Terms of Reference – Area Supervisor

Purpose of Assignment

To serve as monitoring and data supervisor an out-reach and community contact points in support of social mobilization and use of interpersonal-communication knowledge and skills with mothers, care-givers, parents, family members and other community members/leaders in creating demand and acceptance of polio drops (OPV) & routine immunization.

First Level Supervisor: Union Council Communication Officer (UCO) at union council level

Second Level Supervisor: District Health Communication Support Officer (DHCSO) at district level

Area Supervisor

- Monitor and supervise the field work of an average of 5 community health workers
- Coordinate with all community health workers on gathering, compiling HH vaccination data on weekly/ monthly basis.
- Weekly monitoring and supervision plan to include a full day with each supervisee and a weekly report to UCO and DHCSO
- Submit the compiled HH vaccination coverage and missed children data to UCO and DHCSO for onward submission to the data support centers on a daily basis during campaign (5th day) and weekly post campaign
- Brief and share the HH level missed children data with UCMO for inclusion in the micro plans for the next campaign
- Provide on job trainings on IPC, data collection / compilation/ on agreed formats / tools
- Cross verify data (30%) of CHW logbooks every month) through desk & field reviews
- Data analysis to review trends of children vaccinated and missed of HR population groups. Highlight unusual movement patterns of HR population groups.
- Brief MO on the RI status of the HHs and share the list of defaulters for RI outreach
- Any other on PEI / EPI activities

Profile/ Qualifications

- Education/Work Experience: Intermediate with a minimum of 2 years' experience in community mobilization and/or working with NGOs and NGO networks and working and liaising with Government agencies/partners.

- Languages: Medium proficiency in English language (both written and spoken) and high proficiency for local languages of Urdu, Sindhi and Pashtu is required.