

Terms of Reference, Immunization and Cold Chain Coordinator

Position overview:

Under the international grant for immunization and cold chain management by Japan Government Aid, Japan, main purpose of the Immunization and Cold Chain Coordinator will be carrying out active managing COVID-19 vaccination cold chain management and entry and management of data under guidance of Public Health Program Director, National Immunization Program.

Responsibilities:

1. Managing vaccine inventory involves identifying vaccines upon receipt, account for total inventory supply, rotate stock and records temperatures.
2. Maintain, manage, and analyze national database on vaccine distribution.
3. Coordinate with atoll hospitals and health centers in collecting daily vaccination.
4. Support the NIP in conducting periodic field monitoring and supportive supervision to ensure compliance to Standards and Guidelines.
5. Ensure data collection, consolidation, validation, and analysis of atolls data on vaccine requisition. Analyze inventory, distribution, utilization, wastage reports submitted by atolls/islands, and consolidate national report.
6. Assist with Covid 19 vaccine related work in the national immunization program.

Place of work: Health Protection Agency (HPA)

Reporting: Director, National Immunization Program

Required Qualifications and Experience:

- Degree in public health or related field
- Experience in immunization and cold chain is an added advantage.
- Have fluent computer skills in MS Excel/MS Access/MS PowerPoint is a must.

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 Immunization and Cold Chain Coordinator will be selected based on the following criteria:

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