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| **Muhammad Anwar Wazir**  Permanent Address: Tehsil Birmal District South Waziristan  Domicile: Tribal District South Waziristan. Nationality: Pakistani  CNIC: 21701-6671357-3. DOB: 15-09-1985  Cell #0320-9889588,03329147528  Email:awazirts@gmail.com | | | | | | | | | | | |
| To Whom It May Concern:   PROFILE: I am driven by the desire to achieve significant results, display integrity, initiative and a ‘can-do’ attitude. A highly self-motivated, conscientious and committed with over 06 years’ experience as a Monitoring, Supervision, Communication Support Officer in Health and 03 plusyears’ experience in other multiple positions in the humanitarian sector.   * Currently working with Professional People(UNDP) as Field Officer from 1st July 2022 till Date. * I have conduct about 500 awareness sessions in different communities and educational Institutions regarding PEACE through Education in South Waziristan Tribal District in collation with National Youth Coalition for peace program from 01 Feb 2021 to 30th Sep, 2021. * I have done the job with Malaria Control Program KPTD as Pre Position Site Supervisor for LLIN distribution at South Waziristan from 01 Dec, 2020 to 30th Jan, 2021. * I had worked with Chip Training and consulting as a District Health Communication Support Officer from 01 Jan, 2018 to 30th Sep, 2019 in Pre-During and During Campaign activities for PEI at South Waziristan Tribal District. * I had worked with Chip Training and consulting as a Tehsil Supervisor from 01 Jan, 2017 to 30th Nov, 2017 in Pre-During and During Campaign activities for PEI at South Waziristan Tribal District. * I had worked with Chip Training and consulting as a Union Council Communication Support Officer from 14th Sep, 2014 to 30th Dec, 2016 in Pre-During and During Campaign activities for PEI at South Waziristan Tribal District. * I had worked with WAWA as a Assistant Field Officer from 01 June, 2013 to 30th July, 2014 at South Waziristan Tribal District * I had worked with WAPDA (Ghazi Brotha) as a HR Assistant and Admn (Internee)from 01 May, 2012 to 30th March, 2013 at Ghazi Barotha Attock. * I had worked with WAWA as a Assistant Field Officer from 01 March, 2011 to 30th April, 2012 at South Waziristan Tribal District. * I had worked with WAWA as a Assistant Field Officer from 01 July 2007 to 30th July, 2007 at South Waziristan Tribal District * I have conductabout 500 awareness session regarding Malaria with Malaria Control Program at South Waziristan Tribal District.   I am confident that I can make a valuable contribution by being an eminent part of your team. I would welcome the chance to meet with you and discuss the prospects of working with you, at your earliest convenience. I can be easily approached via above mentioned cell number and Email address. Looking forward to hearing from you. Regards, Muhammad Anwar Wazir | | | | | | | | | | | |
| **OBJECTIVE:** I am looking forward to join an organization in a challenging & competitive environment, to strive for career progression and uplifting of human value and alsoto utilize skills, experience and knowledge gained from experience in humanitarian sector. | | | | | | | | | | | |
| **KEY SKILLS:** | | | | | | | | | | | |
| **Decision Making** | Creative, logical and lateral thinker | | | | | | | | | | |
| **Problem Solving** | Thrives on challenge and solve deep rooted problems through analytical & diagnostics skills | | | | | | | | | | |
| **KEY RESPONSIBILITIES:** | | | | | | | | | | | |
| **Field Officer at South Waziristan** | | | | **1st July 2022 Till Date** | | | | | | **Professional People(UNDP)** | |
| * Support implementation of work plan in close coordination with the DC Office and other relevant government entities at district level * Manage assigned project activities and culminate them into assigned outputs * Collect, check, verify, and compile data from the field as directed by MAGP Team * Organize and conduct data collection and stakeholders’ consultation as and when required by organizing FGDs, interviews and meetings when needed * Organize sensitization and learning activities with various stakeholders, including local communities * Review and compile field reports and any other reports as requested by the MAGP Team * Draft district level policy briefs when needed Manage events in the district under the MAGP workplan, as required * Mobilization of relevant stakeholders for various meetings, training workshops and other project activities * Track progress of performance indicators on a periodic basis in close coordination with the district administration and MAGP team * Provide technical support to district administration/line departments on MAGP activities * Building linkages between beneficiaries, relevant governmental departments, and MAGP Team | | | | | | | | | | | |
| **District Peace Ambassador at South Waziristan** | | | | | | **01,Feb,2021 to 30th Sep,2021** | | | | | **National Youth Coalition for Peace** |
| * Plan, coordinate, implement, supervise and report activities of the project and develop communication network for this purpose in coordination with concerned Educational Institutes and stakeholders. * Keep effective liaison with local educational institutions, key agency stakeholders, health authorities and partners in the implementation of PEACE awareness sessions through education in the District (SWTD). * Plan, develop and undertake need based capacity building training in close collaboration with concerned District& provide technical assistance for implementation to the target Educational Institutions in the District. * Mobilize, coordination and supervise/monitor PEACErelated field activities of Volunteers at Educational Institutions and Community level. * Conduct/facilities PEACE assessment surveys in Educational Institutions and Community. * Provide and submit weekly and monthly work plans and activities reports on regular basis with National Youth Coalition Programe. | | | | | | | | | | | |
| **Preposition Site Supervisor at South Waziristan Tribal District** | | | | | | **01 Dec- 2020 –30-Jan-,2021** | | | | | **Malaria Control Programe KPTD** |
| * Plan, coordinate, implement, supervise and report activities of the project and develop communication network for this purpose in coordination with concerned DHO and stakeholders. * Supervisors and Teams Training for LLIN distribution in concerned UC,s. * Awareness Sessions & meetings with Key influencers regarding LLINs distribution in Community. * Monitoring, Supervision of LLINs Store, supervisors and teams their field activities. * 10 houses Clusters in the community in which LLINs had been distributed. * Daily Morning and Evening Meeting with field staff. * Daily report and feedback to district supervisor. | | | | | | | | | | | |
| **District Health Communication Support Officer at South Waziristan TD** | | | | | | | **01-Jan- 2018 – 30-Sep-2019** | | | | **Chip Training and Consulting** |
| * Planning for Social Mobilization in high number Refusals Union Council with the Support of District Administration and partner staff for the acceptance of OPV and Essential Immunization. * Community Engagement Plan at District level with the support of District Administration and partner staff in targeted Union Council. * Community Engagement sessions report submission with COMNet Officer/C4D * Planning for Social Mobilization in schools and Madrassa. * Hujra Sessions with different Community. * Corner meetings with community influencers. * Community Jirgs at Tehsil level * Updation of Social Mobilization google sheet and sharing with EOC Peshawar * Plan and implement evidence based communication plans through COMNet based on missed children log book data * Supervise and monitor USs, Area Supervisor and Community Health workers for missed children coverage in the district. * Monitor and facilitate vaccination team trainings with special focus on IPC component * Develop plan for interpersonal communication (IPC) and counseling sessions with chronic refusal households and community influencers and implement it with the team in the district as pre campaign activity * Supervise and monitor polio campaigns * Accompany vaccination teams and facilitate entry into households within the district * Complete monitoring checklists * Present issues and challenges regarding communications during the daily evening meetings at district level * Map and validate administrative data of missed children from the fifth day up to 10th to 15 days of the campaign * Gather data on reasons from missed children and develop data driven communications for chronic missed children * Support in covering maximum number of missed children post campaign * Report on the verified missed children data (refusal, NA and inaccessible) to the district polio control room & provincial level Government focal person and provincial COMNet coordinator * Report on the missed children covered to district polio control room & provincial level Government focal person and provincial COMNet coordinator * Update and maintain a missed children logbook after every campaign * Ensure social profile data of high risk groups missed during campaigns is incorporated into UC level micro plans in all CommNet supported UCs * Ensure the social profile data of HR groups is incorporated into the UC level micro plans in all CommNet supported UCs * Randomly validate the HR UCs micro plans for social mobilization component. * Ensure the social profile data of HR groups representing the influx/ outflux of people in the catchment area inclusive of seasonal (climatic) migrants and seasonal worker migrants such as construction/brick kiln/agriculture is updated in the UC level micro plans  prior to every campaign in all COMNet support UCs * Participate in DPEC meetings and present communication & social data of the high risk groups of the district & present desegregated data on missed children * Complete data collection forms after post campaign coverage of missed children * Complete a campaign monitoring form during every campaign and compile the monitoring form information for the supported UCs and share it with district & provincial level government focal person * Undertake activities to strengthen routine immunization understanding in the community and bring strategic changes e.g. surveys and behavior tracking * Conduct LQAS, market and other surveys   Support in the emergency response to new polio cases and newly infected areas in the province | | | | | | | | | | | |
| Tehsil Supervisor at South Waziristan TD | | | | | | | **01-Jan-2017 – 30-Nov-2017** | | | | **Chip Training and Consulting** |
| * Develop and roll out CCPV / CHW and AIC training plans with TPEC endorsement and share activity reports with TPEC / APCR after completion. Monitor and facilitate trainings with special focus on IPC component. * Plan and conduct field and desk validation of CHWs registration in the pre campaign phase (10% of the CCPV assigned area). * Plan and conduct microplan micro synchronization activity with adjacent / neighbouring areas in other tehsils / agencies. *Mandatory upon induction of new CHW, creation of new area, identification of missed areas, boundaries issues detection.* * Participation in TPEC and presentation of preparation status, gaps and support required from AHMT, partners and political administration for CCPV areas in operational and community engagement (CE) / social mobilization planning and implementation. * Supportive supervision of CCPV workers in pre, intra and post campaign phases. * Work with PEI partners for timely distribution of vaccine and cold chain maintenance by CCPV workers throughout the month. * Ensure timely reporting for incorporation into IDMS and DSC datasets. * Ensure registration is completed by newly appointed CHWs by 10th day of field deployment. * Ensure CHWs / AICs track and vaccinate still missed children throughout the month. Report on the verified missed children data (refusal, NA and inaccessible) at tehsil level government focal persons and AHCSO / UNICEF provincial focal person. Update and maintain a missed children logbook after every campaign. Ensure social profile data of high risk groups missed during campaigns is incorporated into UC level micro-plans in all COMNet supported UCs at tehsil level. * Conduct LQAS as assigned. * Strengthening community surveillance in assigned area by reporting of non polio AFP cases to TPEC / APCR. * Review third party performance management indicators for COMNet / CCPV and follow up on actions recommended and report accordingly. * Maintain deliverable submission, correctness and completeness log for CCPV and COMNet staff in assigned area. * Provide on job training to underperforming staff. * Hold weekly and monthly meeting with staff to review progress, challenges and guidance / support for corrective measures / actions. * Conduct campaign reviews after every SIA with field staff and partners. * Field follow-up and corrective measures implementation over third party monitors, UNICEF and partners monitor’s observations. * Develop and implement response plan in underperforming areas identified by PCM. * Work in close coordination with PEI partners for preparing, conducting and monitoring polio vaccination campaigns at tehsil level. * Present issues and challenges regarding communications during the daily evening meetings at tehsil level during polio campaign. * Gather data on reasons from missed children and develop data driven communication plans and conduct community engagement activities identifying and covering chronic missed children. * Hold interpersonal communication (IPC) and counselling sessions with chronic refusal households with support from community influencers for conversion and vaccination. * Timely complete, compile and share campaign monitoring checklists and data forms with tehsil level government focal person and AHCSO. * Undertake activities to strengthen routine immunization understanding in the community and bring strategic changes e.g. surveys and behaviour tracking. * Any other relevant task assigned by the supervisor. | | | | | | | | | | | |
| **Union Council Communication Support Officer at South Waziristan TD** | | | | | **10-Sep-2014 – 30-Dec-2015** | | | | | | **Chip Training and Consulting** |
| Planning   * In coordination with the WHO-supported Union Council Polio Worker (UCPW), ensure communication and social mobilization planning is included in UC micro-plans of the highest quality. * Participate in UPEC meetings and support development and implementation of UC social mobilization plan. * Ensure effective communication on movement of high risk groups to UCOs / DHCSO / DMO in other districts where underserved groups are moving.   **Implementation & Monitoring (Mapping)**   * Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly. * Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination and RI,Monitor effectiveness of SMs and the activities conducted by him / her.Ensure orientation of Religious and Community leaders at the UC-level.   **Leading and Supervising for Social Mobilization**   * Support Social Mobilizers (SMs) in creating awareness and educating the community,Identify, recruit, train (build capacity of SM’s on skills, effective counselling such as partnership building, planning etc.) and supervise social mobilizers in high risk areas (HRAs). * Provide exhaustive field orientation and on-the-job training to SM’s.   **Relating and Networking (Community Engagement)**   * Identify Non-Government Organizations (NGOs) and Civil Society Organizations (CSOs) who can conduct social mobilization activities at the community level and conduct resource mapping.   Data-Based Planning of Interventions   * Interpret SM data for planning specific interventions and assist SM in the implementation. * Collect, interpret and analyse data on polio and routine immunization. * Using data, participate in block level coordination meetings to ensure high vaccination coverage and appropriate social mobilization activities for the above mentioned underserved and high risk groups.Motivate and mobilize religious leaders, schools, Lady Health Workers (LHWs) and other local influencers at the block level and in resistant pockets. | | | | | | | | | | | |
| **Assistant Field Officer at South Waziristan TD** | | | | | **01-June-2013 To 30-July-2014** | | | | | | **WAWA** |
| * Conduct Responsible for distribution of different packages in different communities. * Responsible for arranging meetings with representative of different communities. * Coordination with the Civil and Military Authorities for implementation at district level * Collect, check, verify, and compile data from the field as directed by the WAWA team. * Organize and conduct data collection and stakeholders’ consultation as and when required by organizing WAWA, interviews and meetings when needed * Meetings,Awarness session and Community Engagment sessions with various stakeholders, local communities and LBO. * Review and compile field reports and any other reports as requested by the WAWA Team * Draft district level policy briefs when needed * Manage events in the district under the WAWA workplan, as required * Mobilization of relevant stakeholders for various meetings, training workshops and other project activities * Track progress of performance indicators on a periodic basis in close coordination with the district administration and WAWA team * Provide technical support to district administration/line departments on WAWA activities * Building linkages between beneficiaries, relevant governmental departments, and WAWATeam | | | | | | | | | | | |
| **HR Assistant and Admin Internee** | | **01-May-2012 To 30-March-2013** | | | | | | **WAPDA Ghazi Barortha** | | | |
| * Completes monthly and year-end reports regarding terminations, transfers, and new hires. * Processes employment verification forms and name change packets. * Prepares recruitment lists and job postings * Receives and screens visitors and telephone calls. * Receives and tracks employment applications. * Check the dispatch record. * Obtains and conveys information as needed. * TA/AD bills. * Units transfer applications. * Scholarships approval. * Attendance Register. * Check of medical bills  |  |  |  | | --- | --- | --- | | **Assistant Field Officer at South Waziristan TD** | **2.01-March-2011 To 30-April-2012** | **WAWA** | | * Conduct Responsible for distribution of different packages in different communities. * Responsible for arranging meetings with representative of different communities. * .Identification regular visits to project sites to carry out technical monitoring as well as gather feedback from the beneficiary community. * Attend Project Oversight Committee (POC) meetings when held. * Compile comprehensive final project evaluations based on information retrieved from the database. * Social Mobilization in Targeted communities for the project Success. * Meetings with LBO, s, and Community Key Stakeholder regarding the project purpose. * Community Engagement Sessions with Key Stakeholders * Develop contents for the sessions on education, health & hygiene and distribution. * Conduct Operation and Maintenance (O&M) trainings with School principals, Healthcare providers and community Members. * Establish and maintain a database of sessions. * Ensure timely completion of project activities according to the weekly and monthly plans. * Follow and ensure that gender, protection, local culture, and other important cross-cutting concerns are considered in program implementation, and reporting. * Conduct regular visit to project site to track the physical progress of civil works on schemes and share weekly updates and pictorial report with team leader. | | |  |  |  |  | | --- | --- | --- | | **Assistant Field Officer at South Waziristan TD** | **1.01-July-2007 To 30-July-2008** | **WAWA** | | * Conduct Responsible for distribution of different packages in different communities. * Responsible for arranging meetings with representative of different communities. * .Identification regular visits to project sites to carry out technical monitoring as well as gather feedback from the beneficiary community. * Attend Project Oversight Committee (POC) meetings when held. * Compile comprehensive final project evaluations based on information retrieved from the database. * Social Mobilization in Targeted communities for the project Success. * Meetings with LBO, s, and Community Key Stakeholder regarding the project purpose. * Community Engagement Sessions with Key Stakeholders * Develop contents for the sessions on education, health & hygiene and distribution. * Conduct Operation and Maintenance (O&M) trainings with School principals, Healthcare providers and community Members. * Establish and maintain a database of sessions. * Ensure timely completion of project activities according to the weekly and monthly plans. * Follow and ensure that gender, protection, local culture, and other important cross-cutting concerns are considered in program implementation, and reporting. * Conduct regular visit to project site to track the physical progress of civil works on schemes and share weekly updates and pictorial report with team leader. | | | | | | | | | | | | | | |
| **EDUCATION:** | | | MPA(HRM): 2008-2011 | | | | | | Institute of Management Sciences Peshawar | | |
| B.Com : 2006-2007 | | | | | | University of the Punjab Lahore | | |
| ICS:2004-2005 | | | | | | BISE:Lahore | | |
| SSC-2002-2003 | | | | | | BISE;Bannu | | |
| **Computer SKILLS** | | | Proficient user of Microsoft Excel, Word, PowerPoint and Database | | | | | | | | |
| **Competncies:** | | | Have experience in Base/end line, Operational Research / Surveys and data collections. | | | | | | | | |
| **Achievments** | | | * Scholarship awarded by British High commission for MPA at IM/Sciences * Joint Best Performance and Coordination award (Polio Campaigns) by Civil Administration, WHO, Health and COMNet South Waziristan Agency in 2016(PEI). * Appreciation on the Awareness in the Community by COMNet, Health, WHO and Provincial Level Staff in November 2016(PEI). * Appreciation Letter and Cash Award by DC SWA in March 2018 on Best Performance (PEI). * Appreciation Letter by EOC FATA in September 2018 on Best Performance (PEI). | | | | | | | | |
| **Trainings** | | | * TOT(PEI) Training by Chip Training and Consulting * TOT(EPI) Training by Chip Training and Consulting * Management and Leadership Training by Chip Training and Consulting. * TOT Training on Community Engagement. | | | | | | | | |