

# TAYASSAR ALI

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## Professional Experience:

- Working as Union Council Operational Officer funded by WHO.

**Name Organization:** Chip Training and consultancy (CTC)  
**Designation:** Union council operation officer  
**Duty Place:** Peshawar  
**Job Duration:** 01/08/2023 Till Date

### Job Description:

- Development of training material for the different Tiers of the program.
- Training of master trainers, District level trainers and monitoring and supervision of roll out training at district.
- Develop micro-plan based on compilation of Area micro-plan inclusive of logistics distribution, training, community engagement sessions, route maps, still missed children tacking data and high risk mobile population movements of his/her respective area.
- Provided timely data reporting in pre-campaign phases to DSC and DPCR/DEOC.
- Supervised and monitor Area Supervisors (AS) and Community Health Workers (CHWs) in filed during campaign.
- Maintained vaccine record at UC level on daily basis and will return the remaining vaccine vials back to district store.
- Prepared database at UC regarding Form2B&2C. Providing timely data reporting in intra-campaign phases to DSC and DPCR along with daily submission of Form 2B/2C/missed children sheets to DSC &DPCR.
- Worked as Union Council Operational and Delivery Officer ( UCDO) funded by UNICEF

**Name Organization:** PEOPLE (Professional Employers Private Limited)  
**Designation:** Union council Operational and Delivery officer

**Duty Place:** Peshawar  
**Job Duration:** April 2021 to July 2023

**Job Description:**

- Supervised and monitor Area Supervisors (AS) and Community Health Workers (CHWs) in field during campaign.
- Maintained vaccine record at UC level on daily basis and will return the remaining vaccine vials back to district store.
- Prepared database at UC regarding Form2B&2C. Providing timely data reporting in intra-campaign phases to DSC and DPCR along with daily submission of Form 2B/2C/missed children sheets to DSC &DPCR.
- Develop UC micro-plan based on compilation of AS' s micro-plan inclusive of logistics distribution, training, community engagement sessions, route maps, still missed children tacking data and high risk mobile population movements of his/her respective area.
- Provided timely data reporting in pre-campaign phases to DSC (Data Support Centre) and DPCR (District Polio Control Room ) / DEOC (District Emergency Operational Centre).

**Name Organization:** Chip training and consulting (CTC)  
**Designation:** Union council operational and delivery officer  
**Duty Place:** Peshawar  
**Job Duration:** July 2020 to April 2021

**Job Description:**

- Planning and compilation of different data for vaccination under 5 years children population .
- Provided timely data reporting in pre-campaign phases to DSC and DPCR/DEOC.
- Supportive Supervision and monitor Area Supervisors (AS) and Community Health Workers (CHWs) in field activities during campaigns.
- Post campaign review meeting with AS for debrief on data analysis, gaps, actions plan, etc.
- Successfully organized various annual/sports day functions and matches.

• **Name Organization:** Chip training and consulting (CTC)  
• **Designation:** Union Council Communication and Support Officer  
• **Duty Place:** Peshawar  
• **Job Duration:** Oct 2016 to Jun 2020

**Job Description:**

- Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO).
- Identify IEC requirements and distribution plan and coordinate with necessary partners to

ensure implementation.

- *Ensure influential religious leaders, elders, etc. are included in team micro-plans.*
  - *Assist in preparation of SMS' work plan and ensure inclusion of SMS' names in the UC micro-plan.*
  - *Conduct initial and on-going listing and mapping of underserved communities and classification of these. Keep track of all children under 5, vaccination status, as well as migration patterns and practices.*
  - *To ensure communication and social mobilization planning is included in UC micro plans of the highest quality.*
  - *Support in micro planning, including determining best timings (flexible) for vaccination activities.*
  - *Ensure, through EPI Technician, that routine immunization services are made available to cover the high-risk groups.*
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- *Lastly: a good sense of humour which is necessary in any job and the ability to get the best out of people, from my life experiences, to negotiate effectively with clients and agencies to secure business.*

## **Education:**

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<b><i>Master (English)</i></b>	<b><i>2021 -2022</i></b>	<b><i>University of Peshawar Pakistan</i></b>
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<b><i>Master (International Relations)</i></b>	<b><i>2017 -2018</i></b>	<b><i>University of Peshawar Pakistan</i></b>
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<b><i>Bachelor</i></b>	<b><i>2007-2008</i></b>	<b><i>BISE Peshawar</i></b>
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<b><i>Matric Peshawar</i></b>	<b><i>2002 -2003</i></b>	<b><i>Presentation Convent High School BISE</i></b>
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## **Awards:**

*Achieved Appreciation Certificates in Polio Eradication program, Expanded Program on Immunization (EPI) and Polio Eradication Initiatives (PEI).*

## **Purpose**

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

**Skills:** *Computer skills, MS Office Automation (Excel, Power Point, Word, Access, Internet)*

- *Good understanding and experience of programme cycle management, and participatory appraisal techniques.*
- *Good Experience in Delivering Trainings on different topics.*
- *Demonstrated ability to work in a team.*
- *Good skills of distribution of logistics. Effective inter-personal and communication skills.*
- *Initiative and innovative*
- *Strong Monitoring And Evaluation Skills.*
- *Conflict resolution skills.*
- *Decision making skills.*
- *Strategic Thinking.*
- *Excellent analytical/problem-solving skills and detail orientation.*
- *Excellent facilitation skills and use of participatory techniques.*
- *Ability to work in and contribute to team building environment.*
- *Knowledge of the local culture, norms and challenges*

## **QUALITIES:**

- *Worked at community, health facility and district level.*
- *Willingly takes ownership and is openly accountable.*
- *Manages time and resources efficiently.*
- *Builds reports and communicates effectively.*
- *Shows flexibility, adapts easily to change.*
- *Willingness to travel at short notice when required.*
- *Respect cultures and religions*

**LANGUAGES:**

- *English Read/Write/Speak*
  - *Urdu Read/Write/Speak*
  - *Pashto Read/Write/Speak*
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