

MUHAMMAD FAIYAZ

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WORKING EXPERIENCE

RESEARCH ASSOCIATE (Intern)

with PSDP Project Need Assessment of Health Human Resource”
HEALTH SERVICES ACADEMY ISLAMABAD (Part time)

Nov, 2022- date.

- Data Analysis
- Qualitative research
- Quantitative research
- Surveys
- KAP Studies
- Research on disease prevalence
- Studies on Health Information Systems
- Preparation of policy brief
- Case Control Studies

COORDINATOR DATA MANAGEMENT TEAM

Provincial Disease Surveillance Response Unit (PDSRU) Department of Health Government of Gilgit–Baltistan
From 26-06-2020 to Sept, 2021

Job Responsibilities

- Perform all the duties and tasks assigned by Coordinator PDSRU from time to time.
- Provincial Data management of Covid data, prevalence, Vaccination other immunizations at PDSRU in coordination with Provincial EPI and WHO team.
- Tracing and Tracking of the cases.
- Information management and data dissemination.
- Preparation and submission of daily situation report and daily Stripe of the province to the quarter concerns.
- Preparation of various kinds of reports on daily basis as per prevalence and disease trends.
- Collection and Reporting of data through Nims, DHIS and other tools.
- Compilation of Provincial data received from districts offices and hospitals.
- Data Management of MNCH, TB Program, and Family planning
- Assistance in the Epidemiological investigations.
- Completed DHIS2 Software online course.
- Assistance in organizing and participation in capacity building Trainings and refresher courses for staff at various Levels.
- Arrangement of Capacity building training to subordinate staff as and when required.
- Monitoring and evaluation of surveillance teams and their reporting in districts.
- Monitoring visits in routine immunization and NIDs.
- Visits to Health facilities for active surveillance as and when needed.
- Visits to DDSRUs and DHIS Cells in Districts for passive surveillance of reporting mechanism.
- Perform all the tasks and activities assigned by Program Coordinator from time to time.

DY. COORDINATOR NUTRITION PROGRAM (DDNP)

Health Department Government of Gilgit-Baltistan since 05-06-2019 to 26-06-2020

(Ahsas Nashonuma Program in collaboration with WFP in some districts of GB was also implemented)

Job Responsibilities

- Perform all the tasks and activities assigned by Program Coordinator from time to time.
- Perform all the duties of Program Coordinator in absence of Program coordinator.
- Monitoring and Evaluation of Project activities as per project PC-I on physical and financial basis.
- Manage capacity building Trainings and refresher courses for staff at National Level provincial level and districts.
- Active Participation in meetings, workshops and seminars as provincial representative at National Level and provincial level organized by government, NGOs and other development partners and organization.
- Coordination and communication with subordinate's offices, intersectoral departments.
- Assignment of responsibilities to subordinate staff and ensure the duty roster.
- Preparation of variety of HR documentation required for the specific area of work posting/transfer, promotions, training-related documents, etc.
- Preparation of monthly activity reports for planning and further evidence-based decision making
- Develop and implement monitoring plans for the various activities of the project such as:

Iron Deficiency in Pregnant women, Lactating women, Exclusive breast feeding, Iron deficiency, Market Surveillance for Substandard edible products, Anthropometric screening of Mal-Nourished, Acute, Severe and Moderate children, Mental Health during pregnancy, Anti-Anemia, Covid SoPs) Anthropometric surveys in schools and colleges for children and adults.

- Surveillance and management of Data for various types such as malnourished children, pregnant and lactating women adolescent girls and boys.
- Surveillance of activities of awareness sessions, Market visits and anthropometric screening.
- Preparation of Budget, utilization of Budget and reconciliation of budget of the program.
- Manage all the procurement process of the office and sub offices of the department.
- Preparation of bidding documents and tenders.
- Supervision and management of office stocks and supplies.
- Preparation of proposal for recruitment of staff and arrangement of trainings when required.
- Prepare regular reports on expenses and office budgets
- Supervise distribution of food supplements to stabilization enters and among the beneficiaries.
- Procurement of office supplies.

DEPUTY PROVINCIAL COORDINATOR DISTRICT HEALTH INFORMATION SYSTEMS (DHIS)

Health Department Government of Gilgit-Baltistan (10-11-2017 to 05-06- 2019)

(With the Support of JSI-USAID)

Job Responsibilities:

- Assist the Program Coordinator in administrative matters.
- Perform all the tasks and activities assigned by Program Coordinator from time to time.
- Active Participation in meetings, workshops and seminars as provincial representative at National Level as provincial member of Technical Working Group on HIS.
- Facilitates and coordinates to develop technical proposals for resource mobilization and organizes site visits and prepares briefing notes for existing/potential donors.
- Data management and dissemination of various disease in GB through DHIS.
- Prepares donor reports, project documents and concept notes.
- Preparation of proposal for recruitment of staff.
- Carried out Technical and Capacity building trainings for staff at provincial and district level.
- Identify evolving needs of the project and recommend changes in HR processes and procedures,
- Preparation of variety of HR documentation required for the specific area of work posting/transfer, promotions, training-related documents, etc.
- Maintenance of confidential personnel records, as per GoP rules.
- Preparation of bidding documents and tenders.
- Supervision and management of office stocks and supplies.
- Management of Procurement of Office Supplies.
- Monitoring & evaluation on staff and project activities through monitoring tools.
- Monitoring and evaluation through LQAS.
- Conducted training on DHIS tool and Software across the provinces.
- Preparation of budget and expenditure reports.
- Use of GIS Software and GPS for mapping of Health Facilities.

ADMIN AND LOGISTIC OFFICE, DATA ANALYST AND UDC

Directorate Health Services Health Department Gilgit-Baltistan (15-12-2014 to 25-12-2017).

Responsibilities

- Maintenance of duty roster of office staff.
- Assignment of duties to staff and distributes work assignments among them
- Preparation of reports on, vehicle repair and maintenance and fuel consumption,
- Maintenance of an updated record of all the requests received from staff members.
- Maintenance and supervision of Logbooks, bills and invoices related to repair of vehicles.
- Assurance of transport through communication and coordination with other departments and private firms for outreach and field activities.
- Management of office supplies stock and place orders
- Prepare regular reports on expenses and office budgets.
- Procurement of Equipment's Furniture and others.
- Management of Office activities.
- Monitoring & evaluation on various activities of the department such as MNCH services, EPI Services. Family planning activities and other Health services.
- Compilation of Health & Disease Data of the Department.
- Generation of reports on basis of the Data.

Responsibilities

- Communication and coordination of messages and information through phone calls and emails obtain from public to department and further dissemination of information.
- Handling of information sensitive complaints/queries of the public related to the department and furthers their follow-up.
- Respond to the calls and mails of public regarding hospitals related issues and other public issues.
- Compile issues and complains of the callers through incoming calls and report it to the supervisor.
- Maintenance of Annual Confidential reports and performance evaluation reports of staff.
- Maintenance of duty roaster of office staff.
- Performed other duties as assigned from time to time

EDUCATION

- MSPH – Masters of Sciences in Public Health (2021-2023) Health Services Academy Islamabad.**
- MPA - Masters of Public Administration (Human Resource Management) University of Karachi, Karachi Pakistan 2009 2011.**
- Graduation: B.A-Bachelor of Arts University of Karachi Karachi Pakistan 2007-2009.**
- HSSC-(FSc Pre-medical): Karakorum International University Gilgit, Pakistan 2003-2005.**
SSC-(Matric Science): Federal Board of Intermediate & Secondary Education (FBISE), Islamabad, Pakistan 2001-2003.

SKILLS

- Use of **MS Office, Word, Excel Power Point.**
- Use at statistical software **SPSS and Epi info, STATA**
- Languages:**
- English: S,R,W,L URDU: S,R,W,L Persian : SRW, Shina : S,R,W,L Boroshaski :S,R,W,L.**

CERTIFICATES

- Training of Trainings ToT on DHIS TOOLS by JSI and USAID
- Training of Trainers on DHIS Software.
- Training of Trainers on Nutrition from Govt of Punjab at Children Hospital Lahore.
- Training on Community Management of Acute Mal-Nutrition and Rehabilitation organized by Scaling Up Nutrition.
- Training on Laboratory Diagnostic and biosafety organized by PHLD Islamabad.
- Certificate of Appreciation for valuable role in Covid Pandemic by WHO Pakistan.
- Certificate of Appreciation for the efforts during Covid 19 by Provincial Govt of Gilgit-Baltistan
- Training Course on Hospital Preparedness for emergency (HOPE) ADPC and NHEP&PN.
- Training on Polio Monitoring LQAS organized by WHO and HSA Islamabad.

❖ **REFERENCE:**

Will be furnished on demand.