

# VFAHT LOCAL COUNCIL RECRUITMENT 2026

**Volunteer Force Against Hepatitis Transmission**  
*Volunteer Wing of IPAC Foundation*



## Welcome to VFAHT

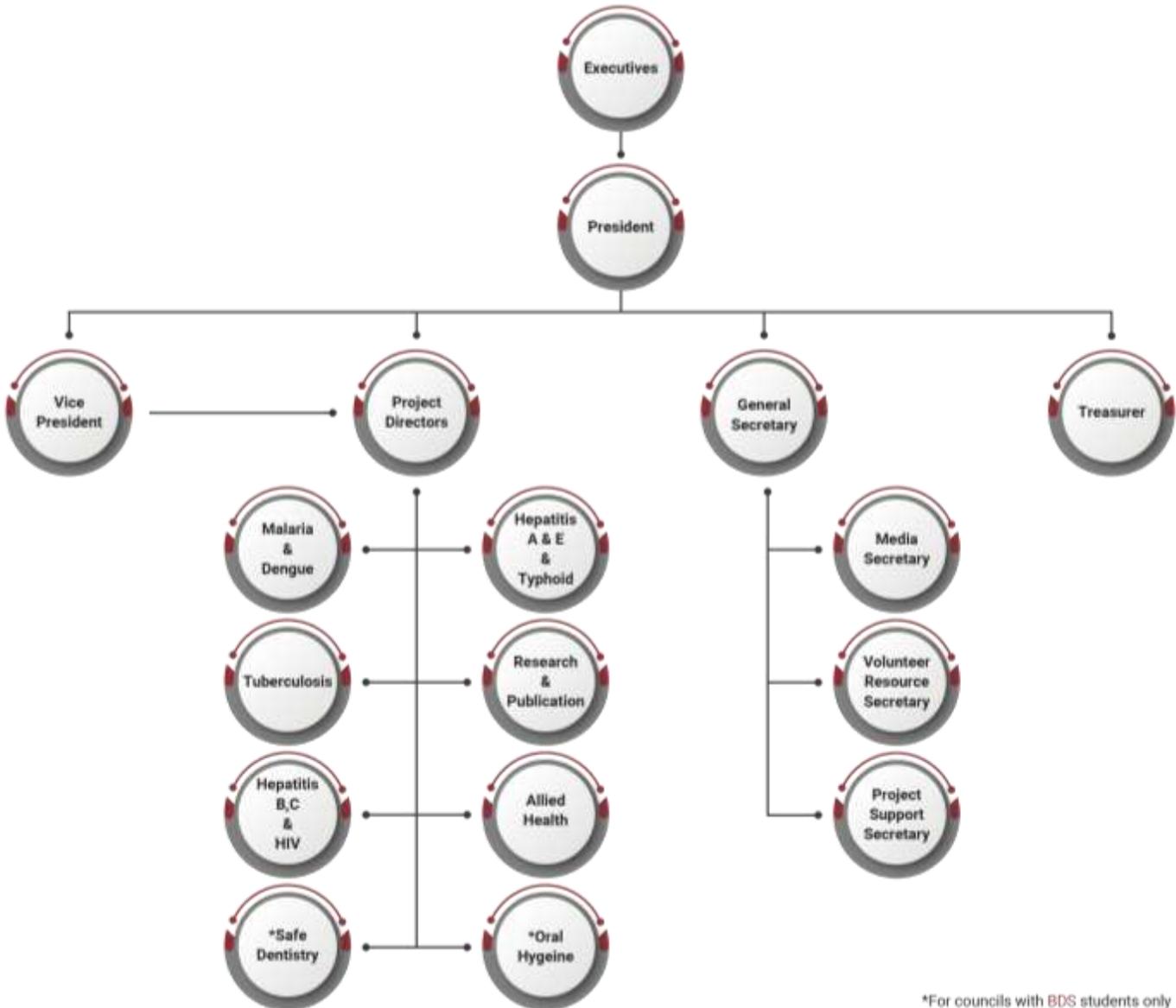
VFAHT is a student-led volunteer body working under the supervision of IPAC Foundation. We are committed to disease prevention, public health awareness, research, and community engagement across Pakistan.

Local Councils operate within a structured national framework and are accountable to both the National Council and IPAC Head Office.

## VFAHT Map



# VFAHT Local Council Organogram



\*For councils with BDS students only  
\*\*Associates can be recruited under Project Directors

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## Governance & Reporting Structure



IPAC Foundation Head Office oversees the entire recruitment and operational process and holds final authority.

## Eligibility Criteria

### Academic Eligibility

- 2nd, 3rd, 4th, or Final Year MBBS / BDS / Allied Health Sciences (4–5 year programs)
- 3rd or 4th Semester Biomedical Sciences students

### Experience Requirement

- Minimum 1 year experience in a managerial position in a student or volunteer organization

### Skills & Commitment

- Minimum 4 hours per week commitment
- Basic knowledge of Microsoft Office
- Comfortable using video conferencing platforms
- Must not be President of any other student society

## Executive Body

Post Title	Duties
<b>President</b>	<ul style="list-style-type: none"> <li>• Head of the Local Chapter</li> <li>• Ensure execution of Annual Activity Calendar 2026</li> <li>• Review and forward project proposals to head office</li> <li>• Submit proposals and summaries within 3 days of each event</li> <li>• Conduct monthly local council meetings</li> <li>• Submit monthly progress report to National Council</li> <li>• Coordinate regularly with National Council</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Assist President in council operations</li> <li>• Oversee all Project Directors</li> <li>• Organize at least one local event</li> <li>• Conduct monthly progress meetings</li> <li>• Assist in monthly reporting</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Prepare budget sheets</li> <li>• Procure materials as per approved budget</li> <li>• Maintain expenditure records and receipts</li> <li>• Maintain surplus inventory list</li> <li>• Submit monthly financial report</li> </ul>
<b>General Secretary</b>	<ul style="list-style-type: none"> <li>• Assist President in coordination</li> <li>• Ensure documentation and communication across divisions</li> </ul>

## Project Directors Division

Post Title	Duties
<b>Project Director Hepatitis B &amp; C and HIV</b>	<ul style="list-style-type: none"> <li>• Plan and execute at least one local event during the session</li> <li>• Submit proposal to Local Council President</li> <li>• Ensure team participation</li> <li>• Conduct monthly team meetings</li> <li>• Report to Vice President</li> </ul>
<b>Project Director Malaria and Dengue</b>	
<b>Project Director Tuberculosis</b>	
<b>Project Director Hepatitis A &amp; E and Typhoid</b>	
<b>Project Director Oral Hygiene</b>	
<b>Project Director Safe Dentistry</b>	
<b>Project Director Research and Publications</b>	<ul style="list-style-type: none"> <li>• Conduct original research in teaching hospitals</li> <li>• Review health-related opinion articles</li> <li>• Prepare authentic awareness content</li> </ul>

Project Directors may recruit associates (helpers) as required, subject to the needs of the Local Council and in consideration of its performance

## Secretarial Division

Post Title	Duties
<p><b>Volunteer Resource Secretary</b></p>	<ul style="list-style-type: none"> <li>• Maintain volunteer database (Excel)</li> <li>• Record attendance</li> <li>• Provide volunteers for events</li> </ul>
<p><b>Project Support Secretary</b></p>	<ul style="list-style-type: none"> <li>• Assist in organizing assigned project events</li> <li>• Maintain official documents in online drive</li> <li>• Submit monthly event reports</li> </ul>
<p><b>Media Secretary</b></p>	<ul style="list-style-type: none"> <li>• Manage Local Council social media platforms</li> <li>• Cover events via photography and videography</li> <li>• Upload awareness content regularly on local councils social media platforms</li> </ul>

**Important Note:**

- Local Council Presidents must collect registration fees from General Volunteers.
- Maintain complete Excel record.
- Deposit collected amount into the official account.

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## General Responsibility Clause

- Actively participate in council activities
- Attend monthly meetings
- Meet deadlines
- Submit required reports on time

Non-compliance may result in review by National Council and IPAC Head Office.

## Recruitment Process 2026

- Membership fee is mandatory before applying
- No reimbursement or refund will be made under any circumstances

## Selection Process

1. Local Council Presidents will be interviewed by National Council members.
2. Final approval and signing off will be done by National Council under supervision of IPAC Head Office.
3. After selection, the Local Council President will conduct interviews to recruit Executive Members, Project Directors, and Secretarial Division Members.

All local councils formed by the end of recruitment will have a meeting with National Council VFAHT President and Vice President.

The entire process is overseen by IPAC Foundation Head Office.

## Membership & Fee Structure 2026

Position	Number of Positions	Fee (PKR)
National Council	22	1000
Local Council Executives	14	500
Local Council Associates	10	250
General Volunteers	Open All Round the Year	100

**Membership Duration:** Valid for 1 year only.

\*The funds generated from the annual membership shall be utilized in covering the monetary costs of the Public Awareness Campaigns to be carried out by VFAHT throughout the year. This shall ensure the sustainability of the program\*

Membership package will include	
IPAC Cap	Membership cards for Local Council and National Council
VFAHT Badges	Subscription to Quarterly Newsletter
Local Council Designed VFAHT Logo	Customized Letters of Recommendation to National Council
E-appointment Letters to all National Council and Local Council Presidents	Community Hours Certificate
Certificate after every activity executed	Announcement posters and official website announcement for National Council and Local Council Presidents

## Payment Details

Bank Account Details	
Account Title	INFECTION PREVENTION AND CONTROL FOUNDATION
Bank Title	MCB Islamic Bank
IBAN Number	PK82MCIB1631004005030004