|  |  |
| --- | --- |
| **Mahfooz ul rehman** | EOC Punjab, DG Health office, 24-Cooper Road, Lahore  **Cell:** 0333-6051845-0300-0551845 • 92-42-99204397  **Email :** [naeemakhankhattak@gmail.com](mailto:naeemakhankhattak@gmail.com) |

**Summary**

Accomplished INGO Management and Project Management Executive credited with 12 years’ experience developing and delivering highly valued projects/interventions with world-known organizations including WHO, UNICEF, BMGF as well as other development agencies, Punjab Rural Support Program, Save the Children, World Vision International and government organizations, ministries/departments at the federal, provincial or district levels and community level interventions focusing women and children. Possess strong knowledge in primary health care and development. Developed and implemented communication strategies with special focus on social mobilization for reaching the beneficiaries along with government and partners/stakeholders.

**Core Competencies**

|  |  |  |
| --- | --- | --- |
| * Project Complete life Cycle * Social Mobilization & Advocacy * Implement capacity building. * Data- Based Intervention Planning * Project Budgeting & Cost Estimation * Disseminate best practices &   Knowledge with Stakeholders | * Monitoring & Evaluation/ Implementation * Strategic Planning & Analysis * Risk Assessment & Mitigation * Process Redesign & Change Initiatives * Develop Training Material & Up-dation * Project Schedule Management * Leading Projects * vLMIS and Vaccine Dashboard | * Coordination & Strategic Partnership * Build & Maintain Partnership * Misinformation Management * Social/Heat Maps & Matrix * Cold Chain Maintenance * Data Driven Community   engagement plans  MS Office |

**Achievements**

* + Proven track record of working as Provincial Vaccine Management officer leading Cold Chain and Vaccine Management in Punjab in areas of operations.
  + Develop monitoring mechanisam for Vaccine tracking
  + Skilled in Pre intra and post campaigns of various types, proven knowledge, and training on, polio staff, partners, and Communication staff for achieving better result of SIA, s and emergency responses.
  + Defined vaccine wastage reduction strategy and implemented in SIAs, increased vaccine management capacities for Polio SIA workers and partner staff as well.
  + Strong partnerships with provincial stakeholders to execute effective vaccine management practices
  + Adept at participatory and consultative management, judgment and decision-making in consortiums or alliances with knowledge to train team on Interpersonal Communication Skills (IPC), Behavior Change Communication (BCC), Effective Communication Skills and M&E Tools
  + Followed up & monitored the production of vaccine management materials for technical quality, consistency and relevancy of communications materials that are developed, produced and disseminated to target audience (e.g. individuals, communities, government officials, partners, media etc.)
  + Organizes capacity building sessions following training cycle method.
  + Support Provincial EOCs and DPCRs in adapting Effective Vaccine Management (EVM) practices at Provincial, District & Sub-district levels and support improvement of cold chain for PEI vaccines.
  + Analyze Vaccine utilization data and supported Districts to minimize vaccine wastage at all levels.
  + Successfully completed 3500 govt officials training on Vaccine Management
  + Evidence based vaccine wastage reduction the quantity which save d the organization cost in Millions of Rupees.
  + Successfully formed 35 CBOs and build their capacities on financial Management.
  + Successful partnership with CBOs and completed community development infrastructure Worth of 26 Million rupees.
  + Supervised the team of 98 Field Monitors to ensure quality data collection during NSER Survey-BISP

**Professional Experience**

* + Highly resourceful with over 10 years’ experience in Project Management, social mobilization, community engagement, project implementation, monitoring and evaluation.
  + Adept at participatory and consultative management, judgment and decision-making in consortiums or alliances with knowledge of issues related to gender, cultural diversity, donor liaison, governance, human and child rights, media and communications.
  + Successfully Designed and Implemented C4D Activities for Polio Eradication at District Level.
  + Successfully conducted +300 trainings of DHMT, LHW’s for Polio Eradication and MNCH Services,
  + Capacity building of CBOs on Citizens Voice, Action and Child Rights, CMST LMST, Leadership, Supportive Supervision, Advocacy, and PRA Tools. Demonstrated holistic business approach for monitoring, evaluating, supervising and reporting of programs based on international mechanisms including Logical Framework Analysis (LFA) and Results Based Matrix (RBM) or Theory of Change (ToC) systems, people management and workforce development,
  + Project Schedule Management and execution
  + Project financial Management and reporting

**Career Trajectory**

**Cold Chain Logistics & Vaccine Management Officer-Polio Aug 2021 to Present**

**CHIP TRAINING AND CONSULTING (UNICEF Project)**

**District Oversight Consultant (TCV Campaign Nov 2020 - Feb 2021**

**Micro Merger, (UNICEF Project)**

**Divisional Monitoring and Evaluation Coordinator -BISP (NSER) Jul 2019 - Feb 2020**

**SUSTAINABLE DEVELOPMENT POLICY INSTITUTE, Islamabad, Pakistan**

**District Oversight Consultant-Measles SIA Oct 2018 - Jan 2019**

**ZIA MASOOD& KIYANI, (UNICEF Supported)**

**UNICEF UNITED NATIONS, Lahore, Pakistan Dec 2017 - Oct 2018**

**Provincial Consultant for (Routine Immunization) RED/REC Strategy**

**District Health Communication Support Officer Feb 2015 - Nov 2017**

**CHIP TRAINING AND CONSULTING (UNICEF-COMNET), Muzaffargarh, Pakistan**

**Project Officer Jul 2013 - Jan 2015**

**WORLD VISION INTERNATIONAL, Muzaffargarh, Pakistan**

**Union Council Communication Support Officer Oct 2011 - Jun 2013**

**CHIP TRAINING AND CONSULTING (COMNET), Muzaffargarh, Pakistan**

**Program Officer Planning, Monitoring and Evaluation Feb 2011 - Sep 2011**

**Punjab Rural Support Programme (PRSP), Muzaffargarh, Pakistan**

**Distribution Officer Sep 2010 - Feb 2011**

**SAVE THE CHILDREN, Muzaffargarh, Pakistan**

**Social Organizer May 2009 - Aug 2010**

**PUNJAB RURAL SUPPORT PROGRAMME (PRSP), Muzaffargarh, Pakistan**

**Social Mobilizer Oct 2007- Oct 2008**

**National Commission for Human Development (NCHD), Muzaffargarh, Pakistan**

**Educational Background**

* **ms project management bahria university, lahore** **2019**

Project Monitoring Evaluation & Control, Quality Management, Schedule Management, Cost Management, Project Risk Management, Project Quality Management, Stakeholders, Govt PC I- PCV

* **msc rural development, sindh university jamshoro** **2011**

Gender Relations and Rural Change, Economics of Water Resources, Research Methods

* **mba comsats university, islamabad**  **2006**

Human Resource Management, Marketing, Strategic Leadership, Strategic Business Management Financial Accounting, Conflict and Change Management

**Courses & Workshops**

* Training on Community engagement and Social Mobilization- Punjab Rural Support Program
* Training ion Leadership-Chip Training and Consulting
* Training in Gender Mainstreaming-World Vision International
* Training on Project Cycle Management-World Vision International
* Training on Cold Chain Logistics and Vaccine Management- NEOC
* Communication for development by UNICEF/PEOC
* Communication planning & challenge mapping by UNICEF
* Behavior Change communication by UNICEF.
* Interpersonal Communication & capacity building by UNICEF
* PEI-EPI Synergy training by WHO
* Training of Trainers (TOT) & Training Need Assessment training by UNICEF
* Training on IPV (Inactivated Polio Vaccine) & LQAS (Lot quality assurance sampling) & E-LQAS by WHO
* Effective Facilitation Skills training by UNICEF
* Training on Citizen Voice and Action-World Vision International
* Training About E.P.I and its micro planning (W.H.O)
* PRIME Training about reporting and planning (UNICEF)
* Training on Monitoring-g and Evaluation for NSER Survey -Sustainable Development Policy Institute
* Result Base Management: Online Agoura-UNICEF
* Cold Chain Logistics and Vaccine Management, Online Agoura-UNICEF
* MLM Online Training WHO