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| **Designation: Liaison Officer** | | | | | |
| **1. Job Environment** | | | | | |
| **Position Information:** | | | **Reporting Lines:** | | |
| **Department: Immunization**  **Position: 1**  **Location:** Lahore  **Duration:** 18 months | | | **Report To: Technical Lead**  **Directly Supervise: N/A**  **Coordinate With**:  R-FPAP Team, SPHERE Team | | |
| **2. Job Objective** | | | | | |
| The Provincial Liaison Officer will be responsible for facilitating effective communication and coordination between SPHERE, R-FPAP, and the Government’s Expanded Programme on Immunization (EPI). The incumbent will sit at the EPI Program office and work closely with R-FPAP, SPHERE and EPI teams to ensure smooth implementation of the immunization project at the provincial level. | | | | | |
| **3.Functions of the Position** | | | | | |
| * Coordination and Communication: Serve as the primary point of contact between R-FPAP, SPHERE and the EPI Program, ensuring timely and effective communication. * Project Implementation: Support the day-to-day operations and execution of the immunization project, addressing any issues that arise promptly. * Stakeholder Engagement: Facilitate meetings and interactions with key stakeholders, including government officials, healthcare providers, and community organizations. * Reporting: Prepare and submit regular progress reports on project activities, achievements, and challenges to R-FPAP and SPHERE. * Documentation: Maintain comprehensive records of all communications, meetings, and project-related activities. * Problem Solving: Identify and address any operational or logistical challenges that may impede project progress. * Capacity Building: Assist in organizing training sessions and capacity-building workshops for EPI staff and other stakeholders. * Compliance: Ensure that all project activities comply with relevant policies, guidelines, and standards set by the government, SPHERE and R-FPAP. * The Provincial Liaison Officer will be based at the EPI Program office and may be required to travel within the province for field visits and stakeholder meetings. The position demands flexibility, adaptability, and a commitment to working in a collaborative environment to achieve the project's objectives. | | | | | |
| **4. Interaction** | | | | | |
| **Within the organization** | | | **Outside the organization** | | |
| SPHERE Consulting Team  Regional Staff  PMO Staff  Head Office | | | Provincial EPI, UNICEF, WHO, District Health Authorities | | |
| **5. Competencies** | | | | | |
| **Interpersonal Skill**  Presentation  Report Writing  Communication | **Leadership Skills**  Team Building  Conflict Handling  Decision Making  Motivating Others | **Management Skills**  Planning  Time Management  Coordination | | | **Technical Skills**  Analytical  Collaboration Dedication  Budgeting |
| **6. Special Condition:**  R-FPAP & SPHERE Consulting are committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and adhere to the IPPF’s Code of Conduct and Safeguarding Policies, and the UN conventions respectively.  Rahnuma-FPAP & SPHERE Consulting staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP's and SPHERE’s safeguarding. These include Children & Vulnerable Adults Policy, Code of Conduct, Respect At Work Policy and Raising A Concern Policy from time to time, as well as the relevant local statutory provisions relating to safeguarding children and vulnerable adults'.  Prior to an appointment being confirmed completed background check including three verifies references, Police Check; Identity; Qualifications and experience check. | | | | | |
| **7. Person Specification** | | | | | |
| **Education/Qualification:**  Graduate in public health / social sciences | | | | **Any additional Skills and Attributes:**  Experience of working in immunization will be an asset | |

**Note:** This job description defines the broad accountabilities of this position which may change based on organizational need. Please refer to divisional, team and individual work plans/targets for more specific details