**TOS of Executive Director of Vaccine and Biological Center (VBC)**

**Scale:** Basic Scale 20/21 or market scales

**Tenure:** 4 years, extendable for a further term if mutually agreed

# Experience

Experience means post qualification experience gained in a regular full-time paid job or in an organization.

1. **On Promotion**: Service 15years with minimum 7 years in BS19
2. **On direct induction/deputation**: Minimum 12 years experience in relevant field with experience in management
3. Preferable Experience:
4. Experience in epidemiology.
5. Experience in planning, developing and implementing large scale public health especially vaccination programs.
6. Work experience of vaccines and biological research and development, deployment, monitoring and evaluation.
7. Experience in senior or executive capacity of health program, with substantial HR management, decision-making and communication skills to interact and negotiate with senior national and international authorities.

**Qualifications:**

1. MBBS, MD or equivalent degree or M.Sc Biosciences/ Molecular Biology/ Genetics / Zoology/ Microbiology/ Virology.

AND

Post graduate qualification in microbiology / virology / immunology – MRCPath/FCPS/Dip. Am. Board.

Preferably:

1. Research degree PhD/M.Phil in microbiology/immunology or post-graduate training in vaccine development or related field from recognized and accredited international center.
2. Track record and ability to attract research grants, and conduct research projects or establish a research program.
3. At least ten (10) relevant peer-reviewed research papers published in national or international indexed and high impact journals during preceding 5 years.

# Job Description

* 1. To lead and direct the development and implementation of guidelines and strategic plans that support health governance role in strengthening vaccine development and accessibility at national level.
  2. To oversee and lead production of biological materials and vaccines.
  3. To oversee organization of training programs through national diploma and specialized short-term training courses for vaccine and biologic production.
  4. Collaborate with national and international research institutes to provide the technical input in the areas of vaccine development, vaccines research.
  5. Promote research activities and development towards improvement of biological products, up-scaling of technologies, introduction of newer vaccines, diagnostics and other biological products.
  6. To act as a custodian of all records and official seal of VBC.
  7. To appoint officers and other employees of center as may be delegated by the board in the prescribed manner.
  8. To supervise and control the administration of VBC and its employee, including disciplinary action against employee in a manner prescribed by the board.
  9. Authorize payments and incur expenditures in accordance with the financial rules as prescribed.
  10. To execute deeds, documents and contracts on behalf of center in a manner delegated by the board.
  11. Propose budgetary estimates of the center in consultation with the chief financial officer for approved by the BoGs of NIH.
  12. Take steps for controlling and implementation of the functions of the VBC, decisions of the BoGs, CEO, working groups, committees and sub-committees.
  13. Prepare Annual Health Report related to the center and present to the BoGs for approval.
  14. Negotiate grants, funding and receive donations for the benefit of the center generally or for specific projects.
  15. Perform any such other duties a full-time officer as may be prescribed by the CEO NIH or the board or Federal Government.
  16. Monitor / supervise all activities within the Vaccine and Biological Center to ensure proper standards and quality.
  17. Take all measures to promote research and development activities in the Vaccine and Biological Center and collaborations for clinical trials.
  18. Develop bioethics principals for research for approval of the board.
  19. Manage and oversee day to day operations and business of the Vaccine and Biological Center.
  20. To oversee Vaccine and Biological Center operations, and develop research programs to meet public health needs, including the development of vaccine and antibody-based research programs for diseases of public health importance.
  21. To serve as a principal advisor to the CEO/ED NIH on vaccines and related biomedical research affairs and as an expert consultant and advisor both nationally and internationally on the development of novel vaccine and prevention strategies.
  22. To lead national advocacy efforts for the establishment of applied research to develop and improve vaccines and responsible for training and briefing on vaccine and immunization/related activities.
  23. To organize training programs for granting diploma and specialized short-term training courses for vaccine and biologic production.
  24. Provide administration, supervision and control of Allergy center.
  25. Provide administration and supervision of Animal house/ Vet farm management.
  26. Provide administration/supervision of department of quality control/quality Assurance.
  27. To develop national immunization policies and strategies and ensures their endorsement by, and application of, by federal and provincial governments.

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