

## Employment Contract

THIS AGREEMENT made as of January 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 Mr. **Muhammad Zaheer** (hereinafter referred to as Employee), Draban - DI Khan - KPK. 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

- (a) The employee shall be designated as TPO for Polio Third Party Personnel (PTPP) as part of the Polio Eradication Initiative (PEI) in Pakistan.
- (b) The employee shall be required to perform his/her duties as per TORs.

### 2. Contract Validity

The employment contract will be valid from January 18th, 2023 to March 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.

### 3. Duty Station & Reporting Line

The employee shall be based in Draban - DI Khan - KPK and shall be reporting directly to the concerned with close coordination of both the WHO Area Coordinator and Provincial WHO Team for all day to day/program activities.

### 4. Salary

- (a) Gross salary of PKR. 82,500/- 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 salary on monthly basis and deposited to EOBI along with employer's contribution as per rules.
- (b) The employee shall be provided with death and accidental insurance as per entitlement, which can be claimed with six (6) months for death cases and three (3) months for accidental from the date of incident, otherwise 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, at a total of forty-eight (48) hours from 8:00 am to 5:00 pm 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.

# CHIP Training & Consulting (PVT) LTD.

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[CTC - HRO - PTPP - Contracting - 7.8.5-d-002 - IF/MA/NN]  
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## 8. Disciplinary Actions

- (a) The employer reserves the right to take disciplinary actions against the employee where in its opinion - which is final - the employee is found to underperformer or guilty of misconduct, non-locality, negligence, data fudging, absence from duty without permission or any other conduct considered by 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 Employee Service Rule (ESR), 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.

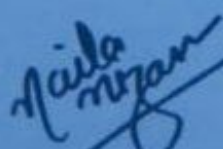
## 9. Notice Period and Contract Extensions

- (a) Both the employer and employee - at any time - terminate this employment contract by giving prior notice of not less than one month or one month's 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) No employee over 60 years of age shall be entitled for insurance as well as EOBI benefits. The maximum age for female employees to avail of EOBI benefits is 54 years.

Yours Truly



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]

CNIC # 1210120010703

Date: 07-02-2023



## Terms of Reference

### Tehsil/Tahluka/Town Polio Officer (TPO)

Under the direct supervision of the Polio Eradication Officer, and the overall technical guidance of the Area Coordinator and Provincial Team Leader, the TPO will undertake the following duties in the assigned Tehsil(s) or Tahluka(s) or Town(s).

#### 1. Coordination and Leadership

- (a) Provide Technical Support to the Tehsil/Tahluka/Town Polio Eradication Committee on poliomyelitis eradication
- (b) Work closely with government and partners to ensure coordination of different stakeholders in the assigned area
- (c) Ensure the functioning of the TPEC in the assigned areas
- (d) 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.

#### 2. Supplemental Polio Vaccination Campaigns (SIA)

- (a) Support the TPEC in ensuring the timelines for SIA activities are formulated and followed in the assigned area
- (b) 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.
- (c) Facilitate and monitor the trainings of teams, AICs, and other categories of health workers involved in campaign implementation
- (d) 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.
- (e) 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.
- (f) Monitor the effective utilization of mobile, fixed and transit teams in the assigned areas, and immediately report misuse to the immediate supervisor
- (g) Formulate an appropriate plan for coverage of missed children
- (h) Work closely with the communities in the assigned areas to rebuild trust in vaccines, combat misinformation and generate demand for polio vaccination
- (i) Mobilize religious, tribal and political leaders, and other influential persons in the assigned area to support polio eradication
- (j) Support the TPEC in access negotiations in the assigned areas
- (k) 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.
- (l) 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
- (m) Ensure all reported missed and poorly covered areas are investigated, and re-vaccination/sweeps carried out.
- (n) Analyze the daily data and collate the observations of the UC teams and present the findings, actions and recommendations at the daily evening meetings
- (o) 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
- (p) 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.
- (q) Follow up with respective tehsils/UCMOs in timely filling of DDM cards and submission
- (r) Support vaccine management at the Tehsil level

- (a) Under the guidance of the Surveillance Officer or the PEO, support the establishment of community-based AFP Surveillance system in the assigned area
- (b) Support the Surveillance Officer and PEO in ensuring timely stool/environmental sample collection and transportation as per the SOPs and guidance of the supervisor
- (c) Conduct regular surveillance visits to assigned areas as per the monthly surveillance work plan
- (d) Participate in detailed epidemiological investigations as determined by the immediate supervisor
- (e) Train/sensitize the informal health care givers on AFP surveillance
- (f) Ensure mapping and inclusion of all formal and informal health care providers in the assigned area in the AFP surveillance network
- (g) Assist in ensuring inclusion of all high risk/ underserved/ migrant population in the Surveillance network and all AFPs are reported from them.
- (h) To support timely submission of "Zero Report" from assigned UCs.

#### **4. Routine Immunization**

- (a) Support the PEO in strengthening of routine immunization through participation in the development of micro plans for implementation of REC/RED approach
- (b) Ensure monitoring of EPI coverage and drop-outs
- (c) Support the TPEC in engaging and mobilizing communities RI demand creation and building the trust of communities in vaccine uptake.
- (d) Assist the UCMOs in prioritization of UCs that are poorly performing
- (e) Identify zero dose and under immunized children in the assigned UCs and refer them for immunization

#### **5. Other activities**

- (a) Implement any additional tasks and/or activities related to polio eradication assigned by the supervisor

#### **Core competencies**

- (a) Leadership skills including team building, delegation and empowerment, empathy, role modelling
- (b) Good interpersonal communication and reporting skills with proven ability to maintain and establish excellent interpersonal working relations and to work with competing priorities.
- (c) High level of analytical ability, combined with good oral and written communication skills
- (d) Respecting and promoting cultural differences, and respect for diversity and treatment of all with dignity and respect
- (e) Ability to manage conflicts and resolve problems effectively
- (f) Ability to act independently and exercise sound judgement

#### **Education**

- (a) Master's in Social Science/natural sciences

#### **Language**

- (a) Proficiency in English language (both written and spoken), high proficiency in Urdu and at least one additional local language