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| **CURRICULUM VITAE (CV)for**  |
| **Name** | **Saeed Ullah** |
| **Career Level** | Experienced |
| **Address** | C/o Kundarwal Gas Agency, Sharbat Khan Road, Zhob, Balochistan. |
| **Marital Status** | Married |
| **NIC** | 56503-8595533-5 |
| **Gender** | Male |
| **Date of Birth** | March, 15th 1989  |
| **Contact details** | +923238122772/+92 3472500353lawoon7661@gmail.com |

**OBJECTIVES:**

I am seeking a position in a reputed organization having innovative, dynamic and challenging environment with long and mid-term career prospects that allows me to utilize my balanced academic background, diverse skills & experience in order to benefit the organization and to get the practical experience that can be of mutual benefit. I am well-versed with the sufficient level of communication, computer, monitoring & evaluation and social mobilization skills. I have better project management and time management skills.

**EDUCATION:**

**Master of Philosophy** 2014-2016 | **Social Sciences** **at** **Quaid-I-Azam University Islamabad, Pakistan**

**Master of Science** 2009-2011 | **Gender Studies at** **Quaid-I-Azam University Islamabad, Pakistan**

**PROFESSIONAL EXPERIENCE*:***

**Tehsil Polio Officer (TPO) at World Health Organization(Feb 2019-April 2023)**

**Job Responsibilities:**

1. **Coordination and Leadership**
* To play role in readiness meeting of campaign with DC/AC Zhob Provide Technical Support to the Tehsil/Tahluka/Town Polio Eradication Committee on poliomyelitis eradication
* Work closely with government 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.
1. **Supplemental Polio Vaccination Campaigns (SIAs)**
* 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 i.e., UCPOs, TUSPs/TTSPs.
* 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
* Formulate 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 the teams, AICs and TTMs, take household clusters and at the same time validate a sample of the clusters and missed children coverage done by the 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 the 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 the 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 Tehsil/UCMOs in timely filling of DDM cards and submission
* Support vaccine management at the Tehsil level

**AFP Surveillance**

* Under the guidance of the Surveillance Officer or the Immunization Officer 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 formal and informal health care providers in the assigned area in the AFP surveillance network
* Assist in ensuring 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.
1. **Routine Immunization**
* Support the Immunization Officer 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
1. **Other activities**
* Implement any additional tasks and/or activities related to polio eradication assigned by the supervisor

**Temporary charge of Immunization Officer (IO) Zhob at World Health Organization (Jan 2022 – Mar 2022)**

**Job Responsibilities:**

* To develop Pre, Intra and post campaign plan of district Zhob
* To lead DPEC meeting with District chairman (DC)
* To monitor and facilitate district level staff (UCMOs and AICs) training
* To monitor UPEC meetings
* To facilitate in formation of micro plans
* To do Microplans Quality Assessment (MPQA) of assigned UCs.
* To monitor and facilitate front line workers FLWs training.
* To facilitate UCPOs/ TTSPs/TUSPs training at district level
* To play role in readiness meeting of campaign with DC/AC Zhob.
* To establish polio control room at EPI office Zhob
* To monitor the intra campaign activities
* To monitor and deploy teams for post campaign monitoring PCM

**Teacher Support Associate (TSA) at UNICEF (Feb 2018 – Mar 2019)**

**Job Responsibilities:**

**Primary Responsibilities:**

* Submit monthly work plans reflecting clear targets to immediate supervisor on monthly basis.
* Make regular visits to all schools to gauge the progress of teacher training programme and provide on job support to teachers.
* Facilitate and monitor all the trainings under regular school teachers training/ALP tutors training programme; (training need assessment, conducting assessment to gauge student learning, supporting teachers in development of learning material)
* Proactively participate in the progress review meeting(s) called by the supervisor
* Keep strong and close coordination with the teachers , head teachers DFPs, and DEOs for sharing of the updates in the assigned area
* To conduct training for all the government teachers on pedagogy, ECE and on Contents of major subjects.
* To carry out follow up visits of the trained teacher as to know whether they apply the knowledge they gained through training in class-rooms.
* Submit monthly cumulative reports stating clear achievements to the immediate supervisor on monthly basis
* Identify case studies of program interventions
* Maintain the record of project activities in soft/hard at office level
* Any other task assigned by training coordinator/District manager

**Secondary Responsibilities:**

* Support the districts teams in all activities under UNICEF funded Education project in district when teacher training activities are not going on

**Internal:**

* Work directly under the supervision of training coordinator. You will be responsible to lead the activities assigned at the Tehsil/union council and school level to assist the District Officers Education in planning, implementation and monitoring and reporting of the project

**External:**

* Develop proper linkages between the PITE, BOC, DoS, BEAC, PPIU, district education offices and communities in focused districts and support systemic improvement in planning, management and monitoring of the program

**Field Supervisor at NCHD (Aug 2011 – Dec 2013)**

**Job Responsibilities:**

* To carry out the monitoring visits of different literacy centers.
* To make weekly work plan of the monitoring centers.
* To hold meeting with community members on different issues beset in literacy center
* To hold examination of the centers and monitor them.
* To fill and compile Mushahida (Observation) form of the literacy centers.
* To make and compile report of the monitoring visits and meetings.
* To maintain entry register, stock register, log book and other documents.
* Any other task assigned by the supervisor.

**TRAININGS:**

* Training on micro planning of routine immunization
* Forums on media content in Pakistan
* Training on local Education council
* work shop of Capacity building on school Development
* ALP Trainings
* Training on Pedagogy and contents of major subjects
* TOT on Epidemiology of Polio 2016-2021
* Training on measles Rubella campaign 15-27th November, 2021
* Lot Quality Assurance Sampling
* Webinar on joining hands for equality in a COVID-19 world Switzerland
* Training on capacity building on DPCRs core activities and SOPs of SIAs
* SIA operational modalities during COVID-19, July 2020
* UN BSAFE (English/French)
* United to Respect: Preventing sexual harassment and Other prohibited conduct for mangers Prevent ion of Sexual exploitation and abuse (PSEA) – Multilanguage (2021
* Training on Acute Flaccid Paralysis (AFP) surveillance by WHO-PEI Balochistan.

**AWARDS / PERFORMANCE CERTIFICATIONS:**

* Polio heroes award Ceremony 24th October, 2021
* Polio heroes award Ceremony 04th January, 2022

**LANGUAGES:**

**Understanding Speaking Reading**

**English:** Excellent Excellent Excellent

**Urdu:** Excellent Excellent Excellent

**Pashto:** Excellent Excellent Excellent

**RESEARCH WORK:**

* Perceptions behind lack of post-matriculate education for girls in Zhob
* Role of Jogezai Family in Freedom struggle and its impact on Socio-Political Awakening in Baluchistan

**CONFERENCES:**

* Leadership Training with UNFPA Aug 2009
* International Youth Conference Islamabad 2010
* International Youth Conference Islamabad 2011

**PERSONAL SKILLS:**

* Management and leadership skills
* Ability to work under pressure
* Typing
* MS office (word, excel, power point)
* Internet surfing and browsing

**REFERENCES:**

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| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Institution** | **Phone** | **Email** |
| Dr Sayed Wiqar Ali Shah | Professor  | QAU Isb | 03335542712 | drswas@hotmail.com |
| Dr Zakia Naimatullah | Area Coordinator (AC) Zhob Division | WHO-PEI | 03482347489 | zbaloch@who.int |
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