**Terms of Reference**

**Union Council Operation Officer (UCOO)**

Under the direct supervision of the Immunization Officer, and the overall technical guidance of the Area Coordinator, the UCOO will undertake the following duties in the assigned Union Council(s).

**First Level Supervisor:** Immunization Officer

**Second Level Supervisor:** Area Coordinator

**Major Tasks**

1. Coordinate with UC Incharge on SIAs /Operational planning, implementation, monitoring, and evaluation
2. Implement key process indicators of SIAs at the UC level to achieve benchmark PCM and LQAS indicators
3. In coordination with UC Incharge and UC Comms Officer implement the operations at the UC level in all phases of the campaign such as microplanning, training, UPEC, logistics, monitoring and supervision, and data quality assessment.
4. Prepare SIAs logistics plan and assist the distribution of logistics among supervisors and workers
5. Implement training sessions (stall methods) of supervisors and workers
6. Assess UC in charge in retention of finger markers and other logistics after the campaign
7. Assist UC incharge during the filling of DDM sheets of supervisors and workers
8. Ensure high quality of SIA implementation at UC to achieve benchmark PCM and LQAS pass result
9. Ensure sweeping activities as per National guidelines at the UC level
10. Assist collection of zero reports from designated health facilities and submit to District Office /Immunization officer
11. Coordinate with respective EPI vaccinator and share the lists of zero dose children with vaccinator including coverage tracking
12. Conduct monthly EPI clusters and submit to TPEC/District Immunization Officer
13. 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 Union Council
* 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 a 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 judgment

**Education:**

* Bachelor’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