



SAID HUSSAIN Communication Officer

Contact details

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DOB:
23.02.1991

Gender:
Male

Nationality:
Pakistani

Address:
Village Murad Dand Mullagori
Peshawar Khyber Pakhtoonkhwa

Languages

English
Urdu
Pusho

Key Skills

Communication Skills
● ● ● ● ●

Vaccine Management
● ● ● ● ●

Ms Excel
● ● ● ● ●

Data analysis
● ● ● ● ●

Monitoring And Supervision
● ● ● ● ●

Programming languages (e.g., Java,
Python, JavaScript)
● ● ● ● ●

Hobbies

Reading
Coding/Programming

About Me

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

Education

Master of Science (MS/MSc)
University of Peshawar, Peshawar
(Jan 2013 - Dec 2015)

Bachelor of Science (BS/BSc)
Govt Degree Collage Mathra Peshawar
(Mar 2010 - Jul 2012)

FSC
GHHS No 1 Jamrod
(Feb 2008 - May 2010)

SSC
GHS Painsi Lalma
(Feb 2006 - Mar 2008)

DIT
COSMOS Institute Of Information Technology
(Jan 2013 - Dec 2013)

Experience

PEOPLE
Union Council Communication Officer
(Apr 2021 - Continue)

- ****Roles and Responsibilities of Union Council Communication Officer:**** 1. ****Job Training, Monitoring, and Supervision:**** - Oversee the training of a 9-member team, ensuring they are well-equipped for their roles. - Provide continuous monitoring and supportive supervision to enhance team efficiency. 2. ****Mobilization:**** - Strategically allocate resources to mobilize support for effective implementation of planned activities. 3. ****Microcensus and Microplanning:**** - Conduct thorough microcensus and microplanning at the Union Council level for precise campaign preparation. 4. ****Data Analysis and Effective Communication:**** - Analyze data to inform decision-making and ensure clear, effective communication within the Union Council. 5. ****Vaccine Reception and Distribution:**** - Manage the reception and distribution of vaccines at the Union Council level. 6. ****Preparation of Microplan:**** - Develop and prepare detailed Microplans, ensuring comprehensive coverage. 7. ****Desk and Field Validation:**** - Rigorously validate Microplans through both desk and field validation processes. 8. ****Pre-campaign Activities:**** - Engage in meetings with Community Elders and Community Influence Persons to discuss the benefits of the Polio vaccine. 9. ****CHW Data Collection and Verification:**** - Oversee the collection and verification of data from Community Health Workers (CHWs). 10. ****MP Validation Team Training:**** - Conduct training sessions for the Micro Plan validation team in preparation for upcoming campaigns. 11. ****Preparation of Aria Map:**** - Develop Aria Maps to guide targeted activities within the Union Council. 12. ****5 Days STPEC Meeting:**** - Lead a 5-day STPEC meeting to strategize and plan effectively for the upcoming campaign. 13. ****Preparation of Monthly Plan:**** - Formulate monthly plans detailing key activities and milestones. 14. ****During the Campaign Activities:**** - Monitor and track zero-dose children reported during the campaign. - Collect, compile, and submit overall campaign data to relevant authorities. - Address refusal coverage and mobilization needs. - Conduct door-to-door visits to maximize vaccine coverage. 15. ****Monitoring and Supervision:**** - Take charge of cluster monitoring during the campaign. 16. ****Evening Meeting with CHW:**** - Conduct evening meetings with Community Health Workers for effective coordination. 17. ****Post-campaign Activities:**** - Track and follow up on Not Available children. - Collect data from CHW households. - Validate Microplans through team training and weekly meetings. 18. ****Meeting with Community Elders, Doctors, Teachers, and Influential Persons:**** - Maintain regular communication with key stakeholders to reinforce the importance of the Polio vaccine. 19. ****Micro Plan Updating:**** - Update Micro Plans in collaboration with the team to reflect changing needs and circumstances. 20. ****Meeting with Children Parents:**** - Engage in meetings with children's parents, Community Elders, and influential persons to communicate the benefits of the Polio vaccine. In summary, as a Union Council Communication Officer, the role involves a comprehensive array of responsibilities spanning planning, execution,

communication, and community engagement to ensure the success of vaccination campaigns at the Union Council level..

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Union Council Communication Officer

(Jul 2020 – Apr 2021)

- **Roles and Responsibilities of Union Council Communication Officer:** 1. **Job Training, Monitoring, and Supervision:** - Oversee the training of a 9-member team, ensuring they are well-equipped for their roles. - Provide continuous monitoring and supportive supervision to enhance team efficiency. 2. **Mobilization:** - Strategically allocate resources to mobilize support for effective implementation of planned activities. 3. **Microcensus and Microplanning:** - Conduct thorough microcensus and microplanning at the Union Council level for precise campaign preparation. 4. **Data Analysis and Effective Communication:** - Analyze data to inform decision-making and ensure clear, effective communication within the Union Council. 5. **Vaccine Reception and Distribution:** - Manage the reception and distribution of vaccines at the Union Council level. 6. **Preparation of Microplan:** - Develop and prepare detailed Microplans, ensuring comprehensive coverage. 7. **Desk and Field Validation:** - Rigorously validate Microplans through both desk and field validation processes. 8. **Pre-campaign Activities:** - Engage in meetings with Community Elders and Community Influence Persons to discuss the benefits of the Polio vaccine. 9. **CHW Data Collection and Verification:** - Oversee the collection and verification of data from Community Health Workers (CHWs). 10. **MP Validation Team Training:** - Conduct training sessions for the Micro Plan validation team in preparation for upcoming campaigns. 11. **Preparation of Aria Map:** - Develop Aria Maps to guide targeted activities within the Union Council. 12. **5 Days STPEC Meeting:** - Lead a 5-day STPEC meeting to strategize and plan effectively for the upcoming campaign. 13. **Preparation of Monthly Plan:** - Formulate monthly plans detailing key activities and milestones. 14. **During the Campaign Activities:** - Monitor and track zero-dose children reported during the campaign. - Collect, compile, and submit overall campaign data to relevant authorities. - Address refusal coverage and mobilization needs. - Conduct door-to-door visits to maximize vaccine coverage. 15. **Monitoring and Supervision:** - Take charge of cluster monitoring during the campaign. 16. **Evening Meeting with CHW:** - Conduct evening meetings with Community Health Workers for effective coordination. 17. **Post-campaign Activities:** - Track and follow up on Not Available children. - Collect data from CHW households. - Validate Microplans through team training and weekly meetings. 18. **Meeting with Community Elders, Doctors, Teachers, and Influential Persons:** - Maintain regular communication with key stakeholders to reinforce the importance of the Polio vaccine. 19. **Micro Plan Updating:** - Update Micro Plans in collaboration with the team to reflect changing needs and circumstances. 20. **Meeting with Children Parents:** - Engage in meetings with children's parents, Community Elders, and influential persons to communicate the benefits of the Polio vaccine. In summary, as a Union Council Communication Officer, the role involves a comprehensive array of responsibilities spanning planning, execution, communication, and community engagement to ensure the success of vaccination campaigns at the Union Council level..

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Area Supervisor

(Jul 2017 – Jul 2020)

- the roles and responsibilities of an Area Supervisor leading a three-member team in a Polio program: 1. **Team Leadership:** - Provide leadership and direction to the three-member team, ensuring a coordinated and efficient approach to polio vaccination activities. 2. **Campaign Planning:** - Develop comprehensive plans for polio vaccination campaigns within the assigned area, considering logistics, target populations, and community engagement strategies. 3. **Training and Development:** - Conduct training sessions for team members, equipping them with the necessary skills and knowledge for successful campaign implementation. - Foster a culture of continuous learning and skill development within the team. 4. **Supervision and Monitoring:** - Supervise the team during vaccination campaigns to ensure adherence to protocols, proper vaccine administration, and data collection. - Monitor progress, identify challenges, and take corrective actions as needed. 5. **Data Management:** - Oversee the accurate and timely recording of vaccination data by team members. - Ensure data quality and completeness for reporting purposes. 6. **Community Engagement:** - Engage with local communities to build trust, address concerns, and promote awareness of the importance of polio vaccination. - Facilitate communication between the team and community leaders to enhance cooperation. 7. **Logistical Coordination:** - Coordinate logistics for vaccination campaigns, including the distribution of vaccines, supplies, and equipment. - Ensure that the team has the necessary resources to carry out their responsibilities effectively. 8. **Quality Assurance:** - Implement and monitor quality assurance measures to uphold the integrity and effectiveness of the vaccination process. - Conduct regular checks on vaccine storage, handling, and administration procedures. 9. **Communication and Reporting:** - Communicate regularly with higher authorities, providing updates on campaign progress, challenges, and achievements. - Compile comprehensive reports summarizing key campaign outcomes and issues. 10. **Problem Solving:** - Address challenges and conflicts within the team promptly and effectively. - Collaborate with relevant stakeholders to find solutions to issues that may arise during campaign implementation. 11. **Community Sensitization:** - Sensitize the community about the benefits of polio vaccination and address any misconceptions or resistance. - Work to ensure that the community is well-informed and supportive of the vaccination efforts. 12. **Collaboration:** - Collaborate with other supervisors and stakeholders to ensure a coordinated and integrated approach to polio eradication efforts. - Share insights and best practices with colleagues to enhance overall program effectiveness..

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Community Health Worker

(Jan 2016 – Jul 2017)

- Community Health Workers (CHWs) play a crucial role in polio eradication programs. Here are their key roles and responsibilities: 1. **Community Engagement:** - Engage with local communities to raise awareness about the importance of polio vaccination and promote community participation. 2. **Education and Advocacy:** - Educate community members about polio, the benefits of vaccination, and address any misconceptions or concerns. - Advocate for vaccination acceptance within the community. 3. **Door-to-Door Campaigns:** - Conduct door-to-door campaigns to ensure that every eligible child receives polio vaccinations. - Identify and document households with children in the target age group. 4. **Vaccination Promotion:** - Actively promote and encourage parents and caregivers to bring their children for vaccination during campaigns. 5. **Data Collection:** - Collect and maintain accurate data on children who have received polio vaccinations. - Report data to higher authorities for monitoring and evaluation. 6. **Monitoring and Reporting:** - Monitor vaccination coverage in the community and report any challenges or issues to supervisors. - Provide regular updates on community perceptions and feedback. 7. **Surveillance:** - Keep an eye out for any signs of acute flaccid paralysis (AFP) or other potential indicators of polio, reporting such cases promptly. 8. **Crisis Response:** - Act as a first responder during vaccination campaign challenges or crises, assisting in crisis management and communication. 9. **Training and Capacity Building:** - Receive training on polio vaccination protocols and communication skills. - Build capacity within the community by training local volunteers and influencers. 10. **Partnership and Coordination:** - Collaborate with local leaders, healthcare providers, and community organizations to strengthen vaccination efforts. - Coordinate activities with other CHWs and healthcare professionals. 11. **Feedback Mechanism:** - Establish a feedback mechanism to gather insights from the community and address concerns or misinformation. 12. **Documentation:** - Maintain accurate records of vaccinations, community engagement activities, and any challenges faced during the campaigns. 13. **Community Mobilization:** - Mobilize community members to actively participate in polio vaccination campaigns and related health initiatives. 14. **Behavior Change Communication:** - Use effective communication strategies to bring about behavioral changes related to polio vaccination within the community. 15. **Post-Campaign Follow-Up:** - Conduct follow-up visits to reinforce the importance of completing the vaccination schedule and address any post-campaign concerns. Community Health Workers serve as a vital link between health programs and local populations, contributing significantly to the success of polio eradication initiatives through their grassroots efforts..

TAPSOL

Software Engineer

(Jan 2015 – Dec 2015)

- I developed an SMS sending software using C# for backend logic, MySQL for database management, and PHP, JavaScript for frontend interactions. The system facilitates seamless user communication, employing secure protocols and encryption for data protection. Through collaborative efforts, I integrated diverse technologies, ensuring reliability, scalability, and compliance with industry standards. Thorough testing and optimization guarantee performance, while comprehensive documentation aids understanding and future development. Ongoing maintenance and support address user needs, while staying informed about emerging technologies contributes to the software's continuous improvement and competitiveness in the market..

Projects

Android App For Online Attendance System

- I Build An App For Online Attendance For A School.

Achievements

Prevention Of Sexual Exploitation And Abuse

- UNICEF's Prevention of Sexual Exploitation and Abuse certificate enriched my understanding, empowering me to actively contribute to prevention efforts. It signifies my commitment to advocating for a world free from exploitation.

References

Dr Shair Ameen

- DCO
- PEOPLE
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