



## Employment Contract

THIS AGREEMENT made as of Apr 4th, 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 Munir (hereinafter referred to as Employee), Kotki - Hangu - Hangu - 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**  
The employee shall be designated as **Union Council Polio Officer (UCPO)** 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 Apr 4th, 2023 to Jun 30th, 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 Kotki - Hangu - Hangu - KPK and shall be reporting directly to the concerned with close coordination of both WHO Area Coordinator and Provincial WHO Team for all day / program activities.
- 4. Salary**
  - (a) Gross salary of PKR. 55,440/- 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) EOBI Contribution worth of PKR. 150/- will be deducted from the salary of the employee on monthly basis and shall be deposited to EOBI along with employers contribution as per rules.
  - (b) The employee shall be provided with death and accidental insurance as well as EOBI benefits as per entitlement.
- 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.
- 8. Disciplinary Actions**
  - (a) The employee shall be subject to disciplinary actions where s/he is found guilty of poor performance, non-locality, 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.

ISLAMABAD OFFICE:  
CTC HOUSE, PLOT # 1, (FAYYAZ MARKET)  
ST # 9, G-8/2, ISLAMABAD  
PAKISTAN 44000 - PAKISTAN

ABUJA OFFICE:  
1 CANS PARK IBRAHIM BADAMOSHI  
BABANGIDA BOULEVARD,  
MAITAMA, ABUJATEL, NIGERIA

LONDON OFFICE:  
OFFICE 5 FLOOR 5  
21 KNIGHTSBRIDGE  
LONDON SW1X 7LY

[www.chipconsulting.org](http://www.chipconsulting.org)

Muhammad Munir

**Functional skills and experience:**

- (a) At least 3 years of prior work experience in social work/NGO/community development activities/health services/external monitors (preferable)
- (b) A national of Pakistan, hailing from the same Union Council
- (c) The candidate should not be related to any WHO employee
- (d) Knowledge of computer including Microsoft Office applications
- (e) Ability to analyze basic data will be an advantage
- (f) Understanding of the Pakistan polio programme
- (g) Familiarity with local community context (beliefs, social norms, practices)

**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) Bachelor's degree 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

Muhammad Munir  
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## Terms of Reference

### Union Council Polio Officer (UCPO)

Under the direct supervision of the TPO/Polio Eradication Officer, and the overall technical guidance of the Area Coordinator, the UCPO will undertake the following duties in the assigned Union Council(s).

#### 1. Coordination and Leadership

- (a) Provide Technical Support to the Union Council 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 UPEC 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 UC level

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

- (a) Support the Union Council on ensuring all the agreed SIA timelines are followed and implemented
- (b) Assist the UC team in motivating local, adult and female teams and AICs to be part of campaign implementation
- (c) Facilitate and monitor the trainings of teams, AICs, and other categories of health workers involved in campaign implementation
- (d) Carry out assigned planning meetings including micro plan preparations at the Union Council
- (e) Support the timely distribution of logistics in the assigned Union Councils, 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 area, 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) 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.
- (k) Supervise and monitor the work of the teams and AICs, take house hold clusters and at the same time validate a sample of the clusters and missed children coverage done by the UC team
- (l) Ensure all reported missed and poorly covered areas are investigated and re-vaccination/sweeps carried out.
- (m) Analyze the daily data and collate the observations of the UC teams and present the findings, actions and recommendations at the daily evening meetings
- (n) 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.
- (o) Carry out a post campaign analysis of data and share with the UPEC and supervisor
- (p) Follow up with respective tehsils/UCMOs in timely filling of DDM cards and submission
- (q) Support vaccine management at the Union Council level

#### 3. AFP Surveillance

- (a) Support community surveillance by ensuring mapping and inclusion of all formal and informal health care providers in the assigned area in the AFP surveillance network
- (b) Participate in detailed epidemiological investigations as determined by the immediate supervisor
- (c) Assist in ensuring inclusion of all high risk/ underserved/ migrant population in the Surveillance network and all AFPs are reported from them.
- (d) To support timely submission of "Zero Report" from assigned UCs.

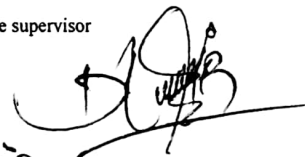
#### 4. Routine Immunization

- (a) Support the strengthening of routine immunization through participation in the development of micro plans for implementation of routine immunization
- (b) Support the UPEC in engaging and mobilizing communities RI demand creation and building the trust of communities in vaccine uptake.
- (c) 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

Muhammad MUNIR



**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 to insurance as well as EOBI benefits. The maximum age for female employees to avail of EOBI benefits is 54 years.

Yours Truly



Senior Manager - Projects  
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# 1410203490277

Date: 04-04-2023