

VFAHT NATIONAL COUNCIL

Recruitment Guidelines 2026

Volunteer Force Against Hepatitis Transmission

Volunteer Wing of IPAC Foundation

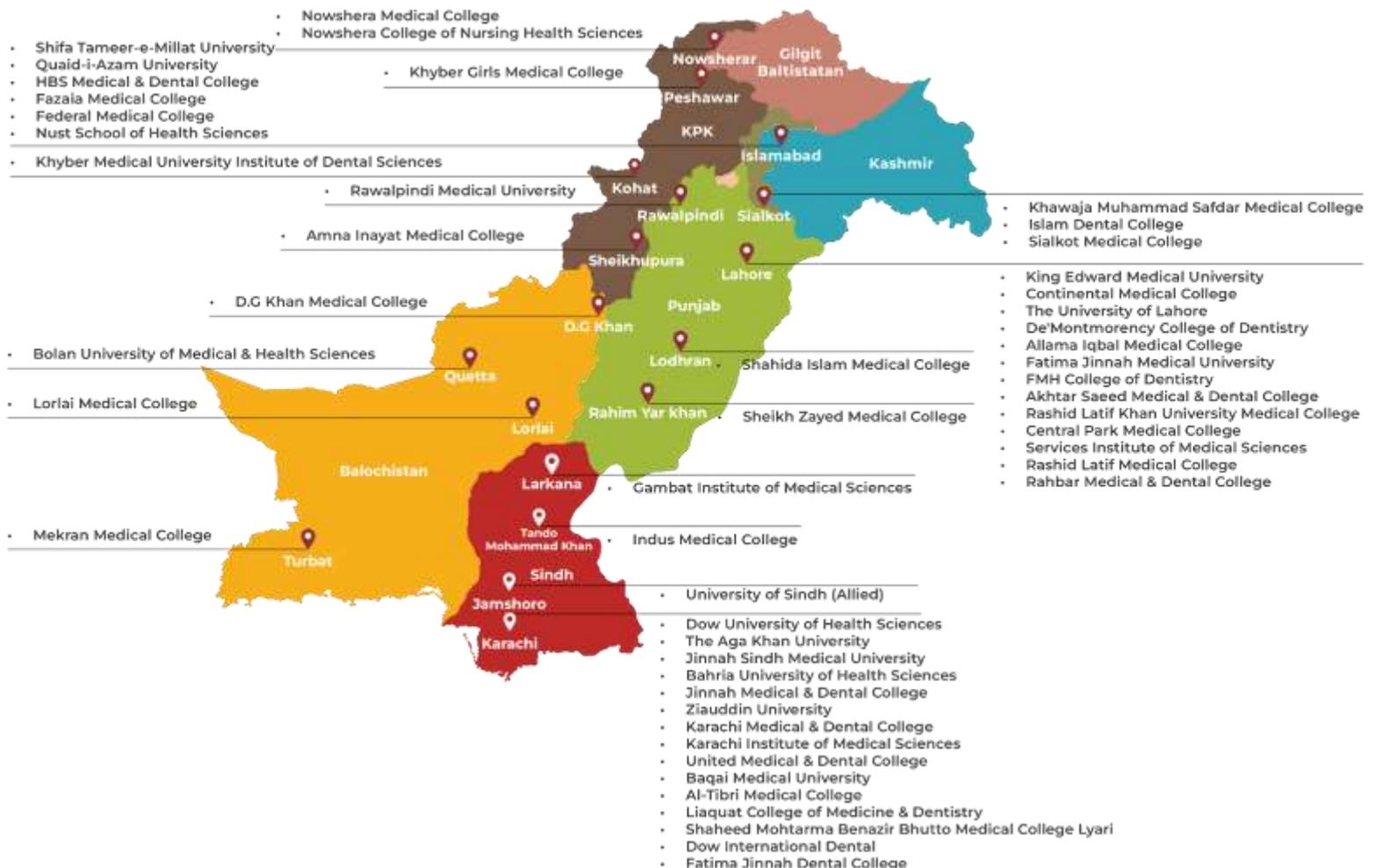


Welcome to VFAHT

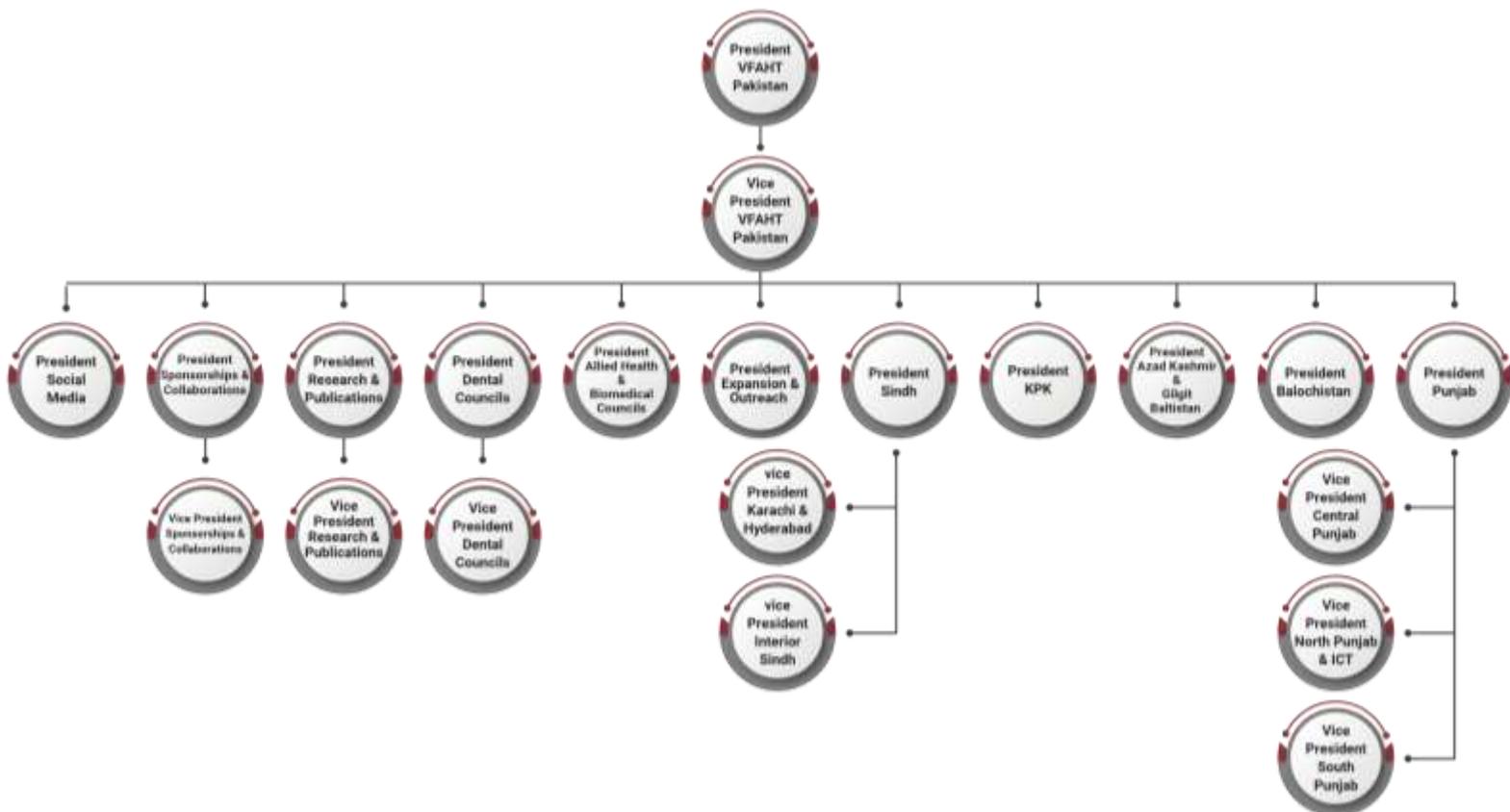
VFAHT is a student-led volunteer body working under the supervision of IPAC Foundation. We are committed to disease prevention, public health awareness, research, and community engagement across Pakistan.

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

VFAHT Map



VFAHT National Council Organogram



Governance & Reporting Structure



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

Eligibility Criteria

Experience Requirement

- 1-2 years' 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	Education and Experience	Duties
President – VFAHT Pakistan	<ul style="list-style-type: none"> • 4th or final year MBBS student (5-year program) • Past president/vice president/general secretary of a student body other than VFAHT 	<ul style="list-style-type: none"> • Head National Council and all Local Councils • Make, present and coordinate the 1-year strategic action plan with National Council members • Monitor execution of the annual activity calendar • Review project proposals on jotform from National and Local Councils • Preside over monthly and quarterly meetings • Coordinate with the executive board and National Council • Maintain contact with VFAHT Advisory Council (Alumni) • Evaluate progress and performance of local councils and volunteers • Lead selection of next year’s National and Local Council Presidents
Vice President – VFAHT Pakistan	<ul style="list-style-type: none"> • Same as President 	<ul style="list-style-type: none"> • Assist President in heading National and Local Councils • Help coordinate the 1-year strategic plan • Conduct Volunteer Training sessions/Introductory sessions • Monitor regional Vice Presidents • Oversee execution of the annual activity calendar • Preside over meetings in President’s absence • Coordinate executive board and National Council activities • Review project proposals on jotform from National and Local Councils • Maintain contact with alumni • Support evaluation of local councils and volunteers • Assist in selection of next year’s National and Local Council Presidents

National Council President and Vice President will conduct interviews of all Local Council Presidents during recruitment.

Regional Presidents

Post Title	Education and Experience	Duties
President Sindh	<ul style="list-style-type: none"> • 4th or final year MBBS student • Past president/vice president/general secretary of a student body other than VFAHT 	<ul style="list-style-type: none"> • Act as a bridge between NC and Local Councils. • Supervise and mentor Local Councils within the province • Implement collaborations and partnership strategies in the region • Coordinate outreach to new external partners • Execute PR strategies and marketing campaigns for events • Establish and supervise new local councils in the division • Maintain monitoring and evaluation systems • Coordinate communication between regional presidents, National Council, and VFAHT office • Send reminders for proposal and summary forms submission to LC Presidents • Manage divisional content for newsletter, website, and blog • Submit monthly progress reports to Vice President VFAHT Pakistan • Develop council functioning mechanisms • Follow timeline and annual activity calendar • Organize campus and community activities • Create educational manuals for the division • Ensure inter-local council coordination and affiliation. • Conduct at least 1 mega regional level activity
President Punjab		
President KPK		
President Balochistan		

Divisional Presidents

Post Title	Education and Experience	Duties
President Research & Publications	<ul style="list-style-type: none"> • 4th or final year MBBS student • Past president/vice president/general secretary of a student body other than VFAHT • Experience in relevant post is preferred 	<ul style="list-style-type: none"> • Develop research agenda • Supervise LC-level research initiatives • Coordinate surveys, audits, and publications • Represent VFAHT in academic/research forums • Conduct interviews of LC Program • Directors of research • Organize a research conference at the end of term • Must have a good research profile • Make a research community of VFAHT members
President Sponsorships & Collaborations		<ul style="list-style-type: none"> • Generate funds and bring in CSR partnerships for collaborative efforts towards Public Awareness Activities and Community Health Camps
President Social Media (OPTIONAL)		<ul style="list-style-type: none"> • Oversee all VFAHT social media platforms at the national level, ensuring consistent branding and messaging. • Develop and execute content strategies for awareness campaigns, events, and research highlights. • Coordinate with Local Council Social Media teams to monitor performance, provide guidance, and approve posts.
President Allied Health and Biomedical Councils	<ul style="list-style-type: none"> • 4th-8th semester, 4th or final year students • Past president/vice president/general secretary of a student body other than VFAHT 	<ul style="list-style-type: none"> • Oversee and support all local councils in the division. • Organize division-level activities and events. • Oversee expansion of AHS and Biomedical Local Councils
President Outreach and Expansion	<ul style="list-style-type: none"> • 3rd to final year MBBS (5-year program) • Past president/vice president/general secretary of a student body other than VFAHT • 	<ul style="list-style-type: none"> • Assist the National Council in the functioning of the local councils in the region. • Work primarily to expand the reach of VFAHT to different colleges and universities. • Guide the newly formed councils and address their queries regarding the VFAHT protocols and activities' plans. • Manage liaison of the newly formed councils with the existing ones
President Dental Councils	<ul style="list-style-type: none"> • 3rd to final year BDS students (4-year program) • Past president/vice president/general secretary of a student body other than VFAHT 	<ul style="list-style-type: none"> • Oversee and support all local councils in the division. • Organize division-level activities and events. • Oversee expansion of Dental Local Councils

***All positions marked as (OPTIONAL) are seasonal and depend on the availability of applicants and recommendations from VFAHT members.*

Vice Presidents Division

Post Title	Education and Experience	Duties
Vice President Dental Councils <i>(OPTIONAL)</i>	<ul style="list-style-type: none"> • 3rd to final year MBBS (5-year program) • Past president/vice president/general secretary of a student body other than VFAHT 	<ul style="list-style-type: none"> • Assist regional/divisional president in council functioning • Coordinate expansion of local chapters in the region/division • Supervise regional/divisional activities • Monitor and evaluate local councils and presidents • Take minutes of executive body and National Council meetings • Submit monthly reports to regional/divisional president
Vice President Sponsorships & Collaborations <i>(OPTIONAL)</i>		
Vice President Research & Publications <i>(OPTIONAL)</i>		
Vice President Interior Sindh		
Vice President Karachi and Hyderabad		
Vice President Central Punjab		
Vice President North Punjab and ICT		
Vice President South Punjab		

***All positions marked as (OPTIONAL) are seasonal and depend on the availability of applicants and recommendations from VFAHT members.*

General Responsibility Clause

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

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

Monthly Meetings

The initiative of monthly meetings (MMs) is introduced to improve and streamline communication between the Head Office, all members of National Council and Local Councils President and Vice President. The purpose of the meetings is to be updated with the ongoing activities and plans of each council.

Points mentioned below are the guidelines for the MMs.

- (1) Meeting with the Head Office will be scheduled by **every third week (weekday) of every month.**
- (2) You must be communicating with your respective Local Councils president or vice president for updates before every meeting to present the overall progress.
- (3) Ensure that the progress form is filled and saved with you before the meeting. The form links will be shared with you.
- (4) It is **compulsory** for the National Council Members to attend.
- (5) If, for any reason, you are unable to attend the meeting, then **you must** request any president or vice president from your respective local councils to represent your position in the meeting
- (6) Meeting agenda will be provided prior to the meetings scheduled.

Recruitment Process 2026

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

Selection Process

1. Interviews will be conducted by signing off National Council members under supervision of IPAC Head Office.
2. Final selection will be done by signing off National Council members under supervision of IPAC 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 2026

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