

JAMSHED KHAN

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Address: Village Wanda Amir, Tehsil and District Lakki Marwat Khyber Pakhtunkhwa Pakistan

Summary

I have over 08 years of professional experience in Education, community health/primary & secondary health care/social mobilization/AFP Community Surveillance & Monitoring, working in different projects and program level activities with and reporting besides /interaction and engagement with different tiers of government functionaries and providing input in planning, designing, monitoring and reporting to program/project managers/supervisors. I have been participating in different capacity building workshops and trainings at District, Provincial & on country levels. Enthusiastic IT professional with over 8-year experience in different domains such as Data Analysis & Visualization, Quality Assurance, Process Assessment, Improvement and Technical Documentation. Excellent planner and strategist, willingness to learn and work in challenging environment. Responsible, committed and dedicated to deliver highest standard of work.

Education

2003 – 2005	M.Sc Statistics (Gomal University Dera Ismail Khan).
2009 – 2010	B.Ed (Gomal University Dera Ismail Khan)
2010 - 2011	Diploma in Information Technology (DIT), Board of Technical Education Peshawar.

Work Experience

Tehsil Polio Officer (TPO) at [Chip Training & Consulting \(PTPP WHO Project\)](#)

[5th April 2021 – Till Date]



Responsibilities

1. Coordination and Leadership

- Technical support to the Tehsil/Taluka/Town Polio Eradication Committee on poliomyelitis eradication.
- Work closely with Govt and partners to ensure coordination of different stakeholders in the assigned area.
- Ensure the functioning of the TPEC in the assigned areas.
- Support the full implementation of the National Emergency Action Plan (NEAP) and other key policy documents on polio eradication and immunization at the assigned level.

2. Supplemental Polio Vaccination Campaigns (SIA)

- Support the TPEC in ensuring the timelines for SIA activities are formulated and followed in the assigned area.
- Ensure appropriate selection of appropriate vaccinators and supervisors as per the NEAP guidelines with emphasis on inclusion of females, locals, adult and government accountable teams and AICs meeting the language and cultural norms of the area.
- Facilitate and monitor the trainings of teams, AICs, and other categories of health workers involved in campaign implementation.
- Provide technical support to pre-campaign activities particularly planning, preparing and monitoring the quality of area level Micro-planning, at the union council and tehsil levels.
- Monitor the timeliness and adequacy of all campaign logistics, and ensure all necessary steps are taken to ensure no delays or stock outs of logistics at the assigned areas.
- Monitor the effective utilization of mobile, fixed and transit teams in the assigned areas, and immediately report misuse to the immediate Supervisor.
- Formulation of an appropriate plan for coverage of missed children.
- Work closely with the communities in the assigned areas to rebuild trust in vaccines, combat misinformation and generate demand for polio vaccination.
- Mobilize religious, tribal and political leaders, and other influential persons in the assigned area to

support polio eradication.

- Support the TPEC in access negotiations in the assigned areas.
- Formulate a daily priority-based supervision and monitoring plans of the AICs and UC teams to ensure support to poor performing areas and motivation of teams
- Supervise and monitor the work of teams, AICs and TTMs, take household clusters and at the same time validate a sample of the clusters and missed children coverage done by UC team.
- Ensure all reported missed and poorly covered areas are investigated, and re-vaccination/sweeps carried out.
- Analyze the daily data and collate the observations of UC teams and present the findings, actions and recommendations at the daily evening meetings.
- Provide special focus on the high-risk populations during all the phases of the campaign in line with the special strategies devised for risk populations and National Emergency Action Plan for Polio Eradication, including supervision of PTPs/TTPs.
- Carry out a post campaign analysis of data, review reports, collate, summarize, and disseminate the report to be shared with the authorities in the assigned areas.
- Follow up with respective Tehsils/UCMOs in timely filling DDM cards and submission.
- Support vaccine management at Tehsil level.

3. AFP Surveillance

- Under the guidance of the Surveillance Officer or the IO, support the establishment of community-based AFP Surveillance system in the assigned area.
- Support the Surveillance Officer and IO in ensuring timely stool/environmental sample collection and transportation as per the SOPs and guidance of the Supervisor.
- Conduct regular surveillance visits to assigned areas as per the monthly surveillance work plan.
- Participate in detailed epidemiological investigations as determined by the immediate supervisor.
- Train/sensitize the informal health care givers on AFP surveillance.
- Ensure mapping and inclusion of all high risk/underserved/migrant population in the surveillance network and all AFPs are reported from them.
- To support timely submission of "Zero Report" from assigned UCs.

4. Routine Immunization

- Support the IO in strengthening of routine immunization through participation in the development of micro plans for implementation of REC/RED approach.
- Ensure monitoring of EPI coverage and drop-outs.
- Support the TPEC in engaging and mobilizing communities RI demand creation and building the trust of communities in vaccine uptake.
- Assist the UCMOs in prioritization of UCs that are poorly performing.
- Identify zero dose and under immunized children in the assigned UCs and refer them for immunization.

Union Council Polio Officer (UCPO) at [Chip Training & Consulting \(PTPP WHO Project\)](#)

[1st February 2019 – 28th February 2021]



Responsibilities

A-Pre-campaign:

- Micro Planning: - Assist in preparation and updating SIA micro-plans. Validate the micro-plans in the field. Help in identifying and mapping high-risk areas in the specific UC.
- 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.
- SOCIAL MOBILIZATION: Arranged meetings in community to remove misconception of the community about polio vaccine.

B-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 from the area of responsibility on daily

basis. Also conduct Tallysheet analysis of teams on daily basis.

- Ensure proper implementation of SIAs with special attention to hard-to-reach area and underserved high risk populations.
- IDPs & Nomads registration & identifying their proper location in the host communities and preparation of realistic planes for their vaccination.
- Attend the daily evening review meeting at UC level as well as at district level for every SIAs and record the findings/observations for corrective action on the following day of the campaign.
- Facilitate the work of independent Monitors.
- AFP Surveillance in local community and meetings with health care providers.
- Support the strengthening of routine immunization through participation in the development of micro plans for implementation of routine immunization.
- Support the UPEC in engaging and mobilizing communities RI demand creation and building the trust of communities in vaccine uptake.
- Identification of zero dose and under immunized children in the assigned UCs and refer them for immunization.s
- Weekly Zero report Submission.
- Stool sampling of index and their timely submission to EPI Store in reverse cold chain for further submission to NIH.
- 30 HH cluster survey of the area where AFP case reported.
- 60 days follow up with DSO/DPEO of the index.

C- Post Campaign:

- Conduct post campaign Assessment (PCA) in different Union Councils of the District.
- Facilitate the External Monitor/Observer in conducting LQAS at UC level.
- Covering of Missed children i.e NA and Refusals in the field.
- Tracking and cross verification of Missed children i.e NA and Refusals.

Covid 19:

- Identifying suspected case of corona virus in the community following SOPs of corona.
- Tracking and tracing of suspected corona patients came from abroad.
- Awareness and social mobilization in the community about nCovid19.
- Daily feedback with DPCR.

Union Council Polio Officer (UCPO) at [World Health Organization \(WHO\)](#)

[7th April 2014 – 31st January 2019]

Responsibilities



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- Daily feedback with DPCR.

National Internship Trainee (NIP) at [Schools and Literacy Department](#),
[1st August 2007 – 31st July 2008]

Responsibilities

- Help the Superintendent (Establishment) in transferring of Primary, Middle and High Schools teachers.
- Keep the record of all Teachers transfer, leave etc.
- Budgeting of different Schools and allocation of funds for different Schools and their Employees.
- All other official work assigned by Executive District Officer (E&S) Education Lakki Marwat.

Skills & Expertise

- Data Analysis, Data Visualization, Team Management, Time Management, Data Management, Reporting, Technical Documentation, Database Management, Administration, Monitoring, Supervision and Evaluation, Trainings etc.

Computing Skills

Software's

- Program MS Office (word, Excel, Power Point, Inpage) etc.
- Internet surfing and browsing
- Windows and Other Software Installations
- All software installer(expert)

Other Skills

- Excellent verbal and written skills in English, Urdu, and Pashto
- Good inter-personal and communication skills
- Excellent team player
- Problem solving skills
- Team Supervising
- Detail Oriented
- Team Management
- Multi-Tasking

Trainings & Certifications.

Project Management & Planning.

- Online Course of Prevention of Sexual Exploitation and Abuse (PSEA) from UNICEF.
- Microplaning for OPV and IPV.
- RED/REC microplan for Essential Immunization (Routine Immunization).
- Certificate of COVID-19 vaccination training for Health Workers from WHO.
- Microplaning for Measles Special Campaign.
- TOT Trainings for Measles, IPV and OPV.

- TOT Trainings for MTAP (Mobile Team Action Plan)-Pilot Project for OPV in KP.
- TOT Trainings for 1st Line Supervisor, TTM, AICs and FLWs.
- Strategy 2020

Data Analysis, Monitoring & Evaluation

- Developing Monitoring and Evaluation (M&E) Plan for missed children coverage verification.
- Introduction to Monitoring and Evaluation
- Monitoring and Evaluation Planning
- Succession Planning.
- Data Analysis and Action Planning
- Choosing Data Collection Methods
- Lead UC Team in Field.
- Lead Tehsil Team in field.