

## Training Officer Polio

**Total Position:** 1

**Job Type:** CBV provincial level package

**Department:** PEI Sindh UNICEF

**Reports to:** Training focal person in FO

**Minimum Education:** Bachelors

**Degree Title:** Degree in social sciences/MPH/ Computer Sciences

**Minimum Experience:** Seven Years relevant work experience including (four years of professional field work experience in training and development of health programs. Background/familiarity with Emergency.)

### PURPOSE OF THE POST

The purpose of this assignment is to provide support and supervise field training staff by providing guidance, and quality assurance to the multiple training activities and events sponsored and supported by the Polio Eradication Unit. Responsibilities include the synchronization of existing training modules into local field requirements and development of need based training curriculum and methodology, pre-testing and evaluating training, materials, tools, and events as to appropriateness and effectiveness. Through regular review, evaluation, and analysis the position will provide quality assurance of contracted, third party training services including philosophy, methodology, and the appropriateness and competence of staffing structures.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Coordinate and support the development of an appropriate capacity development strategy in collaboration with CO for frontline workers conducting social mobilization and interpersonal communication for community engagement, including developing appropriate content, modules and methodologies for communication, social mobilization, advocacy and media skills, and other areas according to the needs of the program, including vaccine management. Lead the systematic implementation and roll-out of training activities identified in the capacity development strategy.
2. Supports preparation of monthly, quarterly and six-month refresher and induction training plans in close coordination with vendor training focal person and UNICEF Training Focal person.
3. Under supervision of **Training focal person**, lead in carrying out a training needs assessment which will form the basis for designing and implementing innovative training and capacity building activities for CBV communication staff, namely District Health Communication Officers (DHCSOs), Union Council Communication Support Officers (UCOs), and Social Mobilisers (SMs) for implementation by the contracted training services and/or provincial Polio teams.
4. Provide support to the lead trainers in monitoring and assessing the training sessions and how the training impacts the performance of FLWs for successful implementation of all phases of vaccination campaign
5. Assists in modifying, revising, and updating the content of existing training program by taking stock of existing pool of trainers, carrying out TNA, developing training strategy and action plan for CBVs. Collaborates with functional experts to develop programs that achieve the defined learning and business objectives.
6. Develop a monitoring and evaluation plan for the training workshops to be conducted and ensure its effective implementation either through polio provincial teams or through third party
7. Any other task assigned by the supervisor.

### Performance Indicators

1. % of CHWs and AS trained (induction and refresher) every quarter/ #planned
2. % of low performing CHWs and AS identified and trained precampaign/ # identified
3. # TPFM reports and other third party training data reviewed and course correction done/ # of TPFM and third party training reports identified workers with performance gaps after every campaign
4. # of districts/UCs supervised per month during pre-campaign training activities
5. Strong coordination maintained with PEOC, DPCR and other local stakeholders

### Skills Required

#### LANGUAGES

Fluency in English and Urdu. Knowledge of local provincial languages is an added asset.

#### COMPETENCIES

Certificate as a Master Trainer.

Degree or training in media and communication with experience in strategic

Communication planning for behavior development/ social mobilization /advocacy/ participatory communication/  
development and production of creative materials/ research / impact evaluation of communication interventions.

Program implementation experience in polio eradication is an asset.

Experience in health communication an asset.

Preference to people with community based work experience in Karachi.