

● Management Professional

(Contributing to Development)

◆ Najeeb ullah kakar



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● Objectives

Exciting and Creative Position Where there is an Opportunity to work with people is an Environment of Excellent Competition and passion Desire a Challenging position to meet my Competencies Capabilities Skills Education And Experience and be an active part of qualified professionals and to apply my talent energy and enthusiasm for the mutual growth to get such position which way help me to manage with challenging the environment of needs and prove my ability,

● Summary

I am an energetic capacity building specialist with Bachelor in Education .I have more than 10 years working experience in the areas of EPI Routine Immunization 11 Disease Communication Mobilization, Community Development/ Response Data management, Documentation Presentation and human resource. I have excellent command of community services. I have excellent presentation communication skills.I have good hand on monitoring and community awareness. I am adaptable personality with good interpersonal and team building skills.

✓ I have provided professional inputs into

- *Social Mobilizer-* *Chip Training & Consulting Pvt. Ltd*
- *Social Organizer-* *Taraqee Poundation Pvt.Ltd*
- *Area Supervisor -* *Chip Training & Consulting Pvt. Ltd*
- *HR Officer* *Save the Children pvt.Ltd)*
- *Communication Support Officer* *Chip Training & Consulting Pvt. Ltd*
- *Union Council Oprational Officer* *Chip Training & Consulting Pvt. Ltd*
- *Community Health Worker* *World Health Organization pvt.Ltd*

● Academic Qualification and Certifications

Bachelor of Arts (2012)
Faculty of Science(2010)
Diploma in Information Technology

University of Baluchistan,Quetta
Govt Inter College Quetta
Pakistan Computer Institute Quetta

Communication Support Officer,
(PEI and EPI Routine Immunization Community Based Vaccination
Program)

June, 2020 to Date
(Research and
Communication)



Responsibilities

Included

The Communications Support Officer will lead their respective teams and work closely with partners in the field to drive all Health related (Routine Immunization) communications effort at the Union Council level by:

Developing targeted social mobilization and communications plans ,

Monitoring effectiveness of the activities once implemented by field team,

Organizing the Community meeting in high risk area of the city or targeted areas,,

- **During campaign:**

Coordinate at (DEOC) for quality collaboration in all communication related activities. Identify communication issues at different levels and communicate them to concerned quarters/partners to obtain their support to address them.

Social Mobilizers with communication issues during campaign days in the field. Continue to support social mobilization activities needed during campaign/ Ensure implementation of the communication strategy/plan for the high-risk Union Councils and high-risk groups.

- **In between campaign:**

Supervise and support Engagement with families of missed children especially refusals Identify the communication issues at the Union Council level and develop evidence issue-based communication / community engagement plan in consultation with DEOC. The plan should be based on social profiling of refusals for effective engagement in between campaigns .

component of the micro-plans is updated by the communication staff (HRMP, social profile, etc.)Ensure social Follow up with the data team for updating and analysis of data on relevant communication indicators including coverage of refusals etc,

Update/ lead on challenge mapping exercise at Union Council level and ensure that the same is updated regularly

Ensure the highest level of coordination and collaboration with the DEOC (TCO,UC LEAD) on all EPI activities as per the NEAP.

Formation of town level coalition (Religious, political, trade unions, lawyer's associations, chamber of commerce, teachers' associations etc) to create enabling environment for vaccination

Participate in the UPEC meetings for campaign preparedness and provide technical input on communication

Facilitate follow up on the decisions made in the UPEC meetings related to communication interventions and social mobilization

Be actively involved in monitoring and supervising the implementation of communication and social mobilization activities prior to the campaign at the Union Council and community levels

Ensure AIC / team training are supervised / supported by for the IPC component

Supervise and monitor SM/RSP mobilizers

Maintain a media mapping of the relevant journalists and media outlets (including print, radio, social media, and television) in each town/tehsil

Identify and enlist any blockers (persons/ institutions who are hindering PEI program delivery at field) and propose strategies for engagement

Ensure crisis communication plan is developed and in-place

Ensure quality training for UC level communication staff and HH social mobilizers

Generate and Submit report on activities (including social mobilization / community engagement) by end of every month / campaign cycleDevelop town/tehsil level evidence/issue-based communication plan

Challenge mapping of the town/tehsil available and updated regularly

Update micro-plans by UCCO/SMs, based on challenge mapping and social profile etc.

Participate in the DPEC meetings for campaign preparedness and provide technical input on communication

Supervise and support tracking and engagement with families of missed children

Crisis communication plan developed and shared with DEOC

Ensure Training of the Communication staff at UC and area level on IPC

Generate monthly report of the CE activities

Support the Community Based Vaccination UC teams in preparing, finalization and roll out of area specific strategic community engagement plan based on missed children data.

Support Union Council in preparing a monthly work plan of District activities in support of social mobilization for Eradication Initiative, Expanded Program on Immunization synergy. Work in close liaison with WHO- Religious and Social Affairs Officer to coordinate the activities of Religious Support Persons (RSPs) Network focusing on refusals (Missed Children) to vaccination on religious grounds.

Union Council Operational Support Officer

(Community Based Vaccination on Expanded Program on Immunization)

EPI)

2020

OCT, 2018 to May

Responsibilities



Included

To Serve as Union Council Manager For Delivery And Operations of all polio and Routine Immunizations activities at Union Council Level:

- **Pre Campaign:**

Support AS in proper House Hold demarcation for Each CBV Worker in Area,
Supportive Supervision of Chid Registration process in the Field before Campaign,
Conduct Field Validation Of Micro Senses Before Each Campaign for assessing work load,
Participate in Upec Meeting and Present all Data of MC and Engage Upec Members,
Conduct CBVs Workers Training Prior to Every Campaign,
Analyse AS Level Micro Plan for Work Force of Logistics, Training, Maps, High Risk Areas,
Ensure Timely Data Reporting in Pre Campaign Phases to TCO

- **During campaign:**

Ensure Supervise Supervision of all WorkForce by AS
Supervise and Monitor Area Supervisor (AS) and Community Health Worker (CHW) Ensure that EPI Focal Person at UC Level Maintain Vaccination Record On Daily Basis.
Focused On Low Performing Areas and Clusters.
Ensure Timely Data Reporting and 100% Daily Submission of Relevant Documents.
Ensure the Implementation of Recommended Actions by Field Monitors.
Assign other uc Monitors in low performing areas and compile the feedback updates.

- **POST CAMPAIGN:**

Ensure AS Update and Maintain a Miss Children Log Book After Every Campaign.
Ensure gathering of data on reasons from missed children and develop and implement data driven
community engagement plans for chronic missed children through UC Coms team.
Post campaign review meeting with AS for debrief on the gaps, actions plans, etc.
Ensure consistent recording and follow up of zero dose RI children by CBV workers and follow up on Outreach activities by local EPI vaccinators,

- **Other tasks:**

Follow up and address gaps/ issues highlighted in third party field monitoring reports with Area and HH level Workers.

Support in the emergency response to new polio cases and newly infected areas in the district.

Report operational progress at UPEC meetings.

Coordinate with UC Polio Manager where senior management interventions are required.

Contribute to any other PEI/EPI related planning and assessment surveys assigned by DEO

High quality UC-level micro-plan developed with targeted household level strategies

All household level data compiled (including missed children and refusal lists) and timely reported to District level for analysis.

All issues highlighted by third-party monitors to be addressed.

Relevant field staff trainings conducted prior to the campaign

Area and UC micro-plans revised/ updated by AS and US respectively before each SIA

CHWs trained with standardized SIAs Module before each campaign (# and %)

Areas received logistics and vaccine supplies for SIA (# and %)

SIA data reports timely sent to DEOC and DSC

Field validation of micro-plan and micro census before every campaign (100% AS at UC level through UPEC members.

UC plan by area in place for tracking and vaccinating recorded missed and persistently missed children (#and %) (100%)

Vaccination of at least 99% targeted children at HH level No missed area.

Vaccination of recorded missed and persistently missed children (90%)

Monitor and Supervise operations; Area Supervisors, team, fixed site and transit.

Compile, analyze and report monitoring feedback and ICM HH clusters to DEOC

- **Core competencies:**

Good interpersonal communication skills supervising community level workers.

Leadership skills team building and empowerment, empathy, role modeling.

Ability to work as a leader possess good problem-solving skills

Ability to organize, instruct and supervise staff effort and achievement,

Ability to manage conflicts and resolve problems effectively

Participate in and promote a positive, supportive, cooperative team environment

Area Supervisor

(Community Based Vaccination on Expanded Program on Immunization EPI)

From 14, August, 2016

- **Purpose**

Oversee management of staff, operations, communications and surveillance activities within the overall NEAP guidance at the UC level. Act as liaison on each of the above component between Town/ Tehsil / ERU and UC. Other responsibilities include working with teams to problem solve and address challenges.

- **Activities:**

Co-Chair UPEC meetings Chair learning cycle (post-campaign review) meetings

Ensure and support operations and communication officers develop and implement activity plans for each SIA cycle.

Assist Town/Tehsil / ERU management in strategizing by communicating potential solutions to field level problems

Support in surveillance and EPI activities

Monitor the process of implementation of the campaign activities and provide feedback to Town /Tehsil / ERU

Ensure and support preparation of catch-up plans for missed children and monitor implementation

Assist District/ Town / Tehsil /ERU staff in planning, coordinating, and organizing training sessions for UC level staff

Ensure implementation of SIAs with special attention to hard-to-reach areas and under served high risk populations

Train and supervise UC level operations and communications officers and Area Supervisors

Support in surveillance and EPI activities

Monitor the process of implementation of the campaign activities and provide feedback to Town/ Tehsil / ERU

Ensure and support preparation of catch-up plans for missed children and monitor implementation

Assist District/ Town/ Tehsil/ ERU staff in planning, coordinating, and organizing training sessions for UC level staff

Ensure implementation of SIAs with special attention to hard-to-reach areas and under- served high risk populations

Train and supervise UC level operations and communications officers and Area Supervisors Submit desk and field validated area level micro-plans, UC micro-plans,

communication plans, daily pre- and intra- campaign data ERU offices

Support communication officer in developing and execution of social mobilization plans developed in light of the learning cycle meetings ,

Support vaccinators in developing and execution of outreach activity plans and REC micro- plans Deliverables Ops, comms and surveillance plans for each SIA cycle are developed and available SIAs activity calendar is followed in letter and spirit Desk validation of area micro-plans Create UC micro-plan All UC level problems are

escalated in timely fashion Monitor and supervise implementation of ops and comms plans Delivered.trainings for ops and comms officers and Area Supervisors,

Supervise ops officers and Area Supervisors in field during SIA

House-hold level strategy for refusing houses is created

100% operations, communications and surveillance plans are available
SIA logbooks are updated and correct
100% UPEC meetings are held as per timelines and minutes
100% reports, data and document (SIA data, micro-plans, AEFI data, surveillance reports, etc.) are submitted to relevant offices in time
100% UC ops, comms and Area Supervisor trained before each campaign
100% EPt outreach activities are supported by PEI UC staff
NEAP indicators achieved in UC in every SIA
UC score card is updated with one week of conclusion of each SIA
100% EPI outreach activities are supported by PEI UC staff
NEAP indicators achieved in UC in every SIA,
UC score card is updated with one week of conclusion of each SIA

- **Core competencies**

Ability to work effectively in teams building collaborative environment
Quick decision making and ability to resolve problems effectively
Good interpersonal communication skills
Ability to manage conflicts and resolve problems effectively
Ability to react well under pressure, treat others with respect and consideration,
Accept responsibility for own actions, follow through on commitments
Technical competencies, Technical PEI knowledge
Management and leadership experience Functional knowledge of delivery and operations, communications, data, monitoring and surveillance
Ensure consistent recording and follow up of zero dose RI children by CBV workers and follow up on Outreach activities by local EPI vaccinators.

Area Level Social Mobilizer

(Community Based Vaccination on Expanded Program on Immunization EPI)

From 7, October, 2014

- **Purpose**

support the communication component of micro-planning through the Union Council Polio Eradication Committee (UPEC) and oversee and support UC level social mobilization plans, the strengthening of local partnerships, and inclusion of and access to mobile and migrant populations in polio eradication activities. They will also provide support and training to Social Mobilizers and other partners especially focusing on interpersonal communication Activities.

- **During campaign:**

Coordinate with UPEC for quality collaboration and coordination in all campaign activities
Analysis of 10 % Tally sheets/ missed children lists in five days of the campaign to identify reasons/ patterns or refusals and areas of intervention
Coordinate with partner relevant stakeholders to respond to refusal clusters reported during campaign days.

Participate in morning and evening meetings at Uc level during campaign days to ensure appropriate use of the resources provided for communication activities and to both address and provide feedback on communication related issues

Followup with the data team on data collection of communication indicators.

Monitor and supervise SMs and make notes to be submitted in the monthly reports.

Support SMs during door-to-door IPC activities

Support in addressing cluster of refusals through identified influencers

Support in Monitoring and supervision of the campaign including teams IPC Skills in between campaigns Identify potential entry points/ stake holders at the UC and community levels Prepare and update the Social Maps and UC social profiles and support the process of updating micro-plans with special focus on high-risk group In between campaigns

Identify potential entry points/ stakeholders at the UC and community levels

Prepare and update the Social Maps and UC social profiles and support the process of updating micro-plans with special focus on high-risk group

Ensure that the evidence based social mobilization /community engagement plan irregularly updated and included in the micro-plan

Ensure implementation of UC level communication activities

Track and engage with families of missed children

Ensure understanding of refusals through social profiling and Support in addressing duster of refusals through identified influencer;

• Technical competencies

Expertise managing field level social mobilization and communication activities,

Ability to manage field staff,

Ability to work with influencers and community leaders,

Expected background and Experience,

Social Mobilization program within development sector.

UC micro-plan updated with social maps and UC profile,

Social mobilization plans available for the UCfor the campaign,

of community engagement activities organized vs facilitated,

10% analysis of the tally sheets/ missed children lists per day during campaign done,

Mobilization of influencers to accompany teams for refusal conversion (# and %),

Refusals converted among recorded,

Skills and Expertise

- Interpersonal and team management
- Defining Problems and analysis
- Organizational and Human Resource Development
- Assessments and Development Evaluations
- Technical Assistance and Facilitation
- Capacity Building
- Documentation and Report Writing skills
- Resource Mobilization

- Community empowerment and development
- Training conduction
- Ability to Work under Pressure
- Emergency relief and response
- Human Resource Management
- Mobilization and Motivation skills
- Networking Skills

Computer Skills

- Ms office ,
- Corel Draw,
- Adobe Photoshop,

Languages

- Fluent in English (speak, read & write). Native languages are Pashto and Urdu with excellent proficiency.

References

Will be provided on Request