

IQRA REHMAN

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Professional Summary

A professional Soft Skill Trainer, Management Consultant & Motivational Speaker, to achieve professional excellences by applying my managing, technical, Soft skills and academic background in an organization having challenging and competitive environment for personal growth and career development.

Experience

Current Employment:

Union Council Polio Officer at UC 2 Kalaboard Malir.

To act as Union Council focal point to coordinate and support the preparation, implementation and monitoring of district PEI and EPI social mobilization and communication planning (particularly SIAs) in the assigned UC of district in collaboration with Department of Health and other polio partners' staff.

Major Tasks:

Planning and Organizing

- In coordination with the key stakeholders (i.e WHO, GoP, Rotary etc.), ensure communication and social mobilization planning is included in UC micro plans of the highest quality.
- Identify UC-level activities for inclusion in District level communication plan and communicate to DEOC team.
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation
- Ensure influential religious leaders, elders, etc. are included in team micro-plans
- Assist in preparation of SM work plan and IEC activity plan for the respective areas.
- Participate in UPEC meetings and support development and implementation of UC social mobilization plan.
- Keep track of all children under 5, vaccination status, as well as migration patterns and practices
- In consultation with the Health Department and guidance from UC Medical Officer (UCMO) concerned, identify sub-UC High Risk Areas
- Ensure effective communication on movement of high risk groups to UCCOs/DEOC/UCMO in other districts where underserved groups are moving

- Support in micro planning, including determining best timings (flexible) for vaccination activities
- Ensure, through Medical Officer In Charge (UCMO), that routine immunization services are made available to cover the high risk groups
- Identify religion/cultural belief system/behaviors and accordingly use this to feed into communication material/ strategies and planning
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly
- Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination and RI
- Monitor effectiveness of SMs and the activities conducted by him/her.
- Ensure orientation of Religious and Community leaders at the UC- level
- Conduct UC-level meetings and events with leaders before each SNID to motivate and mobilize them
- Ensure quality of log refusal books by SMs and ensure data corresponds to planned activities
- During house to house campaigns, ensure that the SMs accompany vaccinator teams and help the teams in vaccinating all children in the community

Leading and Supervising for Social Mobilization

- Support ALSMs in creating awareness and educating the community about on-going activities for polio eradication and routine immunization
- Identify, recruit, train (build capacity of teams on skills, effective counseling such as partnership building, planning etc.) and supervise teams in high risk areas (HRAs)
- Relating and Networking (Community engagement)
- Identify and motivate religious leaders, elders, schools and other local influencers at the UC-level and particularly in resistant pockets, to support Polio Eradication Initiative (PEI) activities
- Work to raise community awareness on polio campaign and routine immunization
- Plan and co-ordinate activities with NGOs working at UC-level level for social mobilization.
- Facilitate regular UC Social Mobilization Working Group Meetings.
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Monitoring and Supervision

- *Monitoring* and supervision of EPI Centers.
- *Weekly filled checklist of EPI and submitted to DEOC.*

Data-based planning of interventions:

- Interpret Area supervisor's data for planning specific interventions and assist area supervisors and teams in the implementation
- Collect, interpret and analyze data on polio and routine immunization
- Using data, participate in block level coordination meetings to ensure high vaccination coverage and appropriate social mobilization activities for the above mentioned underserved and high risk groups
- Identify influencers to support team during vaccination
- Motivate and mobilize religious leaders, schools, Lady Health Workers (LHWs) and other local influencers at the block level and in resistant pockets
- Maintain regular contact with occupational leaders/contractors of labors and brick kilns for IPC (interpersonal communication) and utilizing them as influencers to mobilize migrants and nomads for vaccination during Routine Immunization& Supplementary Immunizations.
- Online filled data as per related need to required .

Reporting:

- Weekly feedback to AC/IO on progress, constraints and performance

- Detailed monthly plan by the 1st of every month
 - Reporting forms and formats on daily, weekly and monthly basis
 - Detailed micro-plan of SM activities including Polio round as well as routine immunization sessions and survey of migratory movements, nomads, slums & their coverage through immunization activities
 - Reporting forms and formats latest by the 2nd of every month
- IEC bills and vouchers as per deadlines set by Management Contractor

Previous Employment and Experiences:

- RTI Family welfare worker two years training.
- All Family planning method experience MSS for one year including femplant instruction and removal .
- Immunization skills in GOVT Hospital Korangi No.05
- 4 years working as a UCCSO at landhi town.
- 2 years working as a UCPO at Malir town.

Education

M.A	From Karachi University
B.A	From Karachi University
H.S.C	From Board of Intermediate Karachi
S.S.C	From Matric Board of Karachi

Professional Qualification

C.I.T (Certification in Information Technology)
 English Language (Advance English Language Program)

Communication Skills

Can communicate quite well in Urdu, English, Hindko and Panjabi.
 Have capability to learn multi languages.

Professional Skills

Proficient in Windows 2000, Windows XP, Vista, Windows 7 etc.
 MS Office (2003, 2007, 2010,2016), Adobe Photoshop, U-lead Media, In-page 2000
 Browsing and Downloading and Software installation
 Have good typing speed in English and Urdu.

Personal Skills

Possessive Sound, Health and Positive Attitude.

Ability to convince people with courtesy.

Have potential to work in a team and to lead a team as well.

Capability to perform the given task with in stipulated deadline.

Personal Information

Father's Name:	Abdul Rehman
CNIC#:	42000-4996350-6
Marital Status:	Widow
Nationality:	Pakistani
Religion:	Islam