**Personal Information:**

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**Jan Muhammad S/O Hazrat khan**

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**Objective**

 The objective of my career is to apply my experience, skills and project management knowledge. I want to continue my career with an organization, where I can utilize my Project Management knowledge at maximum. The objective of my career is to promote the project management approach where I work. I am desperately looking forward to work with a company having strong commitment towards quality work, services and provide a career path to its employees.

 ***Experience:***

***1: Monitoring and Evaluation Officer (IOM from Dec-2013 to July31-2016)***

***2: Monitoring and Evaluation Officer (Wana Welfare Association April-2010 to May-2012)***

***3: Unit Supervisor (CTC from March-2017 to July-2018)***

***4: Tehsil Polio Officer(TPO with WHO from July-2018 till)***

**Responsibilities in IOM-FSP- South Waziristan**

**Responsible to successfully carry out following tasks but are not limited to;**

* Conduct regular visits to project sites to carry out technical monitoring as well as gather feedback from the beneficiary community.
* Observe all bidding processes held to award program grants.
* Attend Project Oversight Committee (POC) meetings when held.
* Support respective Field Team by collecting and organizing reporting documentation for submission.
* Compile comprehensive final project evaluations based on information retrieved from the database
* Coordinate with M&E field staff to obtain field data pertinent to each project to be included in Final Evaluation Reports.
* Implement new data collection tools
* Conduct extensive interviews with beneficiaries (qualitative data collection) in the field
* Conduct Focus Group Discussions and other qualitative data collection methods
* Use new M&E Information Management Systems i.e. Google Docs and online monitoring reporting system.
* Interact and liaise with Implementing Partners (IPs) in NGO grants
* Accompany and facilitate donor M&E team during field visit.
* Facilitate and support colleagues by providing technical knowledge
* Track and organize Site Visit Notes received from the field for easy access during final evaluations.
* Support the M&E Manager and Supervisory in the collection of additional information from the field as required
* Signing Deliverable Completion Form after successful completion of the grant and covering responsibility of the signed deliverables
* Ensuring each M&E activity is properly documented and reported within 2 days of activity held.
* Identify and document success stories, lessons learned and case studies on extraordinary aspects of the project
* Further duties as assigned by the supervisors.

**Responsibilities in WANA Welfare Association.**

**Responsible to carry out Monitoring, Evaluating and Controlling related activities, but, are not limited to;**

* **Monitoring & Reporting**
* Develop Monitoring Tools & Techniques for monitoring & reporting project activities and strengthening monitoring & reporting mechanisms and systems.
* Designing of tools, templates, guidelines and mechanisms for project data collection and supporting organization Management and Information System.
* Writing analytical reports (situation and impact analysis reports, case studies and success stories) based on project current situations (Project work performance).
* Writing of Project quarter, training feedback and evaluation reports, project Meeting minutes and field visits reports.
* Identify and document success stories and case studies on extraordinary aspects of the project..
* **Responsibilities in CTC as Unit Supervisor.**
* Monitor UC Level staff.
* Monitoring Vaccine Vile at District level
* Field visit Monitor polio staff and taking House Hold Cluster.
* Submitting DSC Data to Islamabad Team.
* Dealing with all staff HR Related issues.
* Submitting Form-2B
* Attending Pre, During and Post Campaign Activities.
* **Responsibilities in WHO as TPO**
* Conduct Regular Field Visit.
* Validate Micro Plan of Whole Tehsil of Polio Team
* Monitor each polio Activity take place Pre-Intra and Post Campaign Activity.
* Submit Technical Report of Campaign
* Held Evening Meeting with DC and AC every day of Campaign.
* Orient Field Staff about AFP.
* Report AFP Case to Head Office .Monitor training activities.
* Submitting Zero Report and Conduct LQS and Market Survey.

**Achievements:**

* To run the activities of multiple projects efficiently by avoiding any delays.
* Development of cooperation channels among different project resources (Human, Capital and Technical).
* Leading a diverse nature and background of team.
* Bring stability in project field staff by controlling extensive turn over.
* Reporting multiple line manager’s single handedly in a very short span of time and to assist them all.
* Develop different reporting formats (Financial reporting’s, narrative reporting’s), Attendance procedures of field staff, monitoring tools for field staff.
* Development of Project charter, scope statement.

**Academics Achievements:**

* **Master In Public Administration Major In HRM ( IM/Science-Peshawar)**
* **Trainings Received:**
* Monitoring and Evaluation Training & Google Docs From Katia Barrech M&E officer IOM **(IOM)**
* Monitoring and Evaluation Training From Katia Barrech M&E officer IOM **(IOM)**
* Civil Defense From Pakistan
* Master Trainer Training From CTC at Peshawar

**Computer Skills:**

1. Can effectively work in Google Docs, Sheets, Forms and Slide.
2. Can operate Primavera for projects, programs scheduling,.
3. Expertise in Ms. Word, Ms. Excel and Ms. PowerPoint

**Inter-Personal Skills:**

1. Highly motivated to work in remote areas of the country.
2. Having adoptability characteristics in all situations.
3. I can develop good and strong peer relationship in the community and with the field staff.
4. Ability to work in a any kind of team environment and meet deadlines effectively.
5. Excellent oral and written communication skills.
6. Having acceptable presentation skills.
7. Fluency in speaking English, Urdu and Pashto.

**References:**

1: Dr.Mamoon RashidIO

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Dr.Haroon Rashid DSO

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