**Terms of Reference**

**Tehsil/Tahluka/Town Delivery Operation and Supervision Officer (TDOSO)**

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

**First Level Supervisor:** Immunization Officer

**Second Level Supervisor:** Area Coordinator

**Major Tasks**

1. Coordinate with Taluka /Town focal person on SIAs /Operational planning, implementation, monitoring and evaluation
2. In coordination with TFP /DEOC implement key process indicators of SIAs at the town /tehsil level and UC level to achieve benchmark PCM and LQAS indicators
3. Support in enhancing the sensitive AFP and VPD surveillance network within their assigned Taluka/ Town and attaining the desired surveillance indicators.
4. 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
5. Mapping and systematically sensitizing key community surveillance informants and support in the AFP surveillance training.
6. Support timely submission of “Zero Report” from all UCs of assigned taluka /town
7. Support strengthening of routine immunization through participation in the development of micro plans and monitoring of R.I activities
8. Share details of zero dose children lists with respective TFP/EPI focal person and track coverages
9. Implement any additional tasks and/or activities related to polio eradication assigned by the supervisor

**Functional skills and experience:**

* At least 3 years of prior work experience in social work/NGO/community development activities/health services/external monitors (preferable)
* A national of Pakistan, hailing from the same Tehsil/Town/Taluka
* Knowledge of computer including Microsoft Office applications and ability to analyze basic data
* Familiarity with local community context (beliefs, social norms, practices)

**Core competencies**

* Respecting and promoting cultural differences, and respect for diversity and treatment of all with dignity and respect
* Good interpersonal communication and reporting skills with proven ability to maintain and establish excellent interpersonal working relations and to work with competing priorities.
* Good oral and written communication skills
* Ability to manage conflicts and resolve problems effectively
* Ability to act independently and exercise sound judgement

**Education:**

* Master’s degree in Social Science/natural sciences

Language**:**

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