**Ms. SHAZIA GUL BALOCH**

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**DOB** Mar 01, 1989

**Professional Summary**

Ms. Shazia is qualified and with hands-on experience in social development, project management, and administration, coordination with government and stakeholders, monitoring and evaluation, research and assessment, fieldwork, and report writing. He has an extensive experience in the sectors of i.e. Fieldwork, Survey Research, disaster risk reduction, livelihoods, capacity building, human rights, women empowerment, and advocacy. Ms. Shazia is highly passionate to innovate and experiment and possesses strong leadership, interpersonal, and presentation skills.

**Academic Qualification**

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| **Degree/Certificate** | **University/College/School**  | **Passing Year** |
| M.A (Sociology) | Shah Abdul Latif University Khairpur | 2015 |
| B.Com | Shah Abdul Latif University Khairpur | 2013 |
| Diploma in BCC | NUML University Islamabad | One year |

**Professional Experience**

**Working as MEAL Officer of UNWomen WEE project with Pahel Pakistan from May 2022 till date at Sukkur & Khairpur.**

* Lead the MEAL activities of the project in District Khairpur and Sukkur.
* Assist the project manager in designing the assessment tools for the baseline, midline, and end lines of the project.
* Assist the Project team in the implementation of project activities criteria and reporting tools and provide necessary guidance to the project team for smooth implementation of project activities for achieving desired results.
* Responsible to collect and consolidate the work plans of the project team and also collect the reports from each team member.
* Monitor all project activities on site and timely share the observations with the project manager.
* Responsible to measure the results of the project and prepare progress reports of each indicator on monthly basis.
* Design and Lead the complaint redress mechanism of the project to ensure accountability at all stages of the project.
* Responsible to manage data of the project and ensure privacy and confidentiality.
* Assist the Project manager in the preparation of progress reports on monthly, quarterly, and annually
* Perform other related duties as assigned and modified at the supervisor’s discretion.

**Worked as Area Accountability Assistant with ACTED International from Sep-2020 to Aug 2021 at Kandhkot@Kashmore.**

* Support the implementation of solid AME systems and mechanisms that are in line with the global AME procedures and deliver effective research/outputs so to inform timely decision-making and the adoption of sound corrective measures.
* Ensure lessons learned and best practices are discoursed and documented.
* Contribute to the effective functioning of beneficiary complaints and response mechanisms and enhance the trust and confidence of beneficiaries, identify areas of our work that need to be improved, and ensure that ACTED learns from the feedback provided through this process. Appraisal, Monitoring, and Evaluation System. Technical and Systems Development
* Contribute to the development and updating of the country’s AME strategy, the consolidated AME work plan, and AME frameworks for all ongoing projects;
* Support the AME Manager to implement the AME policies and procedures as described in the ACTED AME standard guidelines and make sure that the tools are followed as applicable
* Contribute to an effective roll-out of M&E collection and reporting systems to all staff and partners through training, site visits, manuals, and other technical support as needed.

**Worked as Senior Social Organizer NPGP-Project with Sindh Rural Support Organization from Sep- 2019 to Aug- 2020 at Kandhkot@Kashmore.**

* Improved livelihoods, living conditions, and income-generative capacities for poor households and the youth (with diversified assets for sustainability in moving up the poverty ladder).
* Women from ultra-poor and poor households experience higher levels of socio-economic empowerment and their families experience improved nutrition and food security.
* Target populations have improved access to financial services and investment opportunities.
* Strengthened dialogue and knowledge sharing on pro-poor (and climate-resilient) poverty reduction policies, supported with evidence-based research.
* Households with a score between 0-18 on the PSC, will be provided with a package (average of PKR 60,000) that consists of a combination of assets along with the relevant skillset training to utilize the asset transferred; and/or are offered technical and vocational training for which job placement or self-employment opportunities have already been identified.
* Tangible assets will be offered to those in the 0-16.17 category as they are receiving an unconditional cash transfer from BISP which serves as a consumption allowance while intangible assets will be offered to those falling in the 16.18 - 18 poverty band.
* The program will follow a tested and proven social mobilization-based approach to community targeting, organization, and implementation in all target areas for the delivery of project interventions.
* The component will support the continued engagement with communities that is part of SRSO's community-driven development approach.
* Community organizations at the hamlet and village level will be further capacitated and empowered to participate in program activities, with a special focus on women empowerment, resilience to climate change, and contributing to specific SDGs.
* Community resource persons will also be identified in every Union Council and trained to become institutional or sector experts, providing relevant services and support to target beneficiaries and community institutions.

**Worked as District Project Officer Education-Project with Sindh Rural Support Organization from July – Dec 2017 in Kandhkot@Kashmore.**

* Close coordination with the education department and other stack Holders working on education.
* Support implementing partners in education pilot project design, implementation, and monitoring.
* Design appropriate assessment tools to identify and respond to education department needs.
* Establish, identify and train parents to teach council (PTCs).
* Provide regular feedback to implementing partners, communities, and schools, and monitor visits.
* Ensure proper project tracking and record keeping.
* Compile project reports highlighting project impact against indicators.
* Ensure capacity building of counterpart and all members of the team.
* As delegated by the project coordinator, liaise with equivalent project staff in other locations to ensure sharing of a lesson learned, tools and systems.
* Conduct any other programming responsibility delegated by the Program coordinator.

**Worked as Social Media Executive with Streamline Giveaways and promotion corporate from Aug 2016 to Apr 2017 in Islamabad.**

* Analyzing and investigating price, demand, and competition devising and presenting ideas and strategies for promotional activities compiling.
* Distributing financial and statistical information.
* Writing reports organizing events and product exhibitions monitoring performance managing campaigns on social media.
* Social media executives brainstorm, generate, and release content on each of a given company's social media accounts.
* Many social media executives also oversee the work of other employees, including social media specialists.

**Worked as Field Monitor Sindh Reading Program with USAID-Chemonics International from Feb to Aug 2016 at Kandhkot@Kashmore.**

* Fill in the TLAS assessment tool and teacher observation tool for each TLA and teacher as per the training received.
* Ensure the data collection is on the bases of the sample drawn.
* Maintain the record of all the forms.
* Send the original forms to M&E Manager at the SRP Karachi office on weekly bases.
* Report on the field issues and recommendations.
* Submit monthly monitoring reports including all the field issues and recommendations regarding’s as performance and teachers’ observations.
* Conduct any other training assessment study organized by y SRP team.

**Worked as Finance Internee with Save the Children from Apr to Sep 2011 at Shikarpur.**

* Maintain petty cash register for office use
* Maintain financial documentation soft and hard copies in a proper file in
* Maintain Cashbook of Project
* Maintain Ledger as per the budget line of the project
* Reimbursement of local petty cash fund
* Enter all vouchers in the cash box and share time with Finance Department
* To keep the records for receivables and payables account
* To assist in ensuring that timely and accurate payments
* Reconciliation of all vouchers for completeness, to have requested documents
* Any other relevant tasks assigned by the supervisor or higher authority

**Worked as Data Entry Operator Emergency Response Project with Save the Children from Dec 2010 to Mar 2011 at Sukkur.**

* Data Entry, setting up a system of managing the implementation of work.
* Liaising with management upward, refining plans, communicating needs in the field to ensure delivery, and reporting on progress. Prepares, compiles, and sorts documents for data entry.
* Verifies and logs receipt of data.
* Transcribes source data into the required electronic format.
* Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners

**Worked as Health & Hygiene Promoter Health-Project with Helper Social Development Organization from Jan 2009 to Nov 2010 at Larkana.**

* Conduct surveys and visit in order to identify new participants in the Hygiene Promotion sessions, and arrange thematic focus group discussions, awareness, and hygiene promotion sessions within communities, schools, health centers, households, and distribution points;
* Identify the most appropriate message regarding the target population, and work on it.
* Evaluate the necessary material needed for a session/activity;
* Participate in the identification of beneficiaries for the WASH activities (solid waste management, water supply rehabilitation, distribution of hygiene kits, etc.) in the Emergency phase
* Participate in hygiene campaigns, doing shows in schools and at the community level;
* Act as a link between the organization and the beneficiaries;
* Ensure all work is carried out as per the community needs and project standards;
* Forging relationships with key people in the community, stakeholders, and community leaders to ensure proper implementation;
* Regular meetings with an advisor and another team member to communicate new technical topics;
* Develop trust, tolerance, and cooperation among community members;
* Provide regular updates from the field to the Project Manager;
* Report any incidences related to the protection of IDPs, host communities, and other vulnerable groups to the management;
* Report security incidents in the field in a timely manner to the management;
* Perform other relevant tasks as assigned by the Project Manager.

**Workshops / Training Attended**

* One-Day Workshop on TB Dot by WHO at Sukkur
* Two days session attend on “Formative Assessment 03 “At Kandhkot@Kashmore VTT office Held by T2 and Ella’s of SRP
* One-day Orientation attend on ‘’Baseline Assessment Tool’’ for NFE Held by SRP, JICA, ELLAS at SRSO Complex Sukkur
* Two days of training of refresh on Community based Management of Acute Malnutrition (CMAM) by Save the Children Jacobabad.
* One-day training attended on Disaster Risk Reduction (DRR) at Sukkur conducted by IMMAP.
* Two days of training attended on Nutrition conducted by Save the Children at Jacobabad.
* Two days of training of trainers (TOT) on Disaster risk reduction (DRR) at Larkana were conducted by IMMAP.
* One-day training on MEAL (Monitoring, Evaluation, Accountability, and Learning) by Oxfam at the District Sukkur
* One-day training workshop experience at SZABIST on Women Gender Base Violence by DFID
* Four days training workshop on” Active citizen program” by British Council at Larkana
* Five days of attendant training on “EMERGENCY RESPONSE” HELD BY UN HABIT @ Larkana.

**Computer Skills**

* Ms. Office and Data Management

### Languages

### English, Urdu, Sindhi, Siraiki, Balochi

**References**

Will be provided on demand