H # 48 Khan Colony 0333-7485510 and 0300-7485510

Opposite Faisal Stadium,

DG Khan Road, Muzaffargarh zeb0048@gmail.com

**Jehanzeb Gulzar updated 28-Dec-2022**

|  |  |  |
| --- | --- | --- |
| **Experiences** | **Years** | **Months** |
| Manager/ Team lead | 3 | 0 |
| Advocacy / right based accountability | 4 | 5 |
| Monitoring and Reporting | 7 | 0 |
| Reporting & Documentation  | 0 | 5 |

Objective: To serve community by uplifting voices of unheard segments of society

|  |  |
| --- | --- |
| Date of Birth | 04-03-1976 |
| **CNIC No** | 32304-1593443-3 |
| **Passport No.** | BB4714431 |
| **NTN No.** | 4184299-5 |
| **Qualification** | 1. MA Education2. M.Sc (Sociology) |

|  |  |
| --- | --- |
| Age | 47 |
| **Gender** | Male |
| **Present Job** | No Job  |
| **Availability** | Yes |
| **Martial Status** | Married |

**Academic Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **Institute** | **Result** | **Obtained** | **Total** | **%** |
| M.Sc (Sociology) | BZU | Dec. 2014 | 3.62 | 3.62 | 3.62 |
| MA (Education) | IUB | 16.02.2001 | 1010 | 1600 | 63.12 |
| Graduation | BZU | 14.04.1998 | 497 | 497 | 62.12 |
| Inter | DGK Board | 26.10.1995 | 658 | 1100 | 59.81 |
| Matric | DGK Board | 07.07.1992 | 687 | 850 | 80.82 |

**Computer Skills** Ms Word, Excel, Power Point, Inpage, SPSS

**Languages** Urdu(R+W+S), Punjabi(R+W+S)

 Saraieki(R+S), English(R+W+ S)

**Acquired Trainings:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Area** | **Project/Training** | **Trainer/Institute** |
| 2012 | Hill View Hotel Islam Aabad | Child Centered Community Development : Human Rights based approach to development  | Plan Pakistan/Indus consortium |
| 2009 | Muzaffargarh | Child Centered Community Development : Human Rights based approach to development  | Plan Pakistan/Indus consortium |
| 12/2009  | Best Western Hotel, Islamabad | 6 days training on Flood Mitigation Community Based Disaster Risk Management | NDMA |
| 2006 | Bahawalpur | Management | Bunyad Foundation/NFBE Department/Jica |
| 20-21 Sep 2006 | Aagosh Hotel Muzaffargarh | Capacity Building of training on CCB for District Officers | DTCE/NCHD |
| 5/2004  | Multan | /Proposal Writing Reporting/Manual Writing | NGORC/AWAZ |

**Job summary:**

1. **Five years and 4 months as Monitoring and Reporting Officer ( 10 Sep 2012– 31 dec 2017) at** *Strengthening Participatory Organization, Regional Office, Multan* Program: Aawaz Voice & Accountability Program
2. **5 months as Advocacy Officer ( 12April 2012 – 10 Sep 2012) at** *AIMS Organization, District Office, Muzaffargarh.* Program: Strengthening Transparency Accountability and Electoral Processes in Pakistan
3. **2 year -**1 month as **Monitoring and Reporting Officer ( 03 Nov 2009 – 31 Dec2011) at** *Doaba Foundation, Head Office Muzaffargarh.* Program: 1. Child Centered Disaster Risk Management , 2. WASH Project , 3. EC Food Facility
4. **1 month as Project Officer ( 01 July 2009 – 17 August 2009) at** *Awaz Foundation! Center for Development Services, No. 2440/N/8A, D-Block, Shamasabad Colony, Multan – PakistanHead Office MultanP.O. Box No: 141, Post Code: 60000-Multan GPOPh. # + +92 (61) 4585471-3, Fax: +92 (61) 4424571;* Program: Integrated Community Development & Empowerment Program
5. **5 months as Admin & Human Resource Officer ( 14 Jan 2009 – 30 June 2009) at** *Awaz Foundation! Center for Development Services, Head Office Multan*
6. **2 years and 4 months as District Literacy officer ( 28 Aug 2006 – 31 Dec 2008) at** *Literacy & Non Formal Basic Education Department Muzaffargarh;* Program: Literate Punjab Program (District LiTMIS Cell)
7. **5 months as Reporting & Documentation Officer ( 07 Apr 2006 – 27 Aug 2006) at** *Participatory Welfare Society, Layyah , Sial Colony Ward No. 3 Fateh Pur Road Chowk Azam District Layyah +92-606-381890 , +92-3006764890* *info@pwspk.org**;* Program: Education, Capacity Building, Health and Agricultural Reforms
8. **3 months as Manager Field Operations ( 16 Jan 2006 – 06 Apr 2006)** *Awaz Foundation! Center for Development Services, Field Office Mansehra.;* Program: Community Based Health & Disaster Management Program
9. **4 months as Manager Field Operations ( 14 Jun 2005 – 29 Sep 2005)** *Awaz Foundation! Center for Development Services, Field Office Alipur.;* Program: Integrated Community Development & Empowerment Program
10. **11 months as Social Organizer/ Manager (01 Aug 2004 - 13 Jun 2005)** *Awaz Foundation! Center for Development Services, Field Office Alipur*
11. **3 months Learning at**  (11 May 2004 - 31 Jul 2004) at *Awaz Foundation! Center for Development Services, 2440N/8A, Shamsabad Colony, Multan*
12. **1 year 4 months as Junior Teacher (27 August 2001 – 28 Dec 2002 ) at** *Sardar Kouray Khan Public Higher Secondary School, Muzaffargarh*

**Monitoring and Reporting Officer 10 Sep 2012– 31 dec 2017**

*Strengthening Participatory Organization, Regional Office, Multan*

Program: Aawaz Voice & Accountability Program

* Assessment Interviews as per LFA indicators through periodic exercises to assess the impact/outcome and sustainability of the interventions on the basis of baseline information collected at the start of the project
* Developed and/or refined potential success stories, case studies for learning including impact on vulnerable groups ( i.e. children, women, disables and minorities )of five districts of AAWAZ program
* Frequent Field visits to for monitoring of the project activities with a focus to align activities and output with the selected indicators regarding social services , conflict resolution and women political participation
* Conducted monitoring visits to project areas to provide recommendations to the staff for effective implementation of activities as per the project objectives and to report recommendations for quality assurance and effective use of resources after monitoring visits
* Regular follow-up and report on the compliance status of monitoring visit
* To coordinate quarterly data collection and analysis of findings and report to National M&E Team
* To prepare and review detailed implementations plans, work break down as per project’s requirement
* Develop and share a detailed M & E reports on regular basis with  National M&E Team
* Process Monitoring of activities in five districts of AAWAZ program (Muzaffargarh, Multan, Lodhraan, Khanewal and Vehari)
* Writing Monthly and quarterly Progress Reports
* Result Based Monitoring
* Review of activity reports through online reporting package
* Evaluation of Community Based Structures

**Advocacy Officer 12April 2012 – 10 Sep 2012**

*AIMS Organization, District Office, Muzaffargarh.*

Program: Strengthening Transparency Accountability and Electoral Processes in Pakistan

* Facilitate , develop and execute Advocacy Campaigns with focus to conflict resolution , good governance , social accountability
* Develop Advocacy Plans
* Implementation of advocacy initiatives through coordination with stake holders

**Monitoring and Reporting Officer 03 Nov 2009 – 31 Dec2011**

*Doaba Foundation, Head Office Muzaffargarh.*

Program:

1. Child Centered Disaster Risk Management , 2. WASH Project , 3. EC Food Facility

* Ensured and facilitated baseline
* Developed and/or refined potential success stories, case studies for learning including impact on farmers and other marginalized segments of flood affected communities (Widows , Children tenants etc)
* Frequent Field visits to for monitoring of the project activities with a focus to align activities and output with the selected indicators
* Conducted monitoring visits to project areas to provide recommendations to the staff for effective implementation of activities as per the project objectives and to report recommendations for quality assurance and effective use of resources after monitoring visits
* Regular follow-up and report on the compliance status of monitoring visit
* To coordinate quarterly data collection and analysis of findings and report to the project Manager
* To prepare and review detailed implementations plans, work break down as per project’s requirement
* Develop and share a detailed M & E reports on regular basis with  Project Manager

**Project Officer 01 July 2009 – 17 August 2009**

*Awaz Foundation! Center for Development Services, No. 2440/N/8A, D-Block, Shamasabad Colony, Multan – PakistanHead Office MultanP.O. Box No: 141, Post Code: 60000-Multan GPO*

*Ph. # + +92 (61) 4585471-3, Fax: +92 (61) 4424571*

Program: Integrated Community Development & Empowerment Program

* Project supervision
* Mobilization for collective actions at village level and capacity building of marginalized communities x
* Formation of village development committees
* Liaison and Advocacy on social services related governance and human rights issues at Tehsil and district level

**Admin & Human Resource Officer 14 Jan 2009 – 30 June 2009**

*Awaz Foundation! Center for Development Services, Head Office Multan*

* General Administration
* Recruitment, Relieving, Placement and Appraisal activities
* Staff welfare and staff coordination

### District Literacy officer 28 Aug 2006 – 31 Dec 2008

*Literacy & Non Formal Basic Education Department Muzaffargarh*

Program: Literate Punjab Program (District LiTMIS Cell)

* Super vision, Facilitation and arrangements for data collection/Base Line Survey & data entry
* Super vision, Facilitation and arrangements Identification of NFBE & ALC teachers
* Super vision, Facilitation and arrangements for Opening of 330 NFBE/ALC Centers
* Coordination / Liaison with Executive District Officer (Literary) and other institutions
* Monitoring of 330 NFBE & Adult Literacy centers

### Reporting & Documentation Officer 07 Apr 2006 – 27 Aug 2006

*Participatory Welfare Society, Layyah , Sial Colony Ward No. 3 Fateh Pur Road Chowk Azam District Layyah +92-606-381890 , +92-3006764890 info@pwspk.org*

Program: Education, Capacity Building, Health and Agricultural Reforms

* Editing and checking of reports of field staff
* Report writing of program and office activities
* Monthly and quarterly report writing
* Finalization of all reports submitted by field staff

**Manager Field Operations 16 Jan 2006 – 06 Apr 2006**

*Awaz Foundation! Center for Development Services, Field Office Mansehra.*

Program: Community Based Health & Disaster Management Program

* Networking and liaison with other public, private and civil society organizations and government departments
* Community mobilization, group formation and advocacy on related community issues
* Supervise and manage the field office administrative and programmatic affairs

### Manager Field Operations 14 Jun 2005 – 29 Sep 2005

*Awaz Foundation! Center for Development Services, Field Office Alipur.*

Program: Integrated Community Development & Empowerment Program

* Leading team efforts
* Overall management of Office
* Advocacy on issues at Tehsil and district level
* Leading team efforts for program activities
* Participation in proposal writing
* Report writing

### Social Organizer/ Manager 01 Aug 2004 - 13 Jun 2005

*Awaz Foundation! Center for Development Services, Field Office Alipur.*

* Formation of 10 Community Based Organization
* Developed linkages of CBOs with government Institutions
* Advocacy on local issues
* Highlighted local issues
* Conducted base line survey in 20 target Union Councils of district Muzaffargarh
* Report writing

### Internship 11 May 2004 - 31 Jul 2004

*Awaz Foundation! Center for Development Services, 2440N/8A, Shamsabad Colony, Multan.*

* Attained training on social mobilization techniques
* Attained record keeping training
* Attained office management training
* Attained training on manual designing

### Junior Teacher 27 August 2001 – 28 Dec 2002

*Sardar Kouray Khan Public Higher Secondary School, Muzaffargarh*

* English and Islamic Studies