**Munir Khan**

**Objectives**

Achieved all my objectives in different challenging in National and International organizations in Pakistan and Afghanistan in the period of more than 20 years. I am a well educated, qualified and experienced person.

**Personal Profile:**

Father's Name: Dost Muhammad Khan

Date of Birth: July 08, 1972

Domicile: FATA (Mohmand Agency)

Nationality: Pakistani.

Marital Status: Married.

(Present adress):Village SalaP.O KattiGarhi& Tehsil Takhat Bhai Mardan

(Permanent Address):Village Musa khelGhanam Shah P.O Yousafkhel Upper Mohmand.

Contact No: Mob:0344-4140007, 0300-9340066

E-mail: munirsalak@gmail.com

**EXPERIENCE:**

More than 20 years in different organisation including 8 years in participatory development with National and International NGOs in Pakistan & Afghanistan ---- poverty alleviation at grass roots through multi-sectoral& multi-donor funded programs.

**PROFESSIONAL EXPERIENCE:**

**Working as District Coordinator at Mardan from 20th March 2022 to Till date:**

**Duties:** • Lead & provide technical assistance to a District team;

• Coordination with District Administration/ Health Department, JSI, Contech, EPI and other relevant departments for smooth implementation of project activities;• Develop monthly field implementation plan and execution of the plan;

• Effective Coordination with HUJRA District Team, senior management of HUJRA;

• Assist the M&E team in developing tools for data collection & field monitoring visits;

• Meeting with M&E team to discuss findings of their field visits, compliance report & immediately communicate the field team for corrective measures or improvement;

• Coordination with the field team to get updated on the overall situation and field activities in target areas;

• Regular field visits to monitor field activities, staff presence, resources are efficiently utilizing and & to ensure that activities are carried out & aligned with the agreed project objectives;

• Regular coordination with Govt. counter parts;

• Develop field visit reports to share with Project Manager;

• Keeping the Conflict Resolution management updated with day to day situation or deviation from the field;

• Development of field Reports and other project related reports;

**Working as Union Concal polio officeprogra(WHO) at Pat baba Takht BhaiMardanfrom January 2014-Feb.2021**

**Duties:**

**as Union Council Polio Officers (UCPOs)** are non-medical contractors working under the supervision of District Polio Eradication Officers (DPEOs). They are not staff members of the Ministry of Health or WHO and shall undertake the following assignments:

**Supplementary Immunization Activities (SIAs)**

**1. Pre-campaign**

Micro-planning:- Assist in preparation and updating SIA micro-plans. Validate the micro-plans in the field. Help in identifying and mapping high-risk areas in the specific UC.

Assist in selection of appropriate vaccinators as per given criteria and in their distribution as per need.

Assists and monitoring of timely distributions of DDM cards. Ensure that cards are filled properly and upon completion of camapign their submission to the provincial office for further processing.

Follow up and report to PEO on timely payment of incentives to the frontline workers.

Trainings:- Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors.

Partnership and Coordination: Promote partnership with all influencing factors at UC level in support of SIAs.

**2. Campaign Implementation**

Monitoring:- Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO

Data collection: and analysis:- Collect and collate the tally sheet data from the area of responsibility on daily basis.

Ensureproper implementation of SIAs with special attention to hard-to-reach areas and under- served high risk populations.

Attend the daily evening review meeting at UC level for every SIAs and record the findings/observations for corrective action on the following day of the campaign.

Participate in preparation of realistic catch-up plans for missed children and monitor their implementations.

Participate in organizing the re-do/sweeping activities in the UC as required in the light of PCM/LQAs/marker survey results.

Facilitate the work of Independent Monitors.

**AFP surveillance:**

Collection and submission of weekly zero reports from all HCFs in their UC to DHO every Monday.

Visiting all priority 3 AS sites and assigned informal healthcare providers, to inquire about AFP cases

Visiting all health facility Focal Persons in the UC to inquire about AFP cases recently admitted

Immediate reporting of any AFP case found to the PEO/ DSC

Facilitating in AFP cases investigation and stool sample collection

Any other task assigned by the Provinial Team Leader

W**orked as Senior Field Supervisor in Fata Secretariat Special Project**

**(Creative Associate International an USAID Project in Mohmand Agency)**

**Since July 1, 2011 till February 2014**

As a Senior Field Supervisor my major responsibilities were:

1. To visit the grants frequently during the implementation cycle of the grants and communicate feed back to the ADO, DADO or FE from the field;
2. Report on material supplied to the sites or demanded and keep record of the material supplied and utilized;
3. Communicate information between the field team and communities in the villages;
4. Facilitate field visits of the staff to the grants and communities;
5. Assign field monitoring and quality control duties to the Field Supervisors and monitor their work;
6. Generate field visit reports and collect data for village profiles;
7. Report on security issues from the field;
8. Participate in all consensus jirgah and meetings at the field level;
9. Perform any other task assigned by supervisors, like

**preparation of weekly updates,**

**Staff orientation and trainings,**

**Served as Admin Assistant in Fata Secretariat Special Project**

**(Creative Associate International an USAID Project)**

**Since April 3, 2009 till Jun 30, 2011**

**As Admin Assistant my primary responsibilities are:**

1. Maintain program, administrative and correspondence files;
2. Help the receptionist and guide her/him on reception duties, including operating the telephone switchboard, as assigned;
3. Ensure the cleanliness and maintenance of housing and office facilities and their grounds; oversee the supervision of facilities staff including cleaner, cook, gardener, maintenance staff, and contracted labor;
4. Provide clerical support to program and managerial staff, including but not limited to: word processing, setting up and entering data onto spreadsheets and databases, preparing materials for reports, proposals and presentations, preparing administrative tools, including calendars, schedules, and timetables;
5. Operate fax machines and othercommunications equipment, as requested. Sort, copy and distribute faxes, emails and other internal correspondence, as assigned;
6. Ensure that the office is adequately equipped with necessary supplies and equipment. Supervise the office stationary store, including ordering and distribution of stationery supplies and basic office equipment in coordination with office manager;
7. Ensure that office equipment, air conditioners, and generators are kept in optimum working order, through correct usage and periodic maintenance;
8. Photocopy, collate, sort and distribute documents, as requested. Help to insure that photocopy machine is maintained and used properly;
9. Provide written and oral translations, as requested;
10. Run errands, as directed;
11. Participate in professional training and development activities, as needed or requested;
12. Perform other duties and tasks assigned by supervisor.

**Served as Distt. Enterprise Development Officer**

**Barani Area Development Project Kohat**.

**Since December 1, 2006 till Dec.2008**

**As District Enterprises Development Officer my responsibilities were:**

* Any other To study the existing/new/potential enterprises in District Program area. Identifying the weak areas of the existing enterprises and suggesting ways to improve them.
* Keeping in view the socio-economic and geographical conditions of the area. Identify new enterprises that are feasible and can run by our target group especially women. (NRM, Poultry Farming, and Forestry etc;
* Ensuring facilitation for the existing or new enterprises and linking up them with the Markets;
* Identification of potential entrepreneurs in community with co-operation and facilitation of SOs and on the of their personal competencies;
* Imparting Training to entrepreneurs in District Program area on need basis; These may include training/workshops in Skill Development, Marketing management and promotion of the community products;
* Keeping liaison with other organization. Financial/ Technical Institution that are focusing on the enterprise development and browsing through their experiences;
* Assisting the District program Officer in planning and co-ordination for the Enterprise development programs in the District program area;
* Monitoring enterprise related activities in District program area, submitting monthly progress reports (case studies, impact studies) proposal on need basis to DPO.
* task assigned by the DPO

**Worked as Social Organizer in SRSP Kohat**

**Since October 2005 till November 2006**

**As Social Organizer my responsibilities were:**

* Identifying contact persons in villages and carrying out dialogues with them. Mobilizing and identifying the willingness of the local community for helping themselves.
* Preparing a profile of the village and conducting wealth ranking exercise.
* Assist the community in organizing themselves in to groups and community organization. Motivate them to raise organizational savings and maintaining their organizational record.
* Responsible for the verification of the list of the PoP prepared during meeting with the community.
* Take into confidence local elite's, scholars and line agencies before launching the program and during the implementation of the program activities.
* Assisting the community in needs identification and prioritization of the individuals, groups and communities needs for poverty alleviation.
* Remain in close contacts with the members of COs/WOs in their weekly/fortnightly meetings. Pass on immediately their problems to respective technical experts for timely solution.
* The community organizations are grouped into the cluster of village organizations - VOs for carrying out bigger program activities. I have so far formed 30 Village Organizations
* Assist the communities in the identification of Physical Infrastructure Schemes on collective basis. In this regard I carry out the social feasibility of the PI by discussing its benefits with the community in its meeting.
* Assess the training needs of the community and take-up its under taking with the concerned technical section.
* Arrange extension training programs in collaboration with concerned technical expert for representatives of COs centrally and of all members at the village level.
* Facilitate the training by taking session on social organization, record keeping, credit, and role of activist/community in different training organized for CO/WO members/nominee.
* Assist the NRM staff and communities in the selection of site/nominee as per requirement of theactivity.
* Establish linkages within the CO and with local NGOs, Government departments for different and comprehensive village development activities.
* Linking communities with financial institutions for credit line.
* Motivate the communities on health, education and gender issues and assist them in identification & selection of health related problems.
* Assist in site selection of non-formal schools, teachers and formation of education committees.

**Project Coordinator in Madera(E.U) INGO at Afghanistan**

**Since October 2003 till October 2005**

**As project Coordinator my primary responsibilities were:**

* Providing effective management and leadership to the gender mixed social mobilization team.
* Fostering linkages with stakeholders.
* Dialogue demonstration in communities
* Resolution of conflicts arising out of technical and social interactions.
* Presentation to visiting foreign missions and high echelons
* Confidence building measures at all level for interest of the community.
* Delivering sessions in different trainings courses of communities and staff members.
* Report writing and compilation of impact studies.
* Facilitation of sect oral interventions by donor agencies
* Attending donors and presentation on achievements
* Figurehead role in different events

**Worked as Community Mobilizer at**

**Medira (E.U) INGO at Afghanistan**

**Since October 2000 till 2003**

**As Community Mobilizer my responsibilities were:**

* Identification of Afghan refuges.
* Formation of groups & their nurturing.
* Planning & monitoring of multi-purpose/multi-donor development projects in Afghan Refuges.
* Education about the importance of sustainable utilization of natural resources.
* Linkages development of community organizations with line departments, NGOs & Private Institutions in Afghanistan.
* Facilitation of community organizations in record keeping.
* Encouraging communities to form management committees at the village level.
* Involving community in the management of productive Infrastructures.
* Supervision of professional team & office administration.
* Conflict management / resolution arising out of social interaction & other technical interventions at community & office.
* Establish working relationship with like-minded Organizations to safeguard the interest of program.

**ACADEMIC RECORD:**

**1995 Master Degree in History**

Department of History, University of Peshawar

**1993 Graduation**

University of Peshawar

**1991** F.Sc

**Govt.** College Lund Khwer Mardan

**Majors**: Pre-Medical.

**1988** S.S.C.

Govt. High School Lund Khwa rMardan

**EXTRA CURRICULAR ACTIVITIES:**

Attended computer courses in office automation at Mardan Computer Centre and got to learn all office related computer operations.

**LANGUAGES**

**Pashto, English and Urdu**

**REFERENCES:**

Provide on request