



AMJAD KHAN

Union Council Support Officer

Address: Village Shakari Tehsil& Post Office Sararogha SWTD KPK Pakistan.

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PERSONAL DATA:

Father's Name: Palim Khan CNIC 21704-5298557-1

Nationality : Pakistani

Date of Birth : April 1, 1997 Marital Status : Married

Languages : English & Urdu

SKILLS:

- Exceptional interpersonal and communication skills.
- Ability to analyze data.
- Ability to prepare presentations.
- Great team-worker - adaptable and flexible.
- Ability to maintain confidentiality at all times and work with discretion when dealing with sensitive and confidential information.
- Highly organized and able to work under pressure to manage multiple priorities and longer term projects.
- Always ready to take new responsibilities and challenges.
- Well-organized; good planner; good time-manager.

WORK EXPERIENCE:

- Almost 4 years and 6 months of work experience in PEI field out of which:
 - ★ 3 years and 5 months of work experience in Polio Eradication Initiative (PEI) in the capacities as Community Health Worker (CHW) from December, 2016 till May 31, 2020 and Union Council Support Officer (UCSP) from July, 2021 till date.

Dates: July 1, 2021 till date.

Organization: WORLD HEALTH ORGANIZATION (WHO)

Job Title : UCSP (Union Council Support Person)

Programme: Polio Eradication Initiative

Job Description:

□ **Supplementary Immunization Activities (SIAs).**

- ★ **Micro-planning:-** Assist in preparation and updating SIAs micro-plans. Validate the micro-plans in the field. Help in identifying and mapping high-risk areas in the specific UC.
- ★ Assist in selection of appropriate vaccinators as per given criteria and their distribution as per need.
- ★ Assist in monitoring of timely DDM cards. Ensure that cards are filled properly and upon completion of campaign their submission to the provincial office for further processing.
- ★ Follow up and report to PEO on timely payment of incentives to the frontline workers.
- ★ **Trainings:** - Assist the DPEOs and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors.
- ★ **Partnership and Coordination:** Promote partnership with all influencing factors at UC level in support of SIAs.

□ **Campaign Implementation.**

- ★ **Monitoring:-** Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO.
- ★ **Data collection and analysis:-** Collect and collate the tally sheet data (Compilation Sheet) from the area of responsibility on daily basis.
- ★ Ensure proper implementation of SIAs with special attention to hard-to-reach areas and under-served high risk populations.
- ★ Attend the daily evening review meeting at UC level for every SIA and record the findings/observations for corrective action on the following day of the campaign.
- ★ Participate in preparation of realistic catch-up plans for missed children and monitor their implementations.
- ★ Participate in organizing the re-do/sweeping activities in the UC as required in the light of PCM/LQAs/market survey results.
- ★ Facilitate the work of Independent Monitors.

□ **AFP (Acute Flaccid Paralysis) Surveillance.**

- ★ Collection and submission of weekly zero reports from all HCFs in their UC to DHO every Monday.
- ★ Visiting all priority 3 AS sites and assigned informal healthcare providers, to inquire about AFP cases.
- ★ Visiting all health facility Focal Persons in the UC to inquire about AFP cases recently admitted.

- ★ Immediate reporting of any AFP case found to the PEO/DSC.
- ★ Facilitating in AFP cases investigation and stool sample collection.
- ★ Any other task assigned by the Provincial Team Leader.

Dates : December 27, 2016 to May 31, 2020.

Organization: Chip Training & Consulting Pvt.

Job Title : CHW (Community Health Worker)

Project : Polio Eradication Initiative (PEI)

Job Description:

Pre-Campaign Activities

- ★ Conducting Micro census
- ★ Updating field book as per Micro census.
- ★ Providing his Area Supervisor with data for Micro plan.
- ★ Training for the Campaign.

Intra-Campaign Activities

- ★ Conducting morning meeting with his concerned Area Supervisor.
- ★ Receiving logistic from his Supervisor as per his target.
- ★ Vaccination in his concerned area as per the micro plan target and map.
- ★ Conducting evening meeting with his concerned Area Supervisor.
- ★ Providing his Supervisor with data including achievement, NA, Refusal and same day coverage.

Post-Campaign Activities

- ★ Conducting NA coverage in his concerned area.
- ★ Recording of New born children.

ACADEMIC QUALIFICATIONS:

Master degree from gomal university D I Khan

- Graduation (Bachelor of Science)** from Gomal University, D.I.Khan (KPK) Pakistan in 2018. Securing 55% marks, Grade: C
- Intermediate (Higher Secondary School Certificate)** from Govt. Degree College Saam SWTD (KPK) Pakistan in 2016. Securing 49% marks, Grade: C

- **Matriculation (Secondary School Certificate)** from Governor Model Zam Public School Compound DC SWTD Tank 2014 securing 48% marks, Grade: C

TECHNICAL & VOCATIONAL KNOWLEDGE:

- Six months Technical and Vocational Training from January,2015 to July 27,2015.

COMPUTER KNOWLEDGE:

- One year Diploma in Information Technology from Khyber Pakhtunkhwa Board of Technical Education Peshawar Pakistan in 2018.
- Hands on experience of MS Office Packages (MS Excel, MS Word, MS Power Point)

REFERENCES:

1 Dr Pervez NSTOP 03457855267/ (0092)348-9334621

1. Mr. Hussain Ali UCCSP M.No: (0092)3355961038

