



Employment Contract

THIS AGREEMENT made as of April 1st, 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. Rukhsana Shafqat** (hereinafter referred to as Employee), Jehlum Valley – AJK. 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 **District Monitor (DM)** to provide assistance to Expanded Programme on Immunization (EPI), Ministry of National Health Services, Regulation and Coordination (MoNHSRC), Government of Pakistan in the implementation of quality Immunization service delivery, VPD surveillance and specialized vaccination campaigns as per TORs.

2. Contract Validity

The employment contract shall be valid from April 1st, 2023 to September 30th, 2023 and shall be considered discontinued without any notification, once expired. The extension to this employment contract shall be dependent upon the employee's performance and continuity of the position as per need.

3. Scope of Work

The employee shall provide the services, including any reports, documentation, and/or other deliverables ("the Services") described in attach TORs, which shall be read as an integral part of the contract and completion of the task under the TORs.

4. Duty Station & Reporting Line

The employee shall be based in Jehlum Valley – AJK and shall be working under the guidance and direct supervision of the National Professional Officer (NPO) - EPI or the Technical Officer - EPI of the province.

5. Salary

- The employee shall be paid a monthly salary of PKR. 82,500/- (Eighty-two thousand five hundred only) all-inclusive, subject to withholding tax. Transportation will be provided on a need basis as per approval.
- The employee shall be entitled for death and accidental insurance benefits, which can be claimed within three (03) months for death cases and one (01) month for accidental from the date of the incident, otherwise the employer will not be liable to settle the claims.
- 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.

6. Working Weeks

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, which may include weekends, however instructions of the Provincial WHO shall be considered final.

7. Leaves

The Employee shall be entitled to one and a half (1.5) working days of paid leave per month. 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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8. Disciplinary Actions

- (a) The employee shall be subject to disciplinary actions where s/he is found guilty of poor performance, unacceptable personal conduct, fake data/finger marking, absence from duty without approval, or any other violation of one or more rules of the organization or any other conduct considered by employee deterrent to the interest of the employer or polio program.
- (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 fifteen days or fifteen 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) 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



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.

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[Signature] Rekha Shahid
CNIC # 8220384450104
Date; 10/04/23

HR Department
CHIP Training & Consulting

District Monitors/Campaign Support Officers

DESCRIPTION OF ASSIGNMENT

General Information

- | | |
|--------------------------------|---|
| 1. Country of Assignment: | Pakistan |
| 2. Agency Name/Host Institute: | World Health Organization (WHO) |
| 3. Category: | District Level |
| 4. Number of Monitors: | District |
| 5. Duty Station, Country | List of District annexed |
| 6. Duration (in months) | 4 months contract |
| 7. Expected Starting Date: | Immediate |
| 8. Monthly Salary: | District Monitor will be paid a monthly allowance/salary of RS 82,500 all-inclusive and transportation will be provided by WHO for field work only. |

Assignment Title: District Monitor

Qualifications / Requirements

WHO provides Technical Assistance to Expanded Programme on Immunization (EPI), Ministry of National Health Services, Regulations and Coordination (MoNHSRC), Government of Pakistan, in coordinating and implementation of quality Immunization service delivery, VPD surveillance and for specialized vaccination campaigns.

Pakistan is implementing nation-wide Typhoid Conjugate Vaccination (TCV) in Pakistan in phased manner. In the 1st phase TCV campaign has been implemented in the urban areas of Sindh, Punjab and Islamabad during 2019 and 2021. In the 2nd phase, TCV campaign is planned to be conducted in the month of October 2022 in the urban areas of Balochistan, Khyber Pakhtunkhwa, Gilgit Baltistan and Azad Jammu & Kashmir. The World Health Organization shall partner in this campaign by providing technical support in planning, microplanning, training, AEFI management, monitoring and evaluation of the campaign. To support this campaign, WHO shall be recruiting District Campaign Monitors to monitor and support the pre-campaign, intra-campaign, and post campaign activities in the districts.

Task descriptions:

Under the guidance and direct supervision of the Divisional Officer – EPI, the District Monitor will deliver the below functions.

Key functions are stated below:

1. Pre-Campaign Monitoring
 - Monitor preparatory activities of TCV campaign in respective district(s) using WHO developed tools and checklists. This monitoring includes:
 - Microplanning (Preparation, Review and Field Validation)
 - Trainings
 - Readiness Assessment at UC and District level
2. Intra-campaign monitoring:
 - Participate in morning and evening meetings in the field and at DPCRs/DHO/DC offices
 - Conduct supervisory visits
 - Conduct Rapid Convenience Assessments (RCA)
 - Support monitoring staff at district in the supervision and monitoring
 - Use online data reporting tools and assist district staff in submission of administrative and monitoring data digitally using mobile app (Campaign MIS and the KOBO-Collect)
 - Review district campaign data, analyze and assist district managers in using dashboards

3. Assist in post campaign monitoring
 - Assist in monitoring of post TCV campaign coverage survey monitoring
 - Track, follow and ensure financial documentations including vouchers and bills against the Government spending are prepared and ready, funds are disbursed.
4. Any other additional task assigned by the supervisor

Qualifications / Requirements

11. Education – Required Degree Level: Master’s degree in Public Health, Social Sciences or statistics.

12. Required Experience:

- At least two years of field monitoring experience
- Understanding of key vaccination concepts; EPI experience will be an asset.
- Experience in Pakistan will be an advantage.
- Excellent interpersonal and communication skills
- Data Analytical skills
- Report wring and presentation skills