**TERMS OF REFERENCE**

**Team Assistant**

**Purpose of the Post:** To provide technical assistance to the Polio Eradication Initiative (PEI) in Pakistan by supporting logistics and data analysis activities in the Programme. The Pakistan PEI is a world leader in management of logistics especially procurement & distribution of Finger Markers/fIPV tools, printing & shipment of DDM Cards, Budget Management, Vaccine Transportation. To maintain this complex system and respond to the dynamic requirements of the programme, on an emergency bases additional support to deal with, a dedicated & efficient Team Assistant is required. Who will play a crucial role in smooth operation of all these activities aligned with the printer/courier service provider/provincial and district staff.

**Organizational Context:** Under the direct supervision of Technical Officer Program Operations and overall supervision of the Team Leader for polio eradication; Programme Team Assistant will undertake the following duties:

* Coordinate the procurement and distribution of program supplies, equipment and materials required for program operations (Finger Marker/Vaccines & Vaccine Carriers/ DDM cards/Maintain and update stocks).
* Assist in the management of DDM cards.
  + calculation/printing/shipment/disbursement/tracking & follow ups.
* Maintain an inventory of cold chain equipment/Finger Markers(disposal)/DDM cards and ensure timely delivery of materials and follow ups for shortage if any.
* Ensure accurate documentation and record-keeping for all courier transactions. Secure timely dispatch/transportation of program related materials in coordination with courier services.
* Analyze campaigns & IDIMS data especially logistics related at district as well as union council levels, to Identify problems/inaccuracy in data files and inform the supervisor enable timely corrections.
* Oversee the Vaccine Distribution Plan & transportation of vaccines and follow up.
* Provide full administrative support to the Programme, Drafts, reviews, correspondence and take notes at meetings.
* Establish effective communication & coordination channels with provincial EOCs & staff.
* Coordinate with the provinces in getting budgets sheets & Resource Plan uploading.
* Assist in data analysis of post campaign evaluations and preparing campaign review presentations.
* Provide full administrative support to the Programme including document drafting, following up action points and tasks, and routine correspondence. Follow up on actions based on issues highlighted during monitoring.
* Any other task assigned by supervisor.

**Education & Qualification:**

* Intermediate/bachelor’s degree in relevant field or equivalent work experience.

**Knowledge and Experience:**

* At least 3 years of relevant experience in the NGO/INGO, Public and Private organization.
* Strong Organizational, Analytical & logistical skills.
* Familiarity with Polio Eradication Program, and IDIMS is a plus.

**Skills**

* Ability to work under pressure and to meet tight deadlines.
* Good teamwork skill
* Ability to work independently.
* Good computer skills included MS Office and statistical tools.
* Have report writing and presentation skill.