



Employment Contract

THIS AGREEMENT made as of June 01st, 2025 between CHIP Training and Consulting (Pvt) Ltd. (hereinafter referred to as CTC), having its main office at Islamabad, and MR. SHAHZAIB IRSHAD (hereinafter referred to as signatory), whose national identity number is 3130109847615

Whereas CTC desires to engage the services of the signatory on the terms and conditions hereinafter set forth herein. Therefore, the parties hereto agree as follows:

1. **Terms of Reference**

1.1 The signatory shall be assigned as and will have a term of reference as detailed in the TORs enclosed as Annex-A.

2. **Duration of Agreement**

2.1 This agreement will come into effect on June 01st, 2025 and shall expire on July 31st, 2025. The extension To this agreement shall be dependent upon the continuity of the position as per need.

3. **Duty Station & Supervision**

3.1 The signatory shall be based District **Rahim Yar Khan- Punjab** and shall be working under the guidance and direct Supervision of the assigned supervisor for all day-to-day/program activities.

4. **Remuneration**

4.1 As full consideration for the satisfactory services performed under the terms of the agreement, CTC shall pay The signatory the sum of **PKR 58520/-** per month, which shall be paid subject to withholding tax.

4.2 Payments will be processed after successful completion of tasks verified by the supervisor.

4.3 It will essentially remain the responsibility of the signatory to keep his/her tax affairs in order i.e. obtaining NTN and filing tax returns. By accepting this agreement, the signatory has categorically exonerated CTC from any responsibility for his/her tax affairs.

4.4 The signatory shall not be exempted from taxation and shall not be entitled to reimbursement of any taxes that may be levied on the remuneration received.

5. **Working hours/days**

5.1 The signatory shall be required to perform his/her duties from 8:00 AM to 2:00 PM, throughout the week (Monday to Saturday) including public holidays, to ensure the provision of necessary care around the clock.

5.2 The employee will be entitled to Two (02) working days paid leave per month on account of annual/casual/medical etc.

5.3 The leave cannot be encased yearly or at the end of employment.

6. **Standards of Conduct**

6.1 The signatory shall not engage in any activity that is incompatible with the proper discharge of duties.

6.2 The signatory shall be subject to any disciplinary actions where s/he is found guilty of poor performance, misconduct, data fudging, absence from duty without prior permission, or any other misconduct considered a violation of the terms and conditions of the agreement.

6.3 The CTC's decision with regard to the disciplinary actions will be considered final and will not be subject to revision.

6.4 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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ABUJA OFFICE:
1 CANS PARK IBRAHIM BADAMOSHI
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Shahzaib

7. **Termination of Agreement**

- 7.1 Either party may rescind this agreement at any time by giving the other party one month's notice in writing of its intention to do so. Otherwise, an equivalent amount of net remuneration (mentioned in Article 4 above) in lieu of the notice period shall be payable to another party; the daily remuneration shall be calculated by dividing monthly remuneration by 30 days (irrespective of the actual number of days of that month).
- 7.2 The above clause will not be applicable where the agreement has expired on the end date mentioned in Article 2 above. In Such cases, the agreement shall be deemed to have been concluded by CTC.
- 7.3 It is the absolute discretion of CTC to discontinue the agreement on its expiration without assigning any particular reason(s).

8. **General Terms of Employment**

- 8.1 The rights and obligations of the signatory are strictly limited to the terms and conditions of this agreement. Accordingly, the signatory shall not be entitled to any benefit, payment, subsidy, insurance compensation or pension from CTC, except as expressly provided in this agreement.
- 8.2 During the course of the agreement period or subsequent to the conclusion/termination/resignation from the service, the signatory must observe strict confidentiality regarding matters which, by their nature are to be treated as secret or the signatory shall not disclose to anyone whosoever.
- 8.3 Under this contract, the signatory shall be termed a "worker" in terms of the workmen's Compensation Act 1923.
- 8.4 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.
- 8.5 CTC reserves the right to unilaterally alter/modify - from time to time - the terms and conditions of the agreement in the interest of the program and such a variation can take effect without the signatory's consent being sought.

9. **Designation of Beneficiary**

- 9.1 The signatory has designated as Vaccinator, whose address is _____ as his/her beneficiary for all amounts standing to the signatory's credit under the terms of this agreement in the event of the signatory's death.



HR Department
CHIP Training & Consulting

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.

[Signature]

3130109847615

Date;

31/5/25

Terms of Reference

Job Title: Vaccinators Position

Summary:

The Vaccinator will work under the direct supervision of the health facility in-charge and report to the DHO office through the facility in-charge. The role primarily involves administering routine and COVID-19 vaccinations at static centers, outreach, and mobile sites within the assigned area.

Major Tasks:

1. Work under direct supervision of health facility in charge & will report to DHO office through health facility in charge
2. Responsible for routine and COVID-19 vaccination as per schedule at static center, outreach and mobile vaccination sites in assigned catchment area
3. Preparing micro plan regularly as per RED/REC guidelines and submitting it to DHO office
4. Regularly updating the defaulter and zero dose children list and tracking the defaulter & zero dose children
5. Vaccine and logistics arrangement as per requirement by preparing and submitting timely demand to DHO office through health facility in charge
6. Proper vaccine management at static center and outreach sites and during transportation as per EPI guidelines
7. Keeping all EPI related equipment including ILRs clean and well maintained as per EPI protocols
8. Arranging vaccination session in assigned catchment areas as per plan and in advance coordination with community
9. Close coordination with community based health workers like LHWs/CMWs/CBVs for vaccinating new born, zero dose and defaulter children
10. Community mobilization for vaccination
11. Supporting VPD/AEFI surveillance activities including case reporting, investigation outbreak response
12. Proper recording and timely reporting of vaccination activities to DHO office through health facility in charge
13. Using NEIR for attendance and vaccinated children registration to be used as performance indicators
14. Updating and maintaining EPI records, inventory and stock as per guidelines of EPI protocols/SOPs
15. Vaccination of children during MR, MNTE and other campaigns planned by EPI program
16. Implementation of all plans and recommendations issued from higher management

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