*Curriculum Vitae*

**AMIR KHAN**

**Add: Home**: Shinwari Perokhel Landikotal Khyber Agency.

Postal address: Sohail Medical Store Torkham Road Landikotal Bazar.

**Cell #:** ++92-3085335253, ++92-3312929167

**E-mail Address:**amirkhan\_shinwari53@yahoo.com amirkhanshinwari53@gmail.com

**PERSONAL DATA**

Father’s Name : Muhammad Iqbal

Date of Birth : 22nd May, 1987

Nationality : Pakistani

Religion : Islam

CNIC No. : 21203-3216561-3

Passport No : BF-4105611

University Reg. No: 2005-LK-1414

Gender : Male

Domicile : F.A.T.A (Khyber Agency)

**LANGUAGES**

English, Pashto, Urdu (Excellent to Read & Write & Fluent to Speak)

Dari, Punjabi, Hindko and Sindhi (Understandable).

**QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **EXAM** | **YEAR** | **BOARD/UNIVERSITY** | **GRADE** | **DIVISION** |
| M.A.(Social Work) | 2007-2009 | University of Peshawar | A | 1st |
| B.A.(Social Work & Pashto) | 2007 | University of Peshawar(U.O.P.) | B | 2nd |
| F.A(Arts) | 2005 | B.I.S.E., Peshawar | B | 1st |
| Metric(Science) | 2003 | B.I.S.E., Peshawar | B | 1st |

**SUBJECTS STUDIED IN MASTER SOCIAL WORK**

Social Case Work, Social Group Work, Community Organization & Development, Social Problems of Pakistan, Field Work, Social Research Methodology, Welfare System of Islam & Contemporary S/W, Social Institution & Social System of Pakistan, Demography & Population Welfare, Thesis & Research Methodology, Field Work.

**THESIS & RESEARCH**

1. **Research conducted entitled “*Problems Faced In Education, Health and Justice Areas by Afghan Refugees Residing In Rural-Area Camps of Peshawar Division*” from the behalf of RIPORT (Regional Institute of Policy Research and Training)**
2. **Research conducted on “*Community Response towards Non-Governmental Organizations in LandiKotal Khyber Agency*”**

**WORK & EXPERIENCE**

* **As a Project Officer Social Organization**

**Working Experience with SRSP (Sarhad Rural Support Program) from 1st January, 2022 till date.**

**Project funded by BMZ Germany through Help Age International.**

**Project Title: “Promotion of Peace and Development initiatives in Khyber Pakhtunkhwa Province, Pakistan”**

* village profiling and base lining of the project areas villages
* Conduct social mobilization and arrange meeting with older people and youth to form Senior Citizens Committees.
* To facilitate in the conduction of CMST (Community Management Skills Trainings) and LMST (Leadership Management Skills Trainings of the SCCs.
* To conduct SCC,s meeting with stake holders and line departments i.e, Social welfare, zakat and usher, education, Livestock, agriculture departments.
* To arrange cluster meetings of all SCCs in a tribe or tehsil level.
* Support in livelihood activities like training need assessments for different trades in employable skills.
* Arranging activities for supporting SCCs in access to services.
* Identification of sports men for the provision of support in different indoor/outdoor games.
* Share the project detail with senior citizens committees other relevant stakeholders.
* Collect information about other organization working in the area, their contact details for meeting, sensitization, and scope of activities.
* Assist co-members in arrangement of meetings, trainings, and sensitization session.
* Compile and submit daily and weekly reports of activities performed.
* Maintain database of the activities
* Support in development of IEC material and case studies

* **As a Livelihood Officer (Khyber Agency)**

**Working Experience with SRSP (Sarhad Rural Support Program) from 26th April, 2019 till 31th December, 2021**

**Project by KFW (German).**

**Project Title: “Reintegration & Rehabilitation for TDP, s (RRP) in NMD, s in Bara Khyber Agency”**

* + - Taking all Stake holders in Loop regarding activities e.g. (Army, political administrations, community Elders
		- Responsible for outlining course contents for each training program
		- Conducting Trainee Need Assessment (TNAs), Pre and Posttests/Evaluation
		- Assessment of Markets for identification of potential trades
		- Reporting of Project Activities related to Economic Growth
		- Responsible for holding meetings with training instructors, signing MOUs with their Departments/Institutions
		- Responsible for handling technical aspects of the project including NRM and Employable skills training
		- Responsible for field monitoring visits
		- Responsible for technical capacity building of field staff
		- Responsible for providing advisory services when required
		- Supervising the process of procurement of toolkits and their distribution at community level
* **As a Social Organizer/Field Officer (Khyber Agency)**

**Working Experience with SRSP (Sarhad Rural Support Program) from 15th May, 2018 till December, 2018.**

**Project by World Food Program (WFP): "Protracted Relief and Recovery Operation (PRRO). Project Title: “Reviving the agriculture productively by rehabilitation irrigation channels in areas of returned through cash for work in Bara Khyber Agency”**

**Responsibilities:**

* Identify target communities and mobilize community groups
* Together with the villagers, identify and select the activists and assist them in performance of their duties.
* Play a leading role in the formation and development of village community organizations follows principles of participatory sustainable development.
* Facilitate the community organizations in the selection and planning of their developmental activities using participatory and social organization techniques
* Establish new contacts with communities
* Regular field visits for follow ups and monitor the ongoing cash for work activities
* Assist in the evaluation of the project
* Liaise and work with community groups to ensure accountability and best use of project resources
* Regular reporting on progress to supervisor undertakes any other tasks assigned by supervisor
* **As an Education Officer: (Khyber Agency)**

**Working Experience with SRSP (Sarhad Rural Support Program) from 1st January 2017, till 28th Feb, 2018 and from 15th April, 2018 to 15th May 2018.**

**Project by United Nations Development Program (UNDP): "Support to Returnees and Communities (SRC) in FATA”.**

**Project Title: “Education and Peace Building under FATA Recovery Program”**

**Responsibilities:**

* Taleemi Islaahi Jirga (TIJ) formation/Reactivation in the targeted Schools
* Arranging/conducting social Mobilization trainings (CMST,CBT) workshops for communities
* Formation of Community Organizations (CO, s)/ Community Networks(CNs)
* Facilitation in Livelihood Assessments.
* Facilitation in arrangements of stake holders Meetings.
* Assist in arrangement of Managers conferences.
* to conduct recreational activities in the community,
* Facilitation in training needs assessment (TNA) of teachers’/Head teachers.
* Assist in all sort of logistic and administration arrangement for out district exposure visits of community.
* Regular visits with engineers to field area and facilitate them in social feasibility of different Schools and community rehabilitation works.
* Record Keeping/Documentation, Reporting of all project activities to M&E and Project Coordinator.
* Facilitation in community organizations and TIJ, s bank Accounts opening.
* Any other tasks assign by the seniors i.e. all sort of logistic and administrative support during mega activities at field level.
* Over all monitoring of rehabilitation works and solve conflicts if any at school and community level.
* Conducting Curricular activities for school children and arranging sessions on child protection
* Conducting Disaster Risk Reduction (DRR) trainings, School Safety trainings as a master trainer for TIJs and School Children.
* **As a Social Organizer/Field Officer (Bara Khyber Agency)**

**Working Experience with SRSP (Sarhad Rural Support Program) from August, 2016 to 31, December, 2016.**

**Project by World Food Program (WFP): "Protracted Relief and Recovery Operation (PRRO). Project Title: “Reviving the agriculture productively by rehabilitation irrigation channels in areas of returned through cash for work in Bara Khyber Agency”**

**Responsibilities:**

* Identify target communities and mobilize community groups
* Together with the villagers, identify and select the activists and assist them in performance of their duties.
* Play a leading role in the formation and development of village community organizations follows principles of participatory sustainable development.
* Facilitate the community organizations in the selection and planning of their developmental activities using participatory and social organization techniques
* Establish new contacts with communities
* Regular field visits for follow ups and monitor the ongoing cash for work activities
* Assist in the evaluation of the project
* Liaise and work with community groups to ensure accountability and best use of project resources
* Regular reporting on progress to supervisor undertakes any other tasks assigned by supervisor
* **As Program Coordinator: (Peshawar/ Khyber Agency)**

**Working Experience with KK (KhwendoKor) from 1st July, 2016 to 15th August, 2016**

**Project by Afghan Aid.**

* **As a Monitoring & Evaluation Officer (Dir Upper, UC Barawal)**

**Working Experience with KK (KhwendoKor) from 1st April, 2016 to 30th June, 2016**

**Project by Pakistan Poverty Alleviation Fund (PPAF) Under Government of Italy’s Facility- Program for Poverty Reduction (PPR)**

**Responsibilities:**

* Develop and strengthen monitoring, inspection and evaluation procedures
* Monitor all project activities, expenditures and progress towards achieving the project output
* Develop monitoring and impact indicator for the project success
* Monitor and evaluate overall progress on achievement of results
* Monitor the sustainability of the project's results
* Provide feedback to the Project Manager on project strategies and activities
* Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks
* Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project Manager
* Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project
* Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team.
* Assist in coordinating across the available components of the Project to ensure effective implementation of M&E
* Assist the project personnel with M&E tools and in supporting them in their use.
* Perform other duties as required
* **As a Project Officer (Peshawar)**

**Working Experience with KK (KhwendoKor) from April, 2015 to March, 2016**

**Project by OXFAM-GB: “Responsive Governance in rural and urban areas of KP”**

**Responsibilities:**

* To form women/Men groups and facilitate them throughout program activities of civil rights.
* To Select and arrange trainings for women/Male leaders on political rights according to the project plan.
* To arrange meeting with the relevant stake holders (Education, Health, Deputy Commissioner Peshawar, WSSP, Local Govt, SNGPL, CSO, s, elected representatives, Social Welfare, RTI & RTS commissions). needed for the project successful implementation
* To ensure and follow up of women/Men groups action plan develop in the meeting.
* To actively mobilize the women/Men about their political rights and to ensure women participation in trainings and workshops.
* To facilitate logistic arrangements for trainings and other activities of the civil rights program.
* To facilitate awareness rising campaigns on women participation in political process for local body elections.
* To ensure meetings with District Govt& line departments for the solution of Governance issues pertaining in the Urban Peshawar
* To establish linkages with Govt Line Departments, civil society CBOs, CSOs network at district level.
* To share policies and practices issues with relevant stakeholders by Civil Society Networks and formulation of reforms.
* Field work management including expense record, sampling and all sort of logistics at field level**,** Hotel booking and workshops, trainings arrangements**,** Purchasing of different items, banners, stationary vehicle arrangements on rent and other necessary items for project requirement.
* Monthly and quarterly review and monthly planning, Review of quarterly and monthly planning
* To report progress of the activities in project area on daily basis, develop monthly PVAR and status report and submit it to head office, Develop status report on monthly basis of civil rights program.
* To share information on timely basis with the team.
* To keep close coordination with the concern authorities, stake holders and women/Men groups.
* To participate in meetings and workshops and actively participate in discussion and decision making.
* To ensure effective interpersonal relations among the team and solve conflicts in time.
* To provide timely, constructive and positive and Qualitative feedback after each assignment
* **As a Community Facilitator/Social Organizer (Khyber Agency)**

**Working Experience with KK (KhwendoKor) from Nov, 2014 to April, 2015**

**Project by J.A. Clark Titled: (Livelihood Enhancement/ “Self Help” Project)**

**Responsibilities:**

* To conduct baseline in KK’s working villages to identify the women Economic Empowerment status, Traditional skills and Natural resources through survey, meetings and visits.
* To select potential women for the project activities.
* To build vocational centers at community level with the active participation and involvement of Women and men Organization to generate livelihood sources or to enhance the existing livelihood source by equipping them with skills.
* Regular visits of vocational skill centers.
* Identification and selection of the potential villages in coordination with relevant manager.
* To conduct Participatory Rural Appraisal (PRA), community mobilization and data collection in the targeted areas.
* Formation of Men and Women Organization in the targeted area.
* Record keeping of the Men and women Organization.
* To ensure all the important files (hard and soft copy) are organized in a proper way for institutional memory.
* To ensure all types of reports, pictures and IEC are provided to the resource center or relevant officers / staff.
* To share information on a timely basis with the team.
* To keep the manager informed about staff and community issues.
* To coordinate on time with relevant parts of the organization and communities.
* To participate in meetings and workshops and actively participate in discussion and decision making.
* To ensure effective interpersonal relations among the team and solve conflicts in time.
* To assess the needs of community for linkages and to identify relevant organizations for linkages
* To facilitate the establishment of linkages of the community with the identified organizations.
* **As an Education/Advocacy Officer/:(After Extension Given By UNICEF) (Peshawar/Khyber Agency)**

**Working experience with KK (KhwendoKor) from May, 2014 to August, 2014.**

**Project by (UNICEF) Titled: “Promoting Girl’s Education Initiative”**

**Responsibilities:**

* Coordination with Head of the educational institutes and identification of concern authorities, local CSOs and Media groups at district level.
* To organize trainings workshops/ awareness sessions, Press Conferences for educational institutes, CSOs, journalists and for community members on KP right to education Bill (Article 25-A)
* To provide timely support to donors in all relevant aspects wherever required in implementation of project activities in the field.
* Ensuring any assistance needed to Project Manager on daily basis.
* Timely completion of all project related guidelines and activities in coordination with concern line manager.
* To make sure that all project activities are being done timely and relevant data is being collected and updated properly.
* Frequent travel in the project area and outside whenever required.
* Conduct meetings/seminars/workshops/trainings on advocacy, lobbying on KP right to free and compulsory education bill (Article 25-A) with different stake holders.
* Linkages development with stakeholders formally and informally, e.g. KP elementary and secondary education department/Directorate of education FATA, CSOs & Media Group.
* Provision timely assistance in conduction of Provincial level Seminars/workshops and meetings of working groups on free and compulsory education bill (Article 25-A).
* Projection and representation of organization in the workshops/trainings/seminars at Provincial and FATA level.
* Data collection and reporting (when required).
* Carrying out all other special tasks and responsibilities assigned by the Director Program, Chief Executive and Project Manager
* **NRC (Norwegian Refugee Council) From Feb 2014 to May 2014 (Kohat)**

**Working experience As Project Officer Community Mobilization (Shelter Project):**

**Responsibilities:**

* Conduct regular meetings with community members to discuss program objectives, and mobilize the community participation and act as a mentor throughout the planning and implementation process.
* Guide the formation of representative community members, working groups and community project implementation committees.
* Train community project implementation committee members on the hygiene promotion and community based reconstruction of the shelter project.
* Routinely monitor the projects activities and feedback findings to the community members and other stakeholders.
* Ensure that the communities are continuously involved and kept up-to date with priority project developments.
* Responsible for generating weekly action plan and reporting to team leader.
* Assist in facilitating workshops, seminars and trainings for the community.
* **As an Education Officer: (Peshawar/ Khyber Agency)**

**Working experience with KK (KhwendoKor) from June 2013 up to Jan 2014.**

**Project by (UNICEF) Titled: “Promoting Girl’s Education Initiative”**

**Responsibilities:**

* Orientation, Coordination meetings and involvement of the relevant stake holders’ (Government Education Departments KP/FATA, Girls Guide association, boy scouts, sports cultural and youth affair departments, media, civil society organizations, political parties and community leader.
* Assisting manager to organize and strengthen a structure at FATA and provincial level which actively pursue the agenda of promoting girls education.
* Assisting in formation of working group for girls, education initiatives (WGGEI)
* Mass awareness and sensitization on the importance of education specially girls’ education.
* Assisting in arranging enrollment campaigns. (Walks, Debates Competitions, awareness drives)
* EDOs Orientation Sessions.
* Orientation meetings and strengthening of PTC.
* Assisting the program manager and coordinator in arranging workshops, booking halls, arranging multimedia, banners and purchasing stationary for the trainings and workshops.
* Facilitating program manager in Mapping departments, elected representatives, MPAs, youth groups, professional organizations (teachers association/bar associations/CSOs/NGOs/union of journalists), and other key stake holders also the formation of parliamentary caucus and media caucus.
* **As a Community Mobilizer: (Livelihood Project-Khyber Agency)**

**8 Months working experience with ACTED (Agency for Cooperation and Technical Development) from Nov 2012 to June 2013.**

**Project by RAHA (UNDP) Titled: “Social Cohesion and Peace Building Program for Refugee Affected and Hosting Areas Adjacent to Peshawar Torkham Express Way”**

**Responsibilities:**

* Practicing community mobilization and social organization techniques for the mobilization and sensitization of target communities in the target areas of the project to ensure their effective participation in the implementation of the project.
* Formation of community organizations (CO, s) in targeted areas.
* Mobilize community groups, sensitize and train them on specific topics as required, organize and facilitate meetings.
* Work with community members to map and prioritize community needs.
* Identify and organize appropriate capacity building and technical resources to support project implementation.
* Coordinating the project planning and implementation with livelihood/ agriculture officers, monitoring officers, and technical support and community leaders.
* Assist in creating and enhancing social cohesion required for sustainability of the project.
* Development of linkages with local organizations, Political Administration, and other INGO, s and exploring ways for future partnership in the target areas.
* Conduct in-depth interviews with beneficiaries/communities on livelihood and agricultural needs and conduct several assessment and baseline surveys.
* Assist in distribution process of different livelihood/agricultural inputs, maintain their record and hand over to the project coordinator.
* Engage in regular and continuous follow up interviews with the beneficiaries.
* Write regular Weekly/Monthly reports.
* **As a Psycho-Social Counselor:**

18Months work experience with **IMC (International Medical Corps) From May, 2010 to Oct 2011**

**Project by: World Health Organization (WHO)**

**Duty stations:**

 **Jacobabad (Sindh) (**field visits to Tehsil GarhiKhairo, Thull, Jacobabad)

**Kohat: (**Mir Ahmad khel, Toghbala, Bilitang, Gumbat, Laachi, and Ustarzai)

**Hungu :(** Muhammad Khwaja, ToghSaray, and ToghSaray IDPs camp)

**Responsibilities:**

* Establishing liaison with village focal persons and community influential.
* Formation of community organizations in backward rural areas.
* Orientation meeting with admin staff, stake holders and camps leaders.
* BBCM (Broad Based Community Meetings)
* Arrangement of mega social events.
* Psycho-education sessions.
* Education Training to children, local community and school teachers.
* Group counseling
* Follow ups
* Referral mechanism
* **As a Research Associate: (Peshawar)**

**6 Months work experience from 15 Jan to 31 May 2010 with RIPORT (Regional Institute of Policy Research and Training) Project by the Asia Foundation,**

**Responsibilities:**

* Conduct Research regarding Education, health and justice condition of afghan refugees.
* Regular visits to afghan refugee’s camps and the concern authorities offices to find out basic problems of afghan refugees and to collect data for our research purpose.
* Attended different lectures on research methods from experts arranged by RIPORT.
* **6 Months field work from 9th Oct, 2008-30th April, 2009. At Artificial Limbs Workshop Khyber Teaching Hospital Peshawar.**

**Responsibilities:**

* Taking case histories from PWD, s (Persons with disabilities).
* Taking counseling sessions with PWD, s and their family members.
* Provide guidance to the poor patients regarding zakat procedure.
* Making awareness in society regarding various disabilities.
* Attended lectures on**:** Causes and prevention of various disabilities and Anti Natal Care.
* **6 Months Field Work from 12th Dec, 2007 to 15th May, 2008. At Special Education Complex Phase, 5 Hayatabad Peshawar in the Area of (VHC)**

**Responsibilities:**

* Taking case histories of the special children.
* Arrange parents’ teachers associations.
* Provide counseling facilities to special children.
* **1 Month Internship As a Counselor in Dost Welfare Foundation Phase, 5 Hayatabad Peshawar in the Area of Addiction Treatment Centre (Sakoonkor II)**

**Responsibilities:**

* Taking case histories of the drug addicted patients.
* Arranging lectures on causes and prevention of drug addiction, AIDS and HCV.
* Provide counseling facilities to the patients.
* **As Community Mobilizer: (Landikotal Khyber Agency)**

**1 Year work experience with a local CBO Community Welfare Organization (CWO)**

**Responsibilities:**

* Assisting the program introduction.
* Formation of community organizations (CO, s) in targeted areas.
* Mobilizing community and local leadership regarding the importance of project launched.
* Conduct awareness sessions for the rural community regarding basic hygiene promotion methods.
* Ensure that the communities are continuously involved and kept up-to date with priority project developments.

**TRAINING, SEMINARS & WORKSHOPS ATTENDED**

* Attended one-day consultative workshop with CSO, s to ensure transparency and strengthening trust between government and citizens under the KP right to information Act 2013 (RTI) conducted on 30th May, 2014.
* Attended **Two Days** training course on "**Psychological First Aid"** conducted by the **IMC (International Medical Corps in Pakistan) September 18-19, 2010.**
* Participated as a **survey conductor** in 3 days’ survey conducted by **IMC (International Medical Corps) on "Need assessment of the flood affected area (D.I. Khan) on 28, 29, 30 August 2010.**
* Attended **Two days** training course on **Gender Based Violence (GBV)** for health professionals in Kohat on **19-20 July 2010.**
* Participated in **one-day**workshop from the behalf of **IMC (international medical corps)** arranged by **Save the Children** for **"establishing the referral mechanism for vulnerable children**" at city lodge Guest House, KDA-Kohat**on 22nd June, 2010.**
* Participated in the survey on **(Causes of Militancy in Swat) conducted by RIPORT (Regional Institute of Policy Research and Training)** in collaboration with (NUPI).
* Attended **three days’** Workshop/ Seminar on **“Inclusive Education” from 28th to 30th April 2008.** Organized by Directorate General of Special Education Islamabad at Special Education Complex Peshawar
* Certificate of Recognition from **“Amnesty International Pakistan** “For **Human Rights Essay Writing.**
* Attended Seminar on **“Population Expansion & its Socio-Economic Impacts on Pakistan”,** Department of Social Work, U.O.P. Pakistan.

**COMPUTER SKILL**

**AMAZON INSTITUTE OF INFORMATION TECHNOLOGY**

* Ms-Office
* Online Web Browsing/Downloading
* E-mail sending/Receiving Procedure

**REFERENCES**

* **Sirtaj Nabi Afridi**

District Coordinator (Khyber) SRSP

**Cell:** ++92-344-4404454

**Email Adress:** sartajafridi@yahoo.com

* **FahadSaleem**

Senior Program Manager Economic Empowerment **(KhwendoKor Organization)**

**Cell:** ++92-313-9738841

**Email Adress:**saleem.fahad@gmail.com

* **Nuzhat Amin**

Program Manager Health and Education **(KhwendoKor)**

Cell: ++92-3478908636

**Email Adress**: nuzhatamin@yahoo.com