot + Strukturierung - Team. (ATH) 	<ul style="list-style-type: none"> Zwischenstopp/Team Fortsetzung Collagenauswertung Tageschluss: Lied + Gebet (H. Hwe) (21⁰⁰) Nepalfilm: Kraft f. B. tschal (A.Fitterer) (21⁰⁰) Team, Einführung von Hans Hwe (Ende 23⁰⁰) 	<ul style="list-style-type: none"> Zwischenstopp/Team Tageschluss: 1. Kol. 12/14-11 + B. I. a. b. u. c. h. Fredric (ATH) (21⁰⁰) Team Nepalinfos von Hans Hwe. (24⁰⁰ - 22⁰⁰) 	

x- Begrüßung Heino
- Klinik ATH

29.12.87

ATH



Protokoll: NEPAL - Ergänzungskurs
ATH

10.12.1987

15. - 18. 12. 87

Stjt. Riedenberg.

Di. 15. 12. 87

16⁰⁰ h

Teamgespräch in Riedenberg
zwischen Heino, Abrecht F. und ATH.

Klärung folgender Fragen:

- Neues von der TN-Liste, sonst. Veränderungen?
(+TN neu dazu / von Fam. H. reist mit der
Mann an) (Di-Rb kann leider nur 1 Vor-
mittag lang zu uns kommen)
- Inhalt + Kurskonzept rufen wir uns in Erinnerung,
- klären unsere Rollen im Team.
- Technisches / Ablauf d. Kurses:
Begrüßung bei Abendessen (Heino), techn. (ATH).
Zeitplan beim Kurs; Tageseinstiege vom Team?
- Wir klären den Ablauf vom heutigen Abend.

Aufbau Küche + Medizintisch; Räume her-
richten, Material herrichten.

18⁰⁰ h

Anreise d. TeilnehmerInnen. Abendessen.

Begrüßung (Heino) + Technisches Teamhaus (ATH).
Vorstellung der 2. Gruppe im Haus (Anzahl-
gespräch).

20⁰⁰ h

Programm:

- Begrüßung u. Erläuterung d. Kurskonzeptes
anhand d. Einladungs- pers. Gedanken (Heino)
- Vorstellen + Kennenlernen (ATH)
Wer bin ich, woher komme ich jetzt gerade her und
woran freue ich mich in Nepal? -
(1. Kennenlernrunde im Team.)
kurze Pause.
- "Erwartungen + Fragen in kleine Plünze"

7-Zettel pro Frage... "Was brauche ich?" (weiß)
"Was kann ich beitragen?" (grün)

ATH erläutert die Methode kurz die TN überlegen ca. 20min. In d. Zwischenzeit hat ATH einige Überschriften f. d. Seminarsprogramm notiert + an d. großen Schrankwand befestigt.

Im Plenum: Vorlesen der einzelnen Fragen + Gaben durch d. TB + Team. Priorisierung + Vorstrukturierung d. Tagungsprogrammes.

- Tagesabschluss (Hemo) (Ende 22⁰⁰)
- Teamrunde: Vorüberlegungen für Mi. 16.12.

Mi.

16.12.87

- 8⁰⁰ Frühstück
- 9⁰⁰ Tageseinleitung (A. Fittler) (ca. 1 Std.)
Anhand einer "normalen" Andacht mit folgenden Schritten:
 1. Lied
 2. Bibellesung i. Wechsel
 3. Textlesung (Luc 7, 50ff)
 4. Auslegung
 5. Gebet
 6. Lied
 soll Handwerkszeug f. Nepal aufgezeigt, Ansatz bei best. Andachtsformen abgeklärt und in einer 7. Reflexion im Anschluss Eindrücke + Fragen bearbeitet werden.
- 10⁰⁰ 1. Bilderkartei (ATH) Plenumsstunde zu "Was bringe ich nach Nepal mit? - Ich möchte mit 1 Bild aus dieser Bilderkartei e. Nepali mein Bild v. Kirche/Christen in Deutschland zeigen. - Was gefällt mir daran gut + was möchte ich verändern?"
Bilder aussuchen, Vorstellung zuerst einem (1) aus der Gruppe, 2er Gruppe stellt vor, Rückfragen + Gespräch.
(Hemo besorgt Film + Material f. Seminar)
- Pause -
- 11³⁰ - 13⁰⁰ Rückkehrbericht v. Reinhold Metzkes mit Ergänzungen v. K. Pades. Moderation: ATH.
Reinhold steigt mit einer Nepal-Besichtigung ein,

die für ihn wichtig war + die er weitergeben will:
in Nepal nicht - wie er sortet - auf eine gemeins.
Kultur der Weißen i. d. UN zu treffen, sondern
auf ganz untersch. Ausprägungen...
Daraus entwickelt sich ein Gespräch, Rück-
fragen + Informationen.

- 13⁰⁰ Mittagessen / Pause / Kaffee (15⁰⁰)
- 15³⁰ Programm:

Collagen in 2er Gruppen zur Frage eigene
kindl. Erfahrungen zu Themen wie (A14)

- Women in Church,
- Conversion,
- Mission,
- Faith,
- Call.

} siehe hierzu
Foto's d. einzel.
Collagen v. A14.

Nach 1,5 Std treffen wir uns: Plenum + tauschen
uns über d. Arbeit + die Collagen aus.

- 18⁰⁰ Abendessen / Pause.
- 19³⁰ Zwischenstop d. TN und Teamtunde
getrennt. Gedacht als Reflektionsphase + Über-
legung f. weitere Schritte.
In beiden Gruppen entsteht der Eindruck von einer
"Bugwelle" + "Fragenstau"; Befürchtungen werden laut,
wir könnten nicht alles schaffen.
- Heino malt Raster f. eine Andacht auf d. Wandtafel.
(Handwerkzeug z. mitnehmen!) (s. Anhang)
- letzte Collage (Faith) wird ausgewertet.
- Hans Uwe
von d. Gossler-Mission stößt zu uns, kurze
Vorstellungsrunde.
- Tagesabschluss (M. Puder): Lied + Gebet (Textheft). (22⁰⁰)
- Nepalfilm "Kraft f. Butwal", als offenes Angebot.
(von allen gemittelt!) (A. F. Herer)
- Teamtunde, Einführung i. Kursverlauf f. Hans Uwe.
(Fack: 23⁰⁰)

Fk Nepal

PROTOKOLL: -ATH-
- 72.87 -

DO. 17. 12. 87

* "Nachfolge"
(n. Anhang)

- 8⁰⁰ Frühstück.
- 9⁰⁰ Tageseinstieg (Gordula, TN) mit
Lied - Psalm 127 - Lesung: Luc. 9, 57-62 - Auslegung -
Geschichte* - Lied - Gebet Vaterunser und
anschl. Reflektion i. d. Gruppe. (1 Std.)
- 10⁰⁰ - 11⁰⁰ h Resezeit f. UMN-Papier 'Constitution'.
Treffen i. Plenum, sammeln d. Unklarheiten + offenen
Fragen. Was ist klar? Was möchte ich weiter be-
arbeiten?
Moderation: ATH. Einführung d. Papers: A. Fitterer.
Inhaltlich: Heino + Hans-Uwe.
Entlang der Fragen v. d. Wand werden einzelne Themen
diskutiert (Di-ologie + Grundlagen d. UMN.)
- 12³⁰ h Mittagessen / Pause / Kaffee.
In d. Pause macht ATH Infoeinheit z. Thema Foto-
grafie + Rückkehrbericht mit 7 TN.
A. Fitterer bereitet Übersicht f. Bücher + Medien-tisch
vor.
- 15¹⁵ Infos zu Bücher + Medien, die wir dabei haben
+ d. z. Thema etwas aussagen. (A. Fitterer) (30 min)
- ATH hängt zusammen mit TN erledigte Fragen ab.
- Reste v. Vormittag: Fundament d. UMN + "Di-ologie"
- Aktueller Stand i. d. UMN u. in Nepal (Hans-Uwe)
Infos + Gespräch zu Projekten, Arbeit + Aufbau d. UMN,
inhaltl. Fragen (neue + die v. d. 1. Stand).
- 18⁰⁰ h Abendessen / Pause
- 19³⁰ Zwischenstop d. TN + davon getrennt: Team.
Im Plenum besprechen wir Schritte f. d. nächsten Tag,
rückblickend äußern sich d. TN zufrieden mit
Inhalt + Verlauf d. heutigen Tages.
TN möchten Tageseinstieg am Fr. zum Thema
freies Gebet machen!

- Tagesabschluss: A74 (21⁰⁰ - 21³⁰)
 Lesung 1 Kor. 12/4-11 und
 Nacherzählung d. Kinder-Bilderbuches
 "Frederic".
 Zum Abschluß bekommt jede(r) eine
 grüne Karte als "Wertscheck", um darauf
 seine pers. Gaben eintragen zu können.
 Eine kurze Gruppenreflexion schließt sich
 an. A74 versteht seinen Tagesabschluss als Angebot
 i. Richtung "Handwerksteig" + als Ermittlung.
- Team, Tagesraster/Ablauf f. Fr. 18.12.
- Hans Uwe teilt einige Nepalclips (21³⁰ - 22³⁰)
 (Angebot wird von allen "geumtet"!))

Fr.

18. 12. 87

- 8⁰⁰ Frühstück.
- 9⁰⁰ Tageseinstieg: (17. Pader)
Grundgedanken zum Gebet, Gebetsgemeinschaft.
 Es schließt sich ein freies Gebet an.
 Gemeinsame Reflexion über diese Erfahrung.

- Vorbemerkung, ist "Theologie d. Befreiung" unter uns
 Reichen möglich? (A. Fittler)

Theologie d. Befreiung am Bspl. von
[sehen - urteilen - handeln]

Eine Begebenheit v. heute.

" " aus d. Zeit d. Bibel. (siehe Textblatt
i. Anhang)

Wir reflektieren d. Texte mit Begebenheiten
aus unserem Leben; unsere Erfahrungen
mit Dingen die wir erhofften + die dann
anders eingetretten sind.

sehen
Zeitung

Textlesung: Off. 27, 1-8 Ein neuer Himmel,
eine neue Erde.

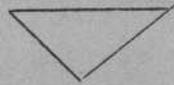
- Was von dem freut mich; bin ich einverstanden
mit einzelnen Wörtern + Begriffen?

urteilen
Bibel

- Was stört mich dabei? (Hier diskutieren wir über Vers 8!)

Zudem können wir leider nicht mehr, die Zeit läuft davon -:

"Was müsste sich verändern in unserer Situation?"



handeln,
Fruchtigung

(lies brechen wir ab!)

- 10⁴⁵ h Wir schauen auf die Zettelwand, was hängt da noch an Fragen, wo gibt es "Reste"? Nach kurzem Überblick gehen wir zur
- 11⁰⁰ h Auswertung (A7H + Heino)
A7H legt Überschriften auf vorbereiteten Zetteln aus + bittet die TN um ein Blitzlicht zu Methoden / Inhalte / Team / TN Namen / Tagungsstätte + Umgebung / Sonstigem.
(Das Ergebnis ist im Anhang dieses Protokoll enthalten.)
Heino leitet über zu
"Wo hat sich etwas bei mir verändert?
Wo möchte ich eine Spas / Thema weiterfolgen?"
Das nehmen die TN Namen mit.
- 11⁴⁵ Wir nehmen bewusst Abschied voneinander.
- 12⁰⁰ Mit Hagessen / kaffee.
- TN Namen + Team räumen gemeinsam auf.
- 13⁰⁰ h Teamauswertung. (Siehe Anhang!)
(Ende 13³⁰)

Albrecht Thomas
Haller

 Kurzauswertung Team, Fr. 18.12.

Da wir regelmäßige Besprechungen an den einzelnen Seminartagen mit ausführlichen Beobachtungen + Feedback-Runden hatten, liest nur die wichtigsten Punkte aus der Teamschlussauswertung.

(Alles andere ist im ausführlichen 6-seitigen Protokoll zu lesen.)

- Wir denken, daß wir so ein Kursangebot mit diesem Schwerpunkt gerne wieder anbieten möchten (- auch bei ähnl. "Problemfällen"), -
dann aber 1 Tag länger - also 1 Woche -, um z.B. Themen wie Bibelarbeit noch mehr praktisch vertiefen zu können.
- Wir regen an, andere Gesellschaften (z.B. Gossler Mission) für solche spezifische Seminarangebote samt PA einzuladen + ihre Erfahrungen einfließen zu lassen.
- Am 7. Kurstag fand ein Auswahlgespräch neben unserem Kurs statt. Dies war nach meiner Beobachtung in keiner Weise störend. (AT4)
- Die Filmangebote empfand ich als "Lieberangebote", die sich auch z.B. auf Grund ihres "hohen Alters" nicht gelohnt haben. Eher entstand ein Druck bei den TN, den Film unßich auch noch sehen. Die Zeit wäre besser informell o. am Picknisch genutzt o. zur Erholung bei unserem dichten Programm. (AT4)

für das Team
 J. Th. Haller

TN - Auswertung / Fr. 18.12, / Mittw. / ATH-Protokoll.

Inhalte:

- Was: Ich erwartete, wurde erfüllt, wurde angesprochen. Es gibt offene Fragen.
- Intensives Programm; zu viel!
Pulspansien haben gefehlt! III
- Besser vorbereitet auf UHN, als vorher.
Noch Fragen offen.
- Informeller Teil kam zu kurz.
- "Engwelt! - Synchrom!"
Freiheit geben, auch mal was zulassen.
- Fragen ansprechen gelungen. ⊕

Team:

- Flexibel, Interessen der TN berücksichtigt! ⊕
- Zusammenarbeit ⊕ ATH

Probleme:

- Collage wichtig, Methodenwechsel!
- Büchertisch ⊕, Lob an Albrechts ~~Vorbereitung~~ Vorbereitung
- langes Sitzen ⊖ (Stühle un bequem)
- Haus hier dabei ⊕, Sicherheit geben!
- Di-RK zu früh durchgeführt ⊖

Hans:

- Überforderung!
- Ecke des Gruppenraumes ⊖ (Heise)
- " " " " ⊕ (TN)

TN: - ⊕ erleb
- neue TN im hereinbringen ⊕

Sonst:

- Atmosphäre i.d. Gruppe ⊕; "nicht angestrengt klug sein müssen".

TeilnehmerInnen:

Bernd Augustin Marita Müller	Landskronstr. 57 6100 Darmstadt
Thomas Hasselberg	c/o DSE Uhlhof Lohfelderstr. 160
Richard Kugele Kordula Kugele - Felix 4 1/2 J. - Mirijam 2 1/2 J.	Bechingen 67 7940 Riedlingen
Marianne Puder	Alt Lankwitz 76 1000 Berlin 46

Mitwirkende:

Eva Dumendiak	Heidestr. 39 7300 Esslingen	Kinderbetreuerin
Heino Meerwein	c/o Dienste in Übersee	Referat für Ökumen. Theologie und Bildung
Albrecht Fitterer	c/o Dienste in Übersee	zu Theologie aus Landes- kirche und Ökumene
Reinhold Metzler (und/oder) Anneliese Metzler	Stephan-Blattmann-Str. 11 7743 Furtwangen	Nepalrückkehrer/-in (angefragt) <i>nur 1 Tag</i>
Hans-Uwe Schwedler	c/o Gossner Mission	Referent



THE UNITED MISSION TO NEPAL

Telephone : 212179, 215573, 212668.

Telex : 2315 UMNEPA

Telegram: UMNEPAL

Location : K-1-325 Thapathali

Mailing address :

POST BOX 126

KATHMANDU, NEPAL

Executive Director: Mr. J. H. Barclay
Treasurer : Mr. E. Wenne Myr

January 27, 1988

Eingegang

- 4. Feb. 1988

Erlédigt:.....

Dr. Hanns-Uve Schwedler
Gossner Haus
Handjerystrasse 19/20
1000 Berlin 41
West Germany

Dear Hanns

Re: Ms. Marianne Puder

I am writing to let you know the current position with regard to Marianne's application, and would apologize for the time that this has taken.

We have now had the opportunity to contact various different projects to discuss possible openings and we are now keen to proceed with her application with a view to a possible assignment in the Gorkha district. We will be taking Marianne's application to Co-ordinating Committee for formal consideration in February. All being well we would hope that Marianne could come to Nepal by September 1988, or earlier if she wishes to do a few weeks of "refresher" language study.

I will let you know as soon as formal acceptance has been given.

With best wishes

Gareth Wardell
Personnel Department

gw/kd

VISIT NEPAL

First fold here

To open cut here

Sender's name and address

UNITED MISSION TO NEPAL

POST BOX 126,

KATHMANDU, NEPAL

CODE NO.

IF ANYTHING IS ENCLOSED THIS LETTER MAY BE SENT BY ORDINARY MAIL.

Second fold here

CODE NO. WEST GERMANY

1000 Berlin 41

Handjerystrasse 19/20

Gossner Haus

Dr. Hanns-Uve Schwedler



हाई जे एरोग्राम्मे



Gossner Mission

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To open cut here



THE UNITED MISSION TO NEPAL

Executive Director: Mr. J. H. Barclay

Treasurer: Mr. L. Miller

Telephone: 212179, 215573, 212668.

Telex: 2315 UMNEPA

Telegams: UMNEPAL

Location: K-1-325 Thapathali

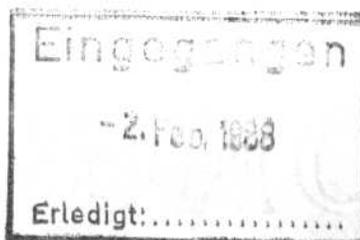
Mailing address:

POST BOX 126,

KATHMANDU, NEPAL

January 25, 1988

Dr. Hanns Uve Schwedler
Gossner Mission
Handjerystrasse 19/20
1000 Berlin 41
West Germany



Dear Hanns

Re: Bernd Augustin

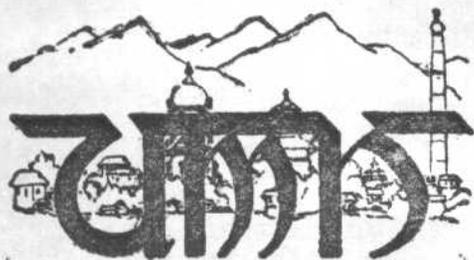
I am writing in order to keep you in the picture so far as progress on Bernd's application is concerned. We have now had the opportunity to consider more fully where his gifts and ability could best be used. There is a possible opening in one of our rural projects for someone to be involved in Non-Formal Education and Community Motivation work. I will write to you again as soon as we know whether or not this post is available.

With best wishes for 1988

Gareth Wardell
Personnel Department

gw/kd

THE UNITED MISSION TO NEPAL



Executive Director : Mr. J. H. Barclay
Treasurer : Mr. E. Wennemyr

Telephone : 212179, 215573, 212668.
Telex : 2315 UMNEPA
Telegram : UMNEPAL
Location : K - 1-325 Thapathali
Mailing address :
**POST BOX 126
KATHMANDU, NEPAL**

December 10, 1987



Dr. Hanns-Uve Schwedler
Gossner Haus
Handjerystrasse 19/20
1000 Berlin 41
West Germany

Dear Dr. Schwedler

Re: Ms. Marianne Puder

Thank you for the application papers on the above candidate which you gave to me when you were in Kathmandu last month.

We are currently investigating various specific possibilities in the community health field and will write to you as soon as we have any further information.

It was good to meet you during the Board Meetings and I look forward to corresponding with you in the future.

With very best wishes

Gareth Wardell
Personnel Department

gw/kd



TROPENHEIM PAUL-LECHLER-KRANKENHAUS

7400 Tübingen Paul-Lechler-Straße 24 Telefon (0 70 71) 2 06-0

3. Dez. 1987/vo Durchwahl: 206- 412

Gossner Mission
zu Hd.von Herrn D.Hecker
Handjerystraße 19-20

1000 Berlin 41

Deutsches Institut für Ärztliche Mission

Tropenheim
Paul-Lechler-Krankenhaus

Impfzentrum Nr. 3
Baden-Württemberg

Tropenkurs

Seminare

Evangelische Leprahilfe

Arzneimittelhilfe



Sehr geehrter Herr Hecker,

haben Sie Dank für Ihre hilfreiche Aktennotiz über Herrn
Bernd **A u g u s t i n** . geb. 20.7.1952.

Sie haben völlig recht, daß das BMW der falsche Adressat
war.

Der Fehler entstand durch ein Versehen unsererseits,
wir bitten um Entschuldigung.

Mit freundlichen Grüßen

(Dr.med.A.H.van Soest,Oberarzt)

EVANGELISCHE KIRCHE
IN BERLIN-BRANDENBURG (BERLIN WEST)
KONSISTORIUM

Konsistorium der Evangelischen Kirche
in Berlin-Brandenburg (Berlin West)

Bachstraße 1-2
1000 Berlin 21

Berlin, den 13. Nov. 1987

An die
Gossner Mission
Handjerystr. 19 - 20

1000 Berlin 41

Eingegangen

16. Nov. 1987

Erledigt:.....

Dienstgebäude Bachstraße 1-2
1000 Berlin 21

Telefon (030) 39091-0
Durchwahl 39091 250

Dienstgebäude Goethestraße 85-87
1000 Berlin 12

Telefon (030) 3192-1
Durchwahl 3192

Gesch. Z.: 301 Az.: 2049 - 1
(Bei Antwort bitte angeben)

Betr.: Pfarrerin Marianne Puder

Bezug: Ihr Schreiben v. 17.9.1987

Sehr geehrte Damen und Herren!

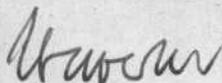
Unter Bezugnahme auf Ihr o.g. Schreiben teilen wir Ihnen mit, daß wir die Pfarrerin Marianne Puder für die Zeit vom 1. Jan. 1988 für die Dauer von 3 1/2 Jahren zur Übernahme eines Dienstes bei der Gossner Mission gem. § 21 Abs. 2 des Pfarrerdienstgesetzes in den Wartestand ohne Wartegeld versetzen.

Frau Puder hat während dieser Zeit keinen Anspruch auf Beihilfe zu Krankheitskosten.

Die Gossner Mission hat für die Zeit des Wartestandes ohne Wartegeld die Versorgungsbeiträge in der üblichen Höhe an das Konsistorium zu zahlen.

Mit freundlichen Grüßen

Für das Konsistorium



(Wewerke)

Kassenstunden
nur Dienstgebäude Goethestr.
Montag bis Freitag 9.30-12 Uhr

Kontonummer
120490800
40959

2264-101

nur für Kirchensteuerzahlungen:

3675-102

Geldinstitut
Berliner Commerzbank AG
Evang. Darlehns-genossenschaft
EG (Kiel)
Postgiroamt Berlin

Postgiroamt Berlin

Bankleitzahl
100 400 00
210 602 37
100 100 10

100 100 10

Kontobezeichnung
Konsistorialkasse Berlin
Konsistorialkasse Berlin
Konsistorialkasse Berlin
Kirchensteuerkasse Berlin 12

Mr. Graeme Gugerl
United Mission to Nepal
P.O.Box 126
Kathmandu
NEPAL

27 Oct. 1987

Re: Application of a candidate

Dear Mr. Gugerl,

Gossner Mission is pleased to offer Ms. Marianne Puder, a nurse, for service with the UMN. She was working already as a nurse in the Community Health Programme in the Ghoraka-project. We would appreciate it very much, if she could work in one of the Community Health Projects again.

May I add that Ms. Puder will participate in a course for tropical medicine after (hopefully) passing the acceptance procedures of UMN. As she worked as a pastor during recent years, this information might be important. All other details are available from the added screening papers.

With kindest regards.

Yours sincerely

(Dr. Hanns-Uve Schwedler)

Action

*return to an assignment in this land .

k) If you have children of school age, are they wholeheartedly in sympathy with the prospect of coming to a new culture and school system (older children possibly having to go to boarding school), and enthusiastic to enter into this?
.....

l) On page 5 are aspects of experience in the work of the UMN to which a special effort of adjustment may need to be made. Please let us have your comments, questions and response to the information and challenge of this paper "Adjustment to New Conditions in Nepal".

(Detach page 5 and keep it for your own reference.)

From January 1976 until January 1978 I lived alone in a house in the village of Amp Pipal. Because I adjusted well to the simple life style there, I think I could succeed in living in a village that is even more isolated than Amp Pipal is.

2. CHRISTIAN TESTIMONY

a) Please read the statement provided (page 4): a/ Purpose of UMN and Basis of Faith b/ Jesus Christ - the only way of salvation. Do you accept these statements? Yes, I do.
.....
.....

b) Describe your motivation as a Christian for wanting to go to Nepal.. The special interest of God towards the poor is evidenced in both the Old Testament and the New Testament. Jesus himself lived in extreme poverty and by his life and his words directed our attention to the poor. For this reason I wanted to live in a poor country and there make my contribution to the improvement of the possibilities in the lives of the people. Because my way has lead me already once to Nepal, it seems to me obvious that I should * describe your Christian experience and development. I grew up in a home which had lost the relationship to the church and to the Christian faith. In confirmation instruction I developed a deep interest in the biblical proclamation. I did a year of volunteer work in social service after my Abitur. During this time the words of the Bible came alive for me and the faith which I found then has been central to my life ever since.

d) What do you understand to be the Christian message we should share with others in Nepal, and how can we do it in this particular situation? We live with the people there and try to help them, without feeling superior. Because we Christians can assemble in worship services and for prayer together, it becomes clear that the faith in Jesus Christ brings for the vital life interests of others.

3. CHURCH INVOLVEMENT

The United Mission to Nepal is a Christian mission seeking workers with a clear commitment to Jesus Christ as Saviour and Lord, and a call to service in Nepal. It is a cooperative and united fellowship of Christians from many church backgrounds, and little attention is paid in the course of actual service in Nepal to the particular denominational origin of the workers. However, it is helpful to know:

a) Your Church background and membership (giving denomination)

Protestantic Church of Berlin-Brandenburg (Berlin-West)

Protestantic Church of Berlin-Brandenburg

(Berlin West)



b) The Church activities and other Christian service in which you have been involved:
 The various tasks as a parish minister

c) UMN workers link themselves with the local Christian fellowship, in most cases a Nepali fellowship. They are encouraged to participate in the activities of the fellowship. They are not normally expected to accept positions of leadership except in an advisory capacity. We recognize that this Church is a first generation Church, and that there are certain norms of behaviour which are precious to it. We may need to be willing to make adjustments in lifestyle and personal habits which may be a stumbling block to local Christians, such as smoking and drinking, for example. Please let us have your response to these challenges:

I want to participate in the activities of the local Christian fellowship without aspiring to leadership.
 I am also willing to be considered to their habits.

4. PROFESSIONAL SKILLS

Please give details of your qualifications and courses of study done, and some detail of the subjects covered:

<u>Course</u>	<u>Qualification</u>	<u>Dates</u>
training as a nurse	nurse	1970-1973
course in tropical medicine		Nov. 1974
.....		
.....		
.....		

Details of your work experience, and how it relates to possible assignment in UMN:

<u>Work/employment</u>	<u>Dates</u>	<u>Comments</u>
Nurse in the emergency room of the university clinic (Steglitz) of the Free University, Berlin	1st May 1973-31st Aug. 1973	
Nurse in the clinic of the Bernhard Nocht-Institut for Sulf and Tropical illnesses	Oct. 1973-April 1974	
Nurse of the Community Health Programm of the Gorkha Project	September 1975- January 1976	
.....		

Have you had any Bible School training? If so, give details.....
 The Theological study at the "Kirchliche Hochschule" in Berlin and at the Universities of Heidelberg and Basel.....
 What languages have you learned?..... 1959-1964
 English, Latin, Greek, Hebrew, Nepali.....
 What are your hobbies?... swimming, cycling, reading.....

Gossner Mission



Handjerystraße 19-20
1000 Berlin 41 (Friedenau)
Fernsprecher: (0 30) 85 10 21

- Indien Öffentlichkeit
 Nepal Gemeindedienst
 Zambia Verwaltung

- Lt. Rücksprache am _____
 Erledigung Ihres Antrags /
 Schreibens vom _____
 Mit Dank zurück
 Zum Verbleib bei Ihnen
 Anruf

- Mit der Bitte um
 Kenntnisnahme
 Erledigung
 Rücksprache
 Stellungnahme
 Abzeichnung
 Rückgabe

Ihre Zeichen	Ihre Nachricht vom	Unsere Zeichen	Sachbearbeiter/Hausapparat	Datum
				27.10.87

Gossner Mission · Handjerystraße 19-20 · 1000 Berlin 41 (Friedenau)

Bernad Augustini
Landskronstr. 57
6100 Darmstadt

Lieber Bernd
 die Teilnahme im Basler Kurs geht
 zu 99,999... % klar. Die Anmeldung
 erfolgt Anfang 88. Der Termin:
 11.4. - 23.6., Vorbesprechung:
 5./6. März. Selby Oak fällt also fest.
 Ich danke dich noch herzlich. Kurse nur und nur volle Kontakt zu
 dir. Du kommst wieder zum Seminar heißt das vielleicht weiter.
 Liebe Grüße Hann. Un

THE UNITED MISSION TO NEPAL



Executive Director : Mr. J. H Barclay
Treasurer : Mr. E. Wennemyr

Telephone : 212179, 215573, 212668.
Telex : 2315 UMNEPA
Telegram : UMNEPAL
Location : K - 1-325 Thapathali
Mailing address :
POST BOX 126
KATHMANDU, NEPAL

19 October 1987

Dr. Hanns-Uve Schwedler
Gossner Mission
HandjerystraBe 10-20
1000 Berlin 41
West Germany



Dear Hanns-Uve,

RE: Bernd Augustin

Thank you for your letter dated September 10, 1987, regarding this social worker who is also an economist. We do appreciate receiving this additional information about Bernd.

If Bernd were to work as a non-formal educator here in Nepal, he would need to take an NFE course before coming. Are there non-formal education courses available in Germany? We are not aware of any.

At this stage we do not feel we can commit ourselves regarding Bernd's application but we would like to discuss it further with you. I note from your letter regarding Marianne Puder that you will be coming for the November Board meetings. Perhaps we can discuss both of these applications at that time.

We are looking forward to your arrival.

Sincerely,

Bethany Lindell
Asst. to the Personnel Secretary

b1

THE UNITED MISSION TO NEPAL

19 October 1987

Dr. Hanns-Uve Schedler
Gossner Mission
Handjerystrabe 10-20
1000 Berlin 41

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VISIT NEPAL

Sender's name and address

UNITED MISSION TO NEPAL

POST BOX 126,

KATHMANDU, NEPAL

CODE NO.

IF ANYTHING IS ENCLOSED THIS LETTER MAY BE SENT BY ORDINARY MAIL.

Second fold here

CODE NO. WEST GERMANY

1000 Berlin 41

Handjerystrabe 10-20

Gossner Mission

Dr. Hanns-Uve Schedler



राईजुन
AEROGRAMME



Gossner Mission

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To open cut here

Bethany Lindell
Asst. to the Person. Secretary
United Mission to Nepal
P.O.Box 126
Kathmandu
N E P A L

24. Sept. 1988

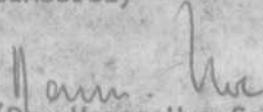
Dear Bethany,
Thank you very much for the letter dated 11 September. You are right: The pastor and nurse in question is Marianne Puder. But as she didn't pass our board at that time, I did not want to particularize this matter in my last letter.

We had our board meeting a couple of weeks ago and would like to send Marianne Puder to work with the UMN.

Since returning from Nepal in 1978 she was working as a pastor in Berlin. As probably of a pastor is quite similar in any congregation of the western world, I probably do not have to give more details about this work at the present stage. But it is worth while mentioning, that Marianne took part in several medical courses during the last ten years and will attend another course on tropical medicine that is going to last 2 1/2 months before coming to Nepal.

As I will join the next board meeting, I will be available to talk about more details then. Looking forward to meet you in November, I remain

Sincerely


(Dr. Hanns-Uve Schwedler)

Action

THE UNITED MISSION TO NEPAL



Executive Director : Mr. J. H. Barclay
Treasurer : Mr. E. Wennemyr

Telephone ; 212179, 215573, 212668.
Telex ; 2315 UMNEPA
Telegram : UMNEPAL
Location ; K - 1-325 Thapathali
Mailing address :
POST BOX 126
KATHMANDU, NEPAL

11 September 1987



Dr. Hanns-Uve Schwedler
Gossner Mission
Handjerystraße 19-20
1000 Berlin 41
West Germany

Dear Dr. Schwedler,

RE: Pastor and nurse, community health worker

Thank you for letting us know about this person who is interested in returning to Nepal. It is Marianne Puder? It would be helpful if we could know who you are referring to.

As with the economist/social worker, it would help us if you could give us some details about what the pastor/nurse has been doing during the past ten years.

We do have openings for community health nurses and look forward to hearing from you again soon.

Sincerely,


Bethany Lindell
Asst. to the Personnel Secretary

b1

VISIT NEPAL

UNITED MISSION TO NEPAL

POST BOX 126,

KATHMANDU, NEPAL

CODE NO.

IF ANYTHING IS ENCLOSED THIS LETTER MAY BE SENT BY ORDINARY MAIL.

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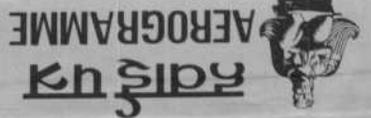
Dr. Hanns-Uve Schwedler

Gossner Mission

Handjerystrasse 19/20

1000 M^r Berlin 41

WEST GERMANY



Gossner Mission

To open cut here

To open cut here

To open cut here

First fold here

Dr. Hanns-Uve Schwedler
Gossner Mission
Handjerystrasse 19-20
1000 Berlin W1

11 September 1987



Sender's name and address:
Pastor and nurse, community health worker
interested in returning to Nepal.
I would be interested in the letter
As with the economic situation would help us of
if you could give us some information about what the
pastor/nurse has been doing during the past ten years.
We do have openings for community health nurses and look
forward to hearing from you again soon.

Sincerely,

CODE NO. to the personal secretary
Bethany Lindell

dl

Frau
M. Puder
Alt-Lankwitz 76
1000 Berlin 46

8.10.87

Liebe Frau Puder,
Schreiben scheint einfacher als Sie telefonisch zu erreichen. Deshalb der Brief.
Ich habe heute Frau Stevens (Schreibweise?, Dü) erreicht. Sie wird Sie für den Kurs in Heidelberg anmelden. Das geschieht aber erst Anfang Dezember, weil Sie hat nur eine Erinnerung an diese Zeit gebeten. Da sie dann noch in Nape bei, würde ich Sie bitten, Frau Stevens zu erinnern.
Ich habe Angst, dass es hier - wenn ich eine Gelegenheit bitte - antwortet.

Liebe Grüße

Yannine Schmitt

Department for the Teaching of English
Selly Oak Colleges

Birmingham
B29 6LQ

Großbritannien

8th Oct., 1987

Dear Sirs,

We would be grateful if you could send us the enrolment slip and some information on the Courses in English being run in ~~your Department~~ during the Summer Semester 1987.

Yours sincerely

(Dr. Hanns-Uve Schwedler)

PS: We would appreciate it if you would send the information to the Gossner Mission and to Bernd Augustin, Landskronstr. 57, 6100 Darmstadt, Fed. Rep. of Germany.

Action

Herrn
Bernd Augustin
Landskronstr. 57
6100 Darmstadt

Berlin, den 8.10.87

Lieber Bernd,

zunächst einmal möchte ich Dich zur Vorstellung bei unserem Kuratorium einladen. Wenn möglich, komm doch zum Sitzungstag am 23. Oktober, mgl. vormittags. Solltest Du übernachten müssen, ~~sehr~~ ~~bald~~ bald. Näheres findest Du auf der beiliegenden Kopie.

Ich leg' Dir auch das NIF mit Änderungsvorschlägen bei. Sieh zu, was Du davon akzeptieren und verwerten kannst, und schick es mir dann wieder zu.

Ich habe heute in Basel wegen eines Vorbereitungskurses und beim Selly Oak College wegen eines Sprachkurses angefragt. Es kann gut sein, daß Du in den nächsten Wochen von dort Post bekommst. Da ich vom 1. November bis etwa Mitte Dezember nicht in Berlin bin, möchte ich Dich bitten, dann schon notwendige Anmeldungen selbst vorzunehmen. Wegen Bestätigungen, Unterschriften usw. wende Dich bitte in dieser Zeit an Dieter Hecker.

Die versprochenen Bücher gehen Dir mit gesonderter Post zu.

So, das war's. in aller, aller Kürze. Bis zum Kuratorium.

Schw

Action

Basler Mission
z.H. Herrn Engler
Missionsstr. 21

CH 2003 Basel

8.10.87

Sehr geehrter Herr Engler,

wir würden gern einen neuen Mitarbeiter, der für uns zur Vereinigten Nepal-
mission gehen wird, am Basler Vorbereitungskurs teilnehmen lassen. Ich wäre
Ihnen dankbar, wenn Sie mir mitteilen würden, ob das bei einem Kurs im Frühjahr/
Sommer nächsten Jahres möglich ist. Für Informationsmaterial wäre ich dankbar.

Mit freundlichen Grüßen

(Dr. Hanns-Uve Schwedler)

Action



Dienste in Übersee

Gerokstrasse 17
7000 Stuttgart 1
Fed. Rep. of Germany
Rép. Féd. d'Allemagne
Telegramme: Überseedienste
Telefon: (07 11) 2 10 50-0
Telex: 7 21 499 due d

Herrn
Bernd Augustin
Landskronstr. 57

6100 Darmstadt

Arbeitsgemeinschaft evangelischer Kirchen in Deutschland e.V.
Committee of Protestant Churches in Germany for Service Overseas
Comité des Eglises Protestantes Allemandes pour le Service
Outre-Mer
Comité de las Iglesias Protestantes de Alemania para el Servicio
en Ultramar

Abteilung I: Bewerbung und Orientierung

Stuttgart, den 29. April 1987
aw /Sr

Lieber Bernd,

soeben bekommen wir einen Anruf der Gossner Mission aus Berlin, dass sie dringend jemand suchen für Nepal. Und zwar müsste diese Person so etwas sein wie Lehrer/Lehrerin oder Sozialpädagogin/Sozialpädagoge. Müsste gearbeitet haben mit Jugend und Erwachsenen, auch ausserhalb der Schule. Müsste kirchlich sein.

Ich hab an Dich gedacht und frage Dich hiermit, ob Du Interesse hättest. Wenn Ja, kannst Du Dich direkt mit

Herrn Schwedler
Gossner Mission
Handjerystr. 19-20
1000 Berlin 42
Telefon 030-85000-435

7844887

in Verbindung setzen. Du kannst aber auch mich anrufen und mir erlauben, dass ich eine Kopie Deines Personalfragebogens und eine Kopie Deines Lebenslaufs an Herrn Schwedler schicke. Das wäre vielleicht für Dich der billigere Weg. Andererseits möchtest Du vielleicht auch noch mehr über das Projekt wissen und das weiss wiederum nur der Herr in Berlin.

Also, entscheide Dich schnell
und lass mich bitte wissen, wie.

Liebe Grüsse

Anita Wichert
Sachbearbeiterin



TROPENHEIM PAUL-LECHLER-KRANKENHAUS

7400 Tübingen Paul-Lechler-Straße 24 Telefon (070 71) 206-0

23. Sept. 1987/vo Durchwahl: 206- 412

Deutsches Institut
für Ärztliche Mission

Tropenheim
Paul-Lechler-Krankenhaus

Impfzentrum Nr. 3
Baden-Württemberg

Tropenkurs

Seminare

Evangelische Leprehilfe

Arzneimittelhilfe

Gossner Mission
zu Hd.von Herrn Dr.Hanns-Uve Schwedler
Handjerystraße 19-20

1000 Berlin 41



Betr.: Gesundheitszeugnisse für die UMN

Sehr geehrter Herr Schwedler,

haben Sie Dank für Ihre Briefe vom 28.8. und 18.9.1987.
Da eine ähnliche Anfrage zwischen uns und Dienste in
Übersee geklärt werden mußte, hat sich die Beantwortung
leider um wenige Tage verzögert.

Wir führen Untersuchungen vor und nach Tropenaufenthalt
nach den Grundsätzen der deutschen Berufsgenossenschaften
durch. Alle dort geforderten Untersuchungen werden vorgenommen.
Bei der ausführlichen Erhebung der Krankheitsvorgeschichte
gehen wir auch auf die psychologische Situation des zu
Untersuchenden ein. Eine Untersuchung durch einen Psychiater
führen wir allerdings nicht durch.

Die Ausschlußgründe für einen Einsatz in Nepal, die von
der UMN niedergelegt sind, gelten auch bei uns als Ausschluß-
gründe für einen Einsatz in tropischen und subtropischen
Ländern generell.

Mit freundlichen Grüßen

(Dr.med.H.Kretschmer, Chefarzt)

T R A N S L A T I O N

Tropenheim Paul-Lechler-Krankenhaus

Re.: Medical Reports of UMN- candidates

...We are using all these criterias in our medical examination. This includes the consideration of the psychiatric background and situation of candidates, though the examination is not carried out by a psychiatrist.

Especially the reasons for failing the medical examinations, that are defined by the UMN, are considered as a basis of rejection in our medical screening too.

(Dr. med. H. Kretschmer, medical superintendent)

NEPAL INFORMATION FORM

In addition to the sending agency's normal screening papers, the following information is requested by the UMN on all candidates being offered for service in Nepal, both husbands and wives in the case of married couples. Much of this may be included on the sending agency's screening forms, but in each section there are extra questions which apply only to Nepal and the UMN. There is no need for the completion of Section 4 if this information has already been clearly set out on the main screening papers. But we do request that each person complete all of Sections 1, 2 and 3. We would then look to the sending agency to secure and send to us the information on medical reports and references as outlined.

1. GENERAL

- a) Name: Family name... Christian names in full... Christian name normally used...
b) Nationality... Date of birth...
c) Address: Present address until (date)... Permanent contact address...
d) Marital status: Married/widowed/engaged/divorced/single
Dates:... Names and dates of birth of children (please write the month!)...
e) Passport Number...
f) Type of work for which you are offering in UMN...
g) When are you available to come to Nepal?...
h) Length of time of commitment to service in UMN... Are you open to extending this?...
i) Experience of people of other cultures and races...
j) Reasons for application for service with the UMN...



k) If you have children of school age, are they wholeheartedly in sympathy with the prospect of coming to a new culture and school system (older children possibly having to go to boarding school), and enthusiastic to enter into this?
.....

l) On page 5 are aspects of experience in the work of the UMN to which a special effort of adjustment may need to be made. Please let us have your comments, questions and response to the information and challenge of this paper "Adjustment to New Conditions in Nepal". (Detach page 5 and keep it for your own reference.)
.....
.....
.....
.....

2. CHRISTIAN TESTIMONY

a) Please read the statement provided (page 4): a/ Purpose of UMN and Basis of Faith b/ Jesus Christ - the only way of salvation. Do you accept these statements?

b) Describe your motivation as a Christian for wanting to go to Nepal..
.....
.....
.....
.....

c) Describe your Christian experience and development:.....
.....
.....
.....
.....

d) What do you understand to be the Christian message we should share with others in Nepal, and how can we do it in this particular situation?.....
.....
.....

3. CHURCH INVOLVEMENT

The United Mission to Nepal is a Christian mission seeking workers with a clear commitment to Jesus Christ as Saviour and Lord, and a call to service in Nepal. It is a cooperative and united fellowship of Christians from many church backgrounds, and little attention is paid in the course of actual service in Nepal to the particular denominational origin of the workers. However, it is helpful to know:

a) Your Church background and membership (giving denomination)
.....
.....

b) The Church activities and other Christian service in which you have been involved:.....

c) UMN workers link themselves with the local Christian fellowship, in most cases a Nepali fellowship. They are encouraged to participate in the activities of the fellowship. They are not normally expected to accept positions of leadership except in an advisory capacity. We recognize that this Church is a first generation Church, and that there are certain norms of behaviour which are precious to it. We may need to be willing to make adjustments in lifestyle and personal habits which may be a stumbling block to local Christians, such as smoking and drinking, for example. Please let us have your response to these challenges:

4. PROFESSIONAL SKILLS

Please give details of your qualifications and courses of study done, and some detail of the subjects covered:

<u>Course</u>	<u>Qualification</u>	<u>Dates</u>
.....
.....
.....
.....
.....

Details of your work experience, and how it relates to possible assignment in UMN:

<u>Work/employment</u>	<u>Dates</u>	<u>Comments</u>
.....
.....
.....
.....
.....

Have you had any Bible School training? If so, give details.....

What languages have you learned?.....

What are your hobbies?.....



5. STATEMENTS

I. Extracts from UMN Constitution, April 1983:

Purpose

- A. The purpose of the United Mission is to minister to the needs of the people of the Nepal in the Name and Spirit of Christ, and to make Christ known by word and life, thereby strengthening the universal Church in its total ministry.
- B. In doing so, it will be the purpose of the United Mission to undertake the proper care and treatment of the sick, the prevention of disease, the education of children and adults, the development of agriculture and industry, and such other activities as are conducive to the fulfillment of the purposes of the United Mission.
- C. It will be a fundamental principle of the United Mission to train the people of Nepal in professional skills and in leadership.

Basis of Faith The United Mission to Nepal.

- A. Holds the faith which the church has ever held in Jesus Christ, the Redeemer of the world, in whom people are saved by grace through faith; and in accordance with the revelation of God which He made, being Himself God incarnate, worships one God, Father, Son and Holy Spirit.
- B. Accepts the Holy Scriptures of the Old Testament and New Testament as the inspired Word of God, as containing all things necessary to salvation, and as the ultimate standard of faith.
- C. Accepts the creeds commonly called the Apostles and Nicene as witnessing to and guarding that faith, which is continuously confirmed in the spiritual experience of the Church of Christ.

NOTE: In adopting the foregoing basis of faith, the United recognizes that this does not fully express the doctrinal standards of the member bodies, nor does it expect the member bodies, in accepting the brief statement of our common faith to reject any of their doctrinal beliefs. Workers will be free to observe the sacraments and other ordinances of the church in accordance with their own usages.

- II. At the Board of Directors Meeting a discussion on "Universalism" took place. It was decided to ensure clarification from candidates on this issue.

In Acts 4.12 it is stated: "Salvation is found in no one else for there is no other name under heaven, given to men by which we must be saved."

Adjustments to New Conditions in Nepal.

The conditions of life in a foreign country, climate and culture are quite different from those in your home country, and adjustments to them require a very real effort. Workers are needed who are prepared to join with colleagues from many countries, churches and professional backgrounds. They must have attitudes of flexibility and adaptability to assignments and conditions in Nepal which are new and different, and may lead to real frustrations as well as the joys of such service. To help you prepare for these differences we have listed a number of areas where frustration most often occurs, though this list does not pretend to be all-inclusive. It helps to know in advance about some of the conditions which will probably be met, so that new experiences may be approached in an attitude of readiness for successful adjustment.

1. The UMN requires an initial period of intensive study of the Nepali language, together with a series of orientation lectures.
2. We will be working in languages other than our own. Inability to communicate can be very frustrating, and full participation in many aspects of work and social life will be limited until language difficulties are overcome. English is the language of communication within UMN; Nepali is largely used in other contacts and in our work.
3. We have to adjust to different customs, dress, diet, and living conditions which are sometimes primitive and uncomfortable; and be willing to make adjustments in life-style and personal habits which may be offensive to local culture or the local Christians.
4. Opportunities for schooling vary in different places, and often one of the main problems for families in Nepal is that of the education of children at different ages. Special effort and flexibility are needed by parents and children in this area.
5. Assignment to a particular location is made by the UMN after a worker has come to Nepal. Sometimes the assignments change as fresh needs develop, and transfer to different locations may become necessary. There must be a readiness to serve where-ever most needed.
6. We often have to work with untrained helpers and inadequate equipment where supplies are unobtainable. Sometimes we work under Nepali leadership. Flexibility and adaptability cannot be too strongly emphasised.
7. In the fellowship of the UMN, fellow workers may be of different nationalities, degrees of education and church background. We may have different viewpoints on religious and social matters, yet can and must share in co-operation and teamwork.
8. Much of the work in the UMN is carried on with Nepali fellow workers. Some may be Christians; many are non-Christians. It is the stated purpose of the UMN "to train the people of Nepal in professional skills and leadership". This often means training a Nepali co-worker and then transferring responsibility. It may also mean working in a subordinate position, directly under the authority of Nepalis.
9. Workers in the UMN have the opportunity to join in fellowship and work with members of the Nepali church, but without taking positions of leadership in church life. Encouragement can be given by personal presence and friendship, and by occasional help in meetings and services when invited.
10. UMN workers must be prepared to be subject to the laws of Nepal, and be willing to accept the Constitution and Bye-laws of the Mission, together with policy statements of the Board of Directors. The latter includes the Purpose and Aims of the UMN, approved in April, 1981.
11. The UMN agreement with His Majesty's Government in Nepal excludes any formal or direct evangelistic activities. Accordingly, service in Nepal means learning how to witness by ministering to the needs of the people in the Name and Spirit of Christ, and by seeking to make Christ known by informal word and discussion and in practical Christian living (including 40 hour work week). "Show me that you are redeemed and I will believe in your Redeemer".

Mr.
G. Guger
United Mission to Nepal
P.O.Box 126
Kathmandu
NEPAL

20.5.87

Dear Mr. Guger,

we have the possibility to offer two Rural Development Workers to the UMN at the end of this year. One of them worked already for the UMN. She is a pastor and a nurse and would prefer to work in the context of the Community Health Program in remote areas.

The other is an economist and a social worker with experience in non-formal education and social work among gipsies and other poor groups. This work was financed by the section for social work of one of our churches.

As Gerhard Honold is coming back in the middle of next year, we would appreciate it very much, if the second candidate could work in the Surkhet project as a motivator. This would mean a certain continuity for us and would make our work (public relation, fund raising) much easier.

I know that you are not able to give a final answer to my questions concerning the future place and field of work of candidates without knowing them and before they even started the language course. But I would be happy if you could give me an idea about the chances, that they could work in the mentioned projects and programs.

I met the Beyrichs last week. Best wishes from them. They are just about to leave to England, where Günter is going to study development and planning affairs. After his he hopes to work again within the UMN. Gossner Mission would appreciate this. But it is not the time yet to make any decision concerning this matter.

Yours sincerely

(Dr. Hanns-Uve Schwedler)

This memo is intended as a brief introduction to the psychological and psychiatric screening procedures:

As you know there are many stresses and strains that come with living and working in Nepal. UMN recognises that our missionaries are highly stressed people and therefore at risk of developing difficulties whether physical, psychological or spiritual. We are attempting to maintain a strong support structure for our missionaries but we are sure you would agree that anticipation and prevention is most desirable.

In seeking psychosocial information about candidates we have a number of aims in mind. Firstly we would hope that information brought to light in this process may help candidates making their preparation to come to Nepal. It may be that potential areas of difficulties once recognised can be worked on in an effort to overcome them. We would anticipate fairly few candidates being rejected on psychological or psychiatric grounds alone though this remains a possibility as some potential difficulties maybe seen as so potentially damaging to the candidate as to make acceptance unwise.

Second to develop an understanding of the normal functioning of the person in areas such as relationships, language aptitude, personality structure, coping mechanisms in stress.

Third to assess areas where the person may have had difficulty in the past which could lead to future problems.

This information will also offer us a very useful resource in the event of some difficulties arising. We will have valuable material that will assist our pastoral team as they attempt to help our missionaries who face particular difficulties.

In all these areas we would expect that the psychosocial information would be only one component of a more extensive information base. The whole process remains of course subject to God's overriding direction and control.

Having given some background to the reasons why this information is helpful to us a few comments about the type of information maybe also useful to you:

- i) A psychiatric examination is aimed to exclude major psychiatric problems based on an examination of the candidate's past history, family history, personal life experiences and any current symptoms. These problems may not be immediately obvious to the lay observer and may only become apparent when the candidate is exposed to certain types of stress, however, the trained interviewer should be able to provide us this information with reasonable reliability.

A skilled psychiatric interviewer may also gain useful subjective information about the candidate's personality, their strenghts and weaknesses. He maybe able to direct the candidate to areas that could usefully be worked on to enhance their functioning. As examination of previous

stress experiences can also give valuable information about the coping style of the candidate and so on.

- ii) Formal psychological testing will give an objective "profile" of the candidate's personality with its characteristic features. This may again help us focus on certain potential areas of difficulty.

There may be overlap between these types of examination but each one reveals its own unique contribution. Generally the psychiatric assessment will be done by a psychiatrist though in some situations an appropriately trained psychiatric social worker or clinical psychologist may well be competent to do this evaluation.

The psychological testing would normally be done by a clinical psychologist particularly trained in the administration and interpretation of such material. Both professionals will gain subjective impressions of the candidates which will be of great value.

In married candidates a joint interview and contact with any children is essential in an attempt to involve them in this whole preventative process.

We trust this brief introduction may assist you and your candidates in what we hope will not be an arduous or negative experience. We pray that God may use this process for the building up of His people and for the well being of His mission as a whole.

11/86

Dear Doctor/Sir,

Many thanks for seeing (insert name of candidate), he/she is a candidate for service with the United Mission to Nepal. We hope this brief introduction may assist you in your assessment.

As you may know Nepal is a small landlocked country between India and China. It is one of the world's poorest countries with difficult terrain, poor communications and limited health care facilities. Personnel working in the country are faced with practical difficulties in lifestyle and work adjustments, as well as developing relationships with colleagues and nationals whose language, culture and philosophy of life is significantly different from their own. We are currently attempting to build up as strong a system of support as our resources will allow, and we are sure you would agree that a preventative stance is highly desirable.

We would of course expect that you explore with the candidate any area you feel is relevant. In an attempt to caution us of any areas of potential difficulty we would request that you include in your evaluation a full psychiatric history, with past history, detailed family history, complete personal history and if requesting the candidate to undergo psychological testing, this may be able to be made available to you at the time of your evaluation. A marital history for married candidates and evaluation of any children are also relevant.

We hope you will be able to share your findings with the candidate as your insights may help them in their preparations for overseas service. If you feel remedial action is warranted we would strongly support such a recommendation from you.

Finally, if you have any comments that you feel are relevant not only to the candidate's acceptance but for their assignment within UMN we would be grateful to receive them.

Yours sincerely,

Medical Criteria for Selection of Candidates for Work in Nepal

Conditions that would normally disqualify a Candidate

Physical illness requiring continuing expertise or technology not available in Nepal

Anticoagulation for any reason.
Any condition requiring regular monitoring of drug therapy.

- Epilepsy, Thyrotoxicosis on drug, Addisons disease
- Myasthenia Gravis, Juvenile Diabetes Mellitus
- Cardiac Arrhythmias, Pacemaker, Cardiac Valve Replacements, Chronic Renal Disease, Crohn's Disease, Ulcerative Colitis, Hemophilia, or other Bleeding Disorders, Systemic Lupus Erythematosus, Parkinsons Disease

Major Psychiatric or Emotional Illness

- Schizophrenia, Psychosis e.g. Manic Depressive Psychosis.
- Evidence of major maladjustment within family/work situations.

Physical Disorders likely to deteriorate in Nepal

- Chronic Lung Disease, Ischemic Heart Disease, Impaired Resistance to Infection of any cause.

Chronic Disorders that are not well controlled at home

- Epilepsy, Asthma, Hypertension, Diabetes, Migraine, Menorrhagia, Severe back pain

High Risk of Recurrence of Severe Disease

- Cancer, Lymphoma, Leukaemia, Severe Rheumatoid Disease.

High Risk Factors

- Gross Obesity, Some Genetic Disorders

Conditions that would require special consideration on an Individual Basis

- History of stress related illness, emotional disorder including depression, anxiety, hysterical or phobic disorders.
- Family history of mental illness.
- Chronic but well controlled disorders - mild rheumatic heart disease, hypertension, asthma, glaucoma, maturity onset diabetes mellitus, rheumatoid arthritis.
- Genetic disorders that carry an increased risk of severe complications.
- Physical disability that might reduce mobility e.g. bilateral lower limb amputation, paraplegia.

Conditions that require correction before leaving the home country

- Any condition requiring elective surgery - haemorrhoids, varicose veins, ENT conditions.
- Dental disorders
- Eye conditions - squint, need for spectacles (contact lenses maybe unsuitable for dusty conditions)
- Disorders of menstruation requiring surgery - hysterectomy D and C.
- Risk of complicated pregnancy e.g. damaged uterus or tubes, abnormal pelvis, recurrent abortions, permanent sterilization of one partner required. Infertility should be investigated in the home country.

NB. It must be remembered that specialist medical facilities are very limited, and those that are available are confined to Kathmandu.

HEALTH ASSESSMENT

The purpose of the United Mission to Nepal is to minister to the needs of the people of Nepal in the Name and the Spirit of Christ, and to make Christ known by word and life, thereby strengthening the Universal Church in its total ministry.

This purpose is fulfilled by means of people (BAs) coming to live and work in this country. Other groups also minister to the needs of Nepal but with differing motivating factors and generally a greater financial base. People working within the UMN umbrella will be living and using facilities generally available for the middle class Nepali. They will have similar access to health facilities that this group has. That is health posts - these are staffed by health assistants (2 1/2 year trained medical personnel). District Hospitals which do sometimes have doctors and nurses. Regional Hospitals which have most basic hospital facilities and the larger Kathmandu Hospitals which provide a large variety of medical services but of greatly varying standards.

The UMN endeavours to ensure minimum basic health care for all personnel

- by a) Preventive assessment and routine yearly health questionnaires
- b) Nurse practitioner services wherever practical
- c) Access to UMN Medical Institutions or referral to appropriate Nepali services, when these services are unable to be provided within the UMN facilities.
- d) When facilities within Nepal are inadequate, referral outside the country.

Preventive Assessment

There are considerable limitations on UMN's ability to provide health care in Nepal because of the terrain and distances of some projects and the limited communication and transport facilities. Working in this country does still entail considerable morbidity and occasional mortality. It is our responsibility to endeavour to prevent this.

The initial health assessment should therefore be viewed as a preventive procedure including the two aspects of prevention. Health promotion and specific protection and in certain candidates secondary prevention that is the early diagnosis and treatment of: in general minor conditions, but ones which can be aggravated by the conditions in Nepal. For example eye conditions, chest problems in particular asthma and bronchitis, allergic conditions and some minor blood disorders.

Health promotion - health is spiritual, mental, social as well as physical well being and disease evolves as the result of multiple causes affecting the interaction of the individual host, environment and the disease agent. The major changes in life style and environment involved in the move to Nepal will

produce increased stress and increased disease susceptibility. We would understand that the process of assessment should introduce the candidate to the concepts of health in its totality and with an understanding of themselves their approach to stress and their styles of coping.

Specific protection - Immunization against infectious disease, understanding of nutrition, hygiene and how infectious disease is spread.
- Understanding of stress, methods of coping with stress and the influence of mental health on physical health.

Secondary prevention

- Treating minor disorders which are not readily treated here. E.g. dental problems, ear and eye conditions in children.
- Training candidate to care for their own more chronic problems with an understanding of side effects of medications; in particular skin disorders, allergic problems including mild asthma.
- In the areas of response to stress discussing with the candidate methods of coping.

Tertiary prevention - Having adequate baseline information on the field to enable appropriate management of problems which may occur. This also involves some discussion with the candidate of risks of selfprescription when diagnostic and therapeutic understanding is limited.

A more detailed outline of the value of psychosocial assessment and an introductory letter for assessing personnel has also been provided.

UNITED MISSION TO NEPAL
INITIAL MEDICAL EXAMINATION FOR CANDIDATES

Conducted on: _____
(date)

By: _____
(examining physician)

Candidate's name: _____
(title) (surname) (full Christian names)

Address: _____

Date of birth: _____

Family history: | Alive - health status | Deceased - Age and cause of death

Parents: | _____ |
| _____ |
Sibs: | _____ |
| _____ |
| _____ |

Do any immediate relatives suffer from:

- hypertension or cardiac disease: _____
- tuberculosis, asthma or other respiratory disorders: _____
- diabetes or thyroid disease: _____
- epilepsy, glaucoma, nervous or mental disorders: _____
- any other significant illnesses: _____

Social/Life style history:

Occupation: _____
Marital status: _____ Adjustment to marriage: _____
Contraception or difficulty conceiving: _____
Weight: _____ kg Dietary history: _____
Cigarettes/Alcohol/Other drugs - prescribed, non prescribed: _____
Allergies/reactions to food or drugs: _____

Past medical history:

Childhood illnesses: _____
Serious illnesses or operations: _____
Immunizations: _____
Blood transfusions/blood group (if known): _____
Recent illness causing confinement to house for two or more weeks: _____
History of hospitalisation: _____
No of days of illness resulting in absence from work in the last year: _____

System review:

Symptoms of:

Skin - any rashes or lesions: _____

Eyes: _____

Dental: _____

ENT/hearing: _____

CVS - heart disease, raised blood pressure, chest pain,
palpitations, dyspnoea: _____

Respiratory - cough, sputum, wheezing, history of asthma
or tuberculosis: _____

Gastro-intestinal - nausea, vomiting, abdominal pain,
indigestion, hepatitis or jaundice,
constipation, diarrhoea, haemorrhoids,
blood or mucous in stools, symptoms of
irritable bowel, significant changes in
weight: _____

Genito-urinary - kidney, urinary tract infection,
difficulty with micturition,
sexual adjustment: _____

Haemopoietic: Anaemia, blood disorder, oedema,
lassitude or fatigue: _____

Musculo skeletal - arthritis or backpain: _____

Neurological - headaches, migraine, epilepsy or fits,
mental or nervous illness,
sleeping difficulties or
inability to concentrate: _____
depression, irritability or anxiety: _____

Gynaecological/menstrual history: dysmenorrhoea, menorrhagia,
vaginal discharge: _____

Usual period interval: _____

Days of loss: _____

Date of last menstrual period: _____

Pap smear: _____

Obstetric history:

Pregnancy No: _____ Year: _____

Duration of each pregnancy: _____

Delivery: _____

Complications: _____

7. URO-GENITAL SYSTEM:

Kidneys: _____ URINE EXAMINATION: _____

External genitalia: _____

Pelvic organs: _____ Report: _____

PR: _____

PV: _____

Cervical pap smear for all married women and others when

indicated: _____

Physician's estimate of physical health and emotional stability together with any recommendations:

Do you consider the candidate fit to stand steady and responsible work in tropical countries?

Normal characteristics of temperament:

Physician's signature _____

11/86

HEALTH ASSESSMENT FOR CHILDREN

Nepal is one of the world's poorest countries and has limited health care facilities. There is still significant infant mortality - 10% of children born die in infancy and mortality under 5 years is still high. Children of Board Appointees are at increased risk of developing infectious diseases prevalent in the country. Most health services available in Nepal have limited paediatric facilities and there are very few qualified paediatricians in the country.

It is very important that children coming to Nepal should be physically fit and have been inoculated (as per immunization guidelines). Parents must be aware of appropriate nutrition and hygiene and have a good understanding of how infectious disease is spread. For all children under 5 years there should be a Road to Health Chart with weight recordings. Knowledge of rehydration requirements if children develop diarrhoea is also essential.

UNITED MISSION TO NEPAL

CHILDREN'S EXAMINATION FORM*

(Parent's Report)

Child's Name _____ Date _____

Birth Date _____ Birth Place _____ Birth Weight _____

Name of Hospital and Physician _____

Was delivery normal? _____ Full term? _____ If not, give details _____

Feeding during first year, including extra vitamins _____

General condition of health and nourishment first two years _____

Illnesses (including contagious diseases) operations, or injuries from birth to present, giving dates, duration and complications _____

Has mental development been retarded, normal or advanced? Details _____

Has physical growth and development been retarded, normal or advanced? Details _____

Describe personality traits - stolid, shy, excitable, fearful, aggressive, friendly and well socialized, dreamy, dependent, self reliant _____

Behaviour abnormalities - apathetic, asocial, antisocial, pugnacious, etc. _____

Dates of Typhoid inoculation _____ Diphtheria immunization _____

Tuberculin reaction? Date _____ Positive or negative _____

Whooping Cough? Date _____ Tetanus? Date _____

Bed wetting _____ Convulsions _____

Additional information (including special concerns you have about health) _____

Parent's Signature _____

*Form adapted from the Foreign Missions Conference by the Associated Medical Office

CHILDREN'S EXAMINATION FORM
(Physician's Report)

Height _____ Weight _____ Ideal Weight _____ Pulse _____ Temperature _____

Appearance: Vigorous, medium, delicate? _____

General nourishment: Excellent, good, fair, poor? _____

Deformities _____

Emotional and nervous status (apathetic, placid, cooperative, excitable, irritable, spoiled) _____

Signs of rachitis? (If so, describe) _____

Posture, Spine _____ Feet _____

Cervical nodes, enlarged or tender? _____

Pharynx _____ Tonsils _____

Evidences of adenoid enlargement or disease? _____

Gums _____ Teeth _____

Irregularities? _____ Malocclusion? _____

Nose: (Chronic rhinitis or obstruction?) _____

Ears: Condition of tympanic membranes _____

Discharge or tenderness _____ Hearing _____

Watch test: Right _____ Left _____

Eyes: Vision _____ Other conditions _____

Heart: (Size, murmurs, irregularity) _____

Lungs _____

Abdomen: Muscular tone (prominence) _____ Liver _____

Spleen _____ Other findings (rigidity, tenderness, distention, etc.) _____

Genitalia (Undescended testicle) _____

Laboratory: Urine: please report as to sugar and albumin and make a complete analysis if latter is positive _____

Blood: (Hemoglobin required; other tests if indicated) _____

Is child in condition to go to the foreign field? _____

SUMMARY	RECOMMENDATIONS
_____	_____
_____	_____
_____	_____
_____	_____

Physician's Signature _____ Date _____

Address _____