

Employment Contract

THIS AGREEMENT made as of Sep 18th, 2023, at Islamabad between CHIP Training and Consulting (Pvt) Ltd (hereinafter referred to as Employer) having its principal place of business at Islamabad and **Ms. Hina Gillani** (hereinafter referred to as Employee), Bilal Colony - 1 - Korangi - Korangi - Sindh. WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and goods and valuable consideration the parties agree as follows:

1. Position Title

The employee shall be designated as **Community Health Worker** for Polio Third Party Personnel (PTPP) as part of the Polio Eradication Initiative (PEI) in Pakistan and shall be required to perform his/her duties as per TORs (Annex - A)

2. Contract Validity

The employment contract will be valid from Sep 18th, 2023 to Dec 31st, 2023 and will be considered discontinued if not extended expressly. The extension to this employment contract will be subject to satisfactory performance of work deliverables and upholding of high moral and ethical standards as well as the employer's principal contract with its client.

3. Duty Station & Reporting Line

The employee shall be based in Bilal Colony - 1 - Korangi - Korangi - Sindh and shall be reporting directly to the concerned Union Council Operation officer-UCOO/UCPO for all day-to-day/program activities.

4. Salary

- (a) Gross salary of PKR. 32,000/- per month shall be paid subject to withholding tax.
- (b) It will essentially remain the responsibility of the employee to keep his/her tax affairs in order i.e. obtaining NTN and filing tax returns. By accepting this employment, the employee has categorically exonerated the employer from any responsibility for his/her tax affairs.
- (c) All reasonable expenses arising out of employment shall be reimbursed provided that the same have been authorized prior to be incurred and with the provision of appropriate receipts.

5. Benefits

- (a) The employee shall be entitled for EOBI benefits. A Contribution shall be deducted from the employee's salary on monthly basis and deposited to EOBI along with employer's contribution as per the rules.
- (b) The employee shall be provided with death and accidental insurance as per entitlement which can be claimed within six (6) months for death cases and three (3) months for accidental from the date of incident, otherwise the employer will not be liable to settle the claims.

6. Timings

The employee shall be required to perform his/her duties on a full-time basis. The working week has Six days from Monday to Saturday, from 9:00 am to 5:00 pm and timings can vary subject to the program activity which may include weekends however, instructions of the Provincial WHO shall be considered final.

7. Leaves

The Employee shall be entitled to Twenty (20) working days paid leave per year (5 days per quarter) on account of annual/casual/medical etc. All other leaves are subject to fulfillment of conditions prescribed in the leave policy. The leave can not be encashed against accrued leave balance. The employee will also be entitled to gazette holidays declared by the Federal Government of Pakistan.

8. Disciplinary Actions

- (a) The employer reserves the right to take disciplinary actions against the employee if found guilty of any misconduct considered by the company deterrent to its interest or of violation of one or more terms of this employment agreement and/or any other rules contained in the SOPs, which may include inter alia termination of the employment contract without notice.

- (b) The employer's decision with regard to the disciplinary actions will be final and will not be subject to revision.

The employee shall strictly adhere to and comply with the SOPs related to the prevention of sexual exploitation and abuse, If an employee is found guilty of involvement in any form of harassment, it shall lead to termination of the contract or other appropriate actions with immediate effect.

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9. Notice Period and Contract Extensions

- (a) Both the employer and employee - at any time - terminate this employment contract by giving prior notice of not less than Seven days or Seven days gross salary in lieu of the notice period.
- (b) The above clause will not be applicable where the employment contract is expired and the employer has decided not to extend it any further. In such cases, the employment contract shall be deemed to be concluded by the employer.
- (c) It is the absolute discretion of the employer to discontinue the employment contract on its expiration without assigning any particular reason (s) and the same cannot be challenged in any court of law.

10. General Terms of Employment

- (a) The employee shall abide and govern by the Employee Service Rules for PTPP Staff (ESR) and the same shall be read as an integral part of this employment contract.
- (b) During the course of the employment period or subsequent to conclusion/termination/resignation from the service, the employee must observe strict confidentiality regarding matters which, by their nature are to be treated as secrets or confidential and shall not be disclosed to anyone whatsoever.
- (c) Under this contract, the employee shall not be termed as a "worker" in terms of the Workman's Compensation Act 1923.
- (d) In case of any dispute/disagreement, the suits/petitions shall only be instituted in the courts/tribunals situated within the local limits of Islamabad hence the jurisdiction of any other court/tribunal (conferred under the Code of Civil Procedure) shall be excluded.
- (e) The Employer reserves the right to unilaterally alter/modify - from time to time - the terms and conditions of employment contracts and such a variation can take effect without employees' consent being sought.
- (f) The employee will be responsible for the safekeeping and returning employees property in a good condition (if have any) and in case of loss and damages the employee will be required to pay the cost.
- (g) No employee over 60 years of age shall be entitled to insurance as well as EOBI benefits. The maximum age for female employees to avail of EOBI benefits is 54 years.

Yours Truly



The Employer has caused this agreement to be executed by its duly authorized Employer and the Employee has read, understood, and agreed to the above terms and conditions and set his hand as of the date mentioned below.

Senior Manager - Projects
CHIP Training & Consulting

[Signature] _____

4250189148622

Date; _____

Note: For any complaint please contact us at:

Email: complaint.ctc@chipconsulting.org cell No: 0346-1313684 (call/whatsApp)

Terms of Reference – Community Health Worker

Purpose of Assignment

The objective is to equip the CHW with solid interpersonal-communication knowledge and skills to address the major topics of vaccination with mothers, care-givers, parents, family members and other community members/leaders to create demand and acceptance of polio drops (OPV) & routine immunization.

The aim is equally to foster the proximity with communities on a perspective of raising awareness on the importance of vaccinating children.

First Level Supervisor: Area Supervisor

Second Level Supervisor: UCOO/UCPOM **Major Tasks**

1. Immunize all the under 5 years children in her assigned area during and after the campaign
2. Record and enlist the details of missed children and zero-dose children
3. Ask all IPC questions at each household including AFP /Weakness case
4. Share details of weakness (suspected AFP) case with the area supervisor
5. Update household child register before each campaign including new influx, new shifted families, and new born children and include in the micro plan
6. Prepare a microplan and route map under supervision of are supervisor
7. Provide a list of PMCs/Still refusal children to house-to-house social mobilizer
8. Participate in social mobilization events in the assigned area
9. Refer zero dose children to nearest EPI centre and outreach session for routine immunization