

## **TORs: PROVINCIAL VACCINE MANAGEMENT OFFICER (VMO) – PEI**

**POST TITLE:** Provincial Vaccine Management Officer (VMO) - PEI  
Will be named as: Punjab/KP/FATA/Sindh/Balochistan VMO- PEI

**TYPE OF POST:** Technical Vaccine Management

**DUTY STATION:** Provincial Head Quarters (Punjab@Lahore-1, KP@Peshawar-1, FATA@Peshawar-1, Sindh@Karachi-1, and Balochistan@Quetta-1)

**SUPERVISOR:** Health Officer Polio UNICEF

**TYPE OF CONTRACT:** Special Services Agreement under third party vendor

**SALARY:** Rs. 85,000/month lump sum

**TRAVEL:** Outside duty station will be on actual reimbursement of travel cost and Per diem @ Rs. 4,000/day for districts & Rs. 6,000/day for Islamabad & Other Provincial Head Quarters during travel days (Per diem include cost of boarding, lodging and meals., travel cost including per diem should not exceed 30% of the salary /month unless strongly justified & approved by competent authority)

**START DATE:** DD/MM/YYYY

**DURATION:** Initially until 31/12/2016, may be continued based on requirement & need of the programme with mutual agreement of UNICEF & Provincial Health Department on recommendations of supervisor

**DATE PREPARED:** 01 July 2016

### **ORGANIZATIONAL SETTING**

The position is primarily based one in each of the provincial EOCs/EPI Programs (03 days in EOC & 02 days in EPI Program per week) & will work under direct supervision, contractual oversight & technical guidance provided by the Health Officer Polio based in respective UNICEF Offices with support from the federal UNICEF team.

### **PURPOSE OF THE POST (*Justification*)**

The overall purpose of this position is to technically support effective vaccine management resulting in a system where every child can benefit from vaccine of assured quality delivered in the right amount at the right time through efficient logistics, proper vaccine management, and a well-functioning cold chain system to support polio eradication initiative.

Government of Pakistan has enhanced the Polio Eradication Program's programmatic focus on ways and means of ensuring the most judicious use of oral polio vaccine (OPV). Special actions were planned based on the recommendations of an independent mission that assessed vaccine management in the major provinces of the country in September 2012. Standard Operating

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Procedures (SOPs) are in place to be followed during the Campaigns to conserve OPV. A National Vaccine Management Committee (NVMC) was constituted under the chairmanship of the Additional Secretary, Ministry of IPC. Similar Committees are constituted at the Provincial and District levels. Committees are notified under the guidance of the Chairman of the NVMC and the relevant staff of the Prime Minister's Polio Monitoring & Coordination Cell. The key steps to improve OPV management, include:

- Polio Control Room data on vaccine availability, distribution, utilization, and remaining doses will be regularly monitored and reviewed on a daily basis and actions will be taken to address any discrepancies / inconsistencies / short falls.
- Special tools developed by the N EOCs are to be used to gather information from the provinces and districts about the quantity of vaccine received, utilized and available in balance for use in subsequent campaigns.
- Vaccine management SOPs will be implemented in an integrated manner with overall campaign guidelines to conserve resources and avoid wastage of polio vaccine.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the UNICEF Health Officer (PEI) based in the relevant UNICEF Offices, the incumbent will provide support in Tier 1 & 2 districts and core reservoirs including:

1. Support National/Provincial EOCs and DPCRs in adapting Effective PEI Vaccine Management (EVM) practices at Provincial, District & Sub-district levels and support improvement of cold chain for PEI vaccines;
2. Take lead in implementation, effective working and maintenance of vaccine management software at all levels in the province by supporting implementation of appropriate PEI vaccine stock management systems for tracking vaccines and monitoring wastage;
3. Ensure that VM tools developed are used to gather information from the provinces and districts about the quantity of PEI vaccines received, utilized and available in balance for use in subsequent campaigns and sent to NVMC regularly;
4. Ensure that the Polio Control Room data on vaccine availability, distribution, utilization, and remaining doses is regularly analyzed, monitored and reviewed as per NEAP Indicators and actions are taken to address any discrepancies / inconsistencies;
5. Assist in capacity building of national/provincial & district vaccine management committees, CBV Master Trainers, provincial/district/UC level vaccine handlers and relevant staff at the provincial, district and UC/agency levels, through workshops, orientation sessions, trainings and providing technical guidance on SOPs and VM Software;
6. Provide regularly: consolidated OPV and immunization data including stock management & utilization of vaccine with wastage data for programme planning and management to supervisor and assist in monitoring and evaluation at National/Provincial/District/Sub-district levels for support to strengthen PEI and routine EPI services in core reservoirs and in tier 1 & 2 districts;
7. Attend Vaccine Management Committees and other technical cooperation meetings when assigned;
8. Prepare presentations / updates / briefs and reports on vaccine management progress for EOC and UNICEF Polio Team as and when required.
9. Provide support in implementation of synergy activities where required

10. Provide administrative & technical support to supervisor as and when required.

**EDUCATION**

University degree in Public Health or related field or Business Administration with supply chain and logistics management or cold chain related technical field or other relevant qualifications.

**WORK EXPERIENCE**

Four years' experience of working in primary health care set up / immunization programme /PEI/ supply chain & logistics management / cold chain.

**LANGUAGES**

Good written and spoken English and Urdu.

Working knowledge of the local language of the duty station is desired.

**COMPETENCIES**

- Technical expertise in Cold Chain, Supply Management, Immunization & Vaccines;
- Analytical and conceptual ability; communication skills,, Planning and monitoring skills; Administrative & financial ability to organize work and projects;
- Conducting trainings and workshops
- Ability to use database & computer soft wares, Computer skills, including internet navigation, and various office applications;
- Demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.