

## Terms of Reference, Coordinator (AEFI and AESI )

### Position overview:

Under the international grant for immunization and cold chain management by COVAX Vaccine Delivery Support and Japan Government Aid, Japan, main purpose of the AEFI and AESI Coordinator will be the representative of the AEFI Secretariat at the National level to improve coordination and strengthen AEFI surveillance. AEFI and AESI Coordinator assist in the implementation of the AEFI surveillance and work closely with the National AEFI Committee, AEFI Secretariat and Maldives Food and Drug Authority for the strategic management of the Pharmacovigilance Activities under guidance of Public Health Program Director, National Immunization Program.

### Responsibilities:

- Strengthening AEFI surveillance at the National level and improve Vaccine Safety.
  - Assist the pre-identified atolls in strengthening the early detection and investigation of AEFIs and reporting to the AEFI Secretariat at the national level.
  - Supervise and coordinate the work identified by the AEFI secretariat at national level including development and implementation of analytical tools for AEFI, capacity building and other related activities.
  - Assist in the strategic planning and management of AEFI activities including research and M&E for AEFI.
  - Analyze the AEFI data and strengthen the capacity of Immunization Programme Manager and at minimizing AEFI due to program errors.
  - Ensure adherence to Quality Management Systems in AEFI surveillance. ○ Assist the media management of AEFI cases

- Undertake field visits within and outside the national level depending on assignments for monitoring AEFI activities and provide feedback to the National Immunization program manager and chair of AEFI Committee.
- Coordination with Maldives Food and Drug Authority (MFDA) for immunization Safety
  - Coordinate with the MFDA to ensure Immunization safety and assist in field investigation and follow up of AEFI cases including sample collection and coordinating with laboratories for analysis of the samples.
  - Coordinate review and collection of immunization safety data from CDSCO and AEFI program.
  - Assist in preparing annual work plans for the different atolls. ○ Work closely with partners in the field and at the national level.

**Place of work:** Health Protection Agency (HPA)

**Reporting:** Director, National Immunization Program

**Required Qualifications and Experience:**

- Degree in Medicine (M.B.B.S), Master Degree in public health and Master Degree in Nursing
- Candidate with post graduate qualification will be preferred.
- He/ She should have knowledge of statistical analysis, ability to compile and analyze large scale and diverse data and ability to share information harmoniously with multiple partners and work in a multi-cultural team environment.

**Contract Duration:** This is a 11 month contract. The contract shall be renewed based on performance, need, and funding.

**Remuneration:** Successful candidate will be paid an all-inclusive monthly fee of Maldivian Rufiyaa 25,000.00

**Documents to be submitted:**

- Curriculum Vitae
- Copy of National ID card
- Copies of relevant educational certificates

**Working Hours and Leave Detail**

1. Working Hours: 08:00-14:00hrs, weekdays. The staff hired may be required to work additional hours outside the above working hours during the term of the contract.
2. Leaves will be given as per Civil Service Regulation.

**Code of Conduct**

The staff hired under this TOR, shall follow and maintain the standard of professional code of Conduct set by the Civil Service Commission and Policies, Standards, Guidelines and SOP's set by Ministry of Health, and disciplinary actions to be applied for violations of these standards.

**Selection Criteria**

The AEFI and AESI Coordinator will be selected based on the following criteria:

<b>Selection Criteria</b>	<b>Weightage (%)</b>
Added Relevant Academic Qualification(s)	20%
<b>Work Experience in Related Field</b>	10%
Other Health Related Experience	10%
<b>Interview</b>	60%
<b>* Only qualified candidate will be called for the Interview.</b>	