



# Aziz Ullah



**MS-Development Studies, MPH & MS- Project Management**



Islamabad-KP



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## Professional Profile:

As a result-oriented community development practitioner with over **(12) years of experience** in providing administrative support to complete projects, I am dedicated and enthusiastic about contributing my expertise to any organization I work for. With my experience working with national and international NGOs, along with my two research papers published in international journals, I have gained extensive knowledge in various aspects of project management. My strengths lie in disseminating project information to project stakeholders, monitoring the progress of projects, developing, and maintaining project deliverables, and gathering and inputting data into databases. I am highly organized, detail-oriented, and able to work well under pressure to meet tight deadlines. I am committed to making a positive impact in any organization I work for, and I am passionate about promoting community development through my work. I am constantly seeking to expand my skills and knowledge to better serve the organization and its objectives.

## Expertise:

**Community Mobilization/ Monitoring and Evaluation/ PRA/RRA/ CHHAST/ PASHT/SHHE/ Reporting/Planning /Training & Facilitation / CMAM/ICM/PCA /PEI Activities, /SPSS/Team Leading and Supervising, Research Tools and techniques/ Methods, Primavera,**

## Career

### Achievements:

- Conducted 200 community awareness sessions, which helped to decrease polio chronic refusal from 3000 to 0 within 3 years.
- During my time at ACF in Bannu, I successfully conducted 40 hygiene awareness sessions, and 30 PHAST sessions to reduce open defecation, and distributed 800 hygiene kits and female sanitation kits.
- Conducted 25 Parent's Teachers Council Capacity Building Trainings from SRSP Bannu.
- Enrolled 7000 IDPs Students at Temporary Learning Centers, conducted 60 Physiological -Social Sessions for Terumi zed Childs of NWA, formed 80 Educational Project Village Groups, Conducted 80 Hygiene Sessions Male and Female, Distributed 500 NFI/Shelter to NWA IDPs from Muslim Aid Bannu.
- Conducted 200 Community Sessions for School Enrollment and 5000 Girls Enrolled at Schools from Alif Aliana Bannu.
- Conducted 30 Active citizen vice Workshops from British Council as Facilitator.
- Conducted 20 Know Your Rights Sessions from SIDA at South Regions.

## Experiences:

### **Nutrition International South KPK-Pakistan**

**May2019-Till-Now**

#### **Zonal Manager**

##### **My Responsibilities Include.**

- Coordinated all wheat flour fortification related activities in the field, including meetings with key stakeholders such as the Food Department, food regulatory authorities, Health Department, Flour Mills Association, flour milling industry, and nutrition development partners. This resulted in improved collaboration and coordination among stakeholders in promoting food fortification.
- Planned and conducted trainings/capacity building activities for wheat flour mill staff, food inspectors, laboratory staff, and District Focal Person on fortification and quality assurance and quality control processes. This increased the knowledge and skills of the relevant staff, leading to sustainable and adequate fortification of wheat flour in the district.
- Assisted the Provincial Food Department, food regulatory authorities, Health Department, and wheat flour industries in district level planning and execution of program activities, in close coordination with the Provincial Manager. This resulted in effective implementation of food fortification activities at the district level.
- Provided technical support to flour mills for the installation of micro-feeders, its calibrations, and setting flow rate of premix as per standards prescribed by Pakistan Standards and Quality Control Authority. This led to improved accuracy and efficiency of premix dosing, resulting in better fortification of wheat flour.
- Coordinated with premix distributor/s through the Provincial Manager to ensure uninterrupted supply of micronutrient premix to the flour mills in the allocated territory, according to their requirements. This resulted in a consistent supply of premix, ensuring adequate fortification of wheat flour.
- Ensured the smooth supply of Iron Spot Test Kits to flour mills and food inspectors for monitoring fortified wheat flour at production, market, and household level. This resulted in effective monitoring of fortified wheat flour, leading to improved quality and compliance with fortification standards.
- Successfully conducted regular visits to flour mills and markets to ensure the production and supply of adequately fortified wheat flour in the market, resulting in improved access to fortified wheat flour for the population.
- Proactively collected samples of fortified wheat flour from all flour mills on a regular basis and carried them to Quality Control Laboratories (QCL) for testing, providing feedback to flour mills and enforcement bodies to ensure compliance and improve the quality of fortified wheat flour in the market.

- Successfully ensured notification and monthly meetings of the District Food Fortification Committee (DFFC), recorded and circulated approved minutes of DFFC meetings to all stakeholders, and followed up with relevant departments to ensure that decisions taken in DFFC were implemented and reported back, resulting in improved coordination and collaboration among stakeholders and improved compliance with fortification regulations.
- Successfully monitored the availability of adequately fortified wheat flour and ensured compliance with fortification regulations, resulting in increased availability of fortified wheat flour in the market.
- Successfully planned and undertook awareness-raising activities at the district level to generate demand for fortified wheat flour in coordination with designated organizations/agencies, resulting in increased consumer awareness and demand for fortified wheat flour, and ultimately contributing to improved public health outcomes

**Chip Training and Consulting (Pvt)-COMNet UNICEF –Hangu KPK Pakistan**  
**Communication Support Officer**

Sep 2016 –to-Apr-2019

**My Responsibilities Include.**

As the District Focal Point for Polio Eradication and Routine Immunization, I successfully developed and executed a district-specific social mobilization plan for polio eradication and routine immunization. This resulted in improved coverage of underserved communities through effective coaching and supervision of social mobilizers by myself and the UCCSOs under my supervision. In collaboration with the District Polio Eradication Officer, I ensured high-quality planning and implementation of district eradication activities. Through my active promotion and monitoring of UC and community level activities, I was able to increase awareness and acceptance of vaccination in reluctant and underserved communities. Additionally, I ensured the quality implementation of various IEC activities and other persuasive communication techniques, leading to increased coverage of targeted groups. By mobilizing faith/religious leaders, volunteers (especially women), and influential and informal leaders, I was able to effectively support social mobilization efforts for polio eradication and routine immunization. I also catalyzed a network of NGOs, community-based organizations, and existing social networks and educational institutions, with particular emphasis on underserved and minority communities. Liaising with EDOs for timely dissemination of IEC materials, as well as local press/radio, ulemas, and mosques, I promoted polio eradication and routine immunization, ultimately resulting in increased coverage and acceptance of vaccination.

**Action Against Hunger (ACF International) –Bannu KPK Pakistan**

Aug 2015 – Aug 2016

**Integrated Field Officer--- Integrated Project of WASH, NUTRITION and FSL**

**My Responsibilities Include.**

Train village volunteers, village project committees on their roles and responsibilities, Operation and Maintenance of Hand Pumps, PHAST approaches, Stock Register, Ledger Book, and on Nutrition, FSL and WASH Projects. Conduct community based/ outreach activities in line with the detailed implementation plan (DIP) and activity scoping documents (ASDs) including house-to-house visits, trainings, awareness raising and distributions. Ensure compliance of activities in line with the relevant standards, codes of conduct, and humanitarian principles, including ensuring full and inclusive participation. Form and train any project-specific or wider committees, groups, networks, or volunteers. Utilize appropriate tools (including IEC materials, reporting formats and manuals). Complete transparent and appropriate selection of beneficiaries for all project activities. Ensure that communities are informed of all processes, complaint mechanisms, selection criteria and distributions in an open and timely manner. Conduct cash distributions as per internal and external guidelines. Engage community and local leaders to support community mobilization activities. Conduct MUAC screening, assessments, surveys, and surveillance under the guidance of the Sup CM and PM CM. Coordinate with Health System Strengthening Team (HSST) for referrals and follow up. Consider cultural, gender and inclusion within all activities. Support IDP tracking mechanism, Support emergency response as required. Proactively seek support from supervisors where s/he recognizes issues within a specific community either security or program related. Ensure compliance with the Charter and the fight against fraud, corruption, and abuse of power; alert the Field Coordinator and or Country Director in the event of fraud, corruption or abuse of power. Support production of weekly, monthly, and quarterly internal and external reports as requested. Support implementation of quality MEAL. Participate in the weekly coordination meetings, or other ad hoc internal meetings as requested. Highlight areas of improvement the DIPs and ASDs.

**Sarhad Rural Support Program –Banu KPK Pakistan**

May 2015– July 2015

**Master Trainer**

**My Responsibilities Include.**

Circulating messages to all trainees, Head Teacher & ADOs, conducting training to PTCs' members involved in different group work activities and presentation to know there, Knowledge and keep them busy to get the fruitful result in group activities. Ensuring availability of training tool kit, trainees, stationary, attendance/T. A & D.A sheets, evaluation forms and delivery of material, Coordinating training venue, lunch with logistic officer, admin & finance & district coordinator. Compliance of check list provided by HRD, Submission of attendance sheet, T.A/D.A list to Admin & Finance on training closing with proper handing taking in presence of D.C. Pictures submission to M&E at the end of the training course. Ensuring proper behavior with the trainees during training course, ensuring maximum participation of the trainees and ensuring proper display of pan flex banners and charts, Follow up and reporting of the absent trainees on daily basis along with thereason.

**Education Officer- UNOCHA****My Responsibilities Include.**

Supervision of all projects in the district with 28 Union councils. Management recruit 150 national staff, implement DIP (Detail Implementation Plan) & Project implemented, monitoring and development successfully. Effectively established 56 temporary learning centers for IDP's with ensuring gender equality. Properly review and verify the student's enrolments data. 4W matrix, fact sheet, meeting minutes and establish that the data is fully compliance with donor's (World vision & UNOCHA) requirements. Ensure maintenance of project documentation, file and reports & TOR's record. Implement procedural mechanism in project aspects complying with the Muslim Aid standard policies and HAP procedures and recommend for improvements wherever required with high level of perseverance. Devise a complaint mechanism system for project beneficiaries, stakeholders and staff ensuring that all the voices are being listened to and addressed in the best interest of intended beneficiaries and other stakeholders. Co-ordinate with Education coordinator and DEO for effective implementation of the education project activities. Facilitate education team in conducting school assessments in the project field areas. Work in close collaboration with education managers, teachers, students and community members for the roll-out of agreed project activities. Assist Education Coordinator in developing and implementing detailed project implementing plan. Coordinated and facilitate education training team to design and conduct TNA followed by the need-based teachers, education managers and EFG trainings. Develop monthly work plan and do regular follow up of school-based project interventions. Facilitate team of community Mobilizers in developing work plan and roll out of planned activities. Develop, maintain, and improve mutual and beneficial relationships with key stakeholders and provide capacity building through advocacy (including government officials, TLC teachers and community leaders) to ensure successful implementation of the project. Develop progress reports periodically to line manager, to ensure the provision of accurate and updated information.

**Muslim Aid International –Bannu KPK Pakistan****Aug 2014 – Oct 2014****M & E Officer****My Responsibilities Include.**

Developed formats for profiling and listing of beneficiaries, Designed a data base of the targeted beneficiaries to justify the base line situation in the project areas, Collected data and reports from the field sites, Coordinated with field implementers regarding reports and M&E activities, Monitoring the visits to ensure timely completion of project activities according to the set indicators with in the budget and resources management, Monitored all project activities, expenditures, vehicle log books, and progress towards achieving the project outputs, Reported of case studies to capture qualitative outputs of the project.

**HTSPE International –Banu KPK Pakistan****Aug 2013 – July 2014****District Coordinator****My Responsibilities Include.**

Advocacy Education Development Campaign Activities, Liaison with District office and District Education office, Community Empowerment for voice for education, conducted 100+ Community Session and Enroll 3400 girls through female community sessions. Monitoring, Evolution, accountability and learning of the project activities, Case studies and Success stories. Conducted 20 Seminars, and 5 district level Conferences at Banu, Kohat and DI Khan. Organized events and meetings on behalf of the Alif Aliana campaign. Report to the campaign office about the activities, mobilize traditional and social media to build support for the cause. Managed a grassroots movement for education in region, managed a network of volunteers/activists, secure supporters of the Alif Aliana deceleration for education, and inspired others to be involved in the campaign.

**SPADO-Sustainable Peace and Development Organization –Kohat KPK****March 2012 – July 2013****M & E Officer—Donor-UNICEF**

**My Responsibilities Include.** Collaborate with Project staff on appropriate data Collection Methods, tools, and reporting Formats. Enter Data into In MRE Affected Data base and donor data base also performed data Quality checks, providing timely feedback to the m & E Officer regarding any uncovered issues. Maintain an efficient data management system, ensured easy access to M & E Reports and Data Supporting wide distribution to project staff and stakeholder. Write Reports, analyzed finding and provide recommendations where required to Project Planning performance management and reporting. Conducted FDGs during field visit for Projects Activities impact also conducted Sessions on MRE with Social Teams support project staff in conducting field assessments and surveys. Trained Project Staff on MRE and trained the Community Groups (Project Committee's) Project Based on MRE. Implemented standard monitoring and evaluation tools and methodologies. Participated Cluster meeting, Periodic review and planning meeting, generate minutes and lesson learnt documents.

**M & E Officer**

**My Responsibilities Include.** Developed formats for profiling and listing of beneficiaries, designed a data base of the targeted beneficiaries to justify the base line situation in the project areas, collected data and reports from the field sites, Coordinated with field implementers regarding reports and M&E activities, Monitoring the visits to ensure timely completion of project activities according to the set indicators within the budget and resources management, monitored all project activities, expenditures, vehicle logbooks, and progress towards achieving the project outputs, reported of case studies to capture qualitative outputs of the project. I have regularly reviewed progress of project activities as per plan under the supervision of Field Coordinator and Project Manager. Performed other tasks that may be assigned from time to time by the Project Team Leader in for any future development.

**CDO-Community Development Organization –Bannu KPK**

Sep 2010 – Sep 2011

**Field Officer**

**My Responsibilities Include.** Conduct community mobilization according to schedule and priorities Determined by the Program Manger. Initiate the process of community mobilization in the target areas. Supports M&E in conducting field assessments, Forms or reactivate village organizations, Management committees, union, conduct training and capacity building of village organizations, management committees, union council forums and Tehsil forums, Facilitate village organizations to do needs assessments and to develop, implement and monitor action plans. Liaise with local authorities.

**Y-Peer Education Network (UNFPA) –Bannu KPK**

Oct 2009 – Aug 2010

**District Focal Point and Trainer**

**My Responsibilities Include.** Conducted 12 workshops at Banu, Kohat and Dikhan universities regards on Harm Reduction / HIV/AIDS.

**Education:****SZABIST Islamabad**

Feb-2021 –July-2023

**MS Development Studies** - Specialized in “Research Methodologies, Statistical Research, Theories of development, Development Management, Disasters and Development, Conflict Management and Negotiation skills, Sustainable development, and Right based approaches to Development. CGPA 3.59/4- 89%

**FIMS-(AUST) Abbottabad**

Sep-2020 – Sep 2022

**MS Public Health** - Specialized in “Epidemiology/Public Health Project, Bio Statistics, Nutrition, Health Promotions, advocacy and Social Mobilization, Primary Health care, Research Methods, and Hospital Management. CGPA 3.6/4- 90%

**Bahira University Islamabad**

Sep-2017 – July 2019

**MS Project Management** - Specialized in “NGO Management/Projects and Governments Projects Subjects: Project Monitoring, Project Procurements, Project Integration, Project Risk Management, Project Time and scheduling, Project HRM. CGPA 2.91/4-72%

**Kohat University of Science and Technology Kohat KPK**

Sep-2017 – July 2009

**BBA-IT (Hons)** - Specialized in “IT, MIS, HRM, Public Admin. CGPA 2.5/4-60%

**Hayatabad Science College Peshawar**

April-2003 – May 2005

**FSC** - Specialized in “Pre-Engineering

**Govt High School Thill Hangu**

March-2001– July 2003

**SSC** - Specialized in “Science”

**Certifications :**

- **International Social Entrepreneurship Certification - +ACUMEN**
- **International Story Telling Certification by +ACUMEN**
- **Planning for Monitoring & Evaluation Certification from PHILANTHROPY University**
- **Advocacy Certification from PHILANTHROPY University**
- **Training of Facilitator from British Council Pakistan**
- **Managing Vulnerable Population and COVID-19-Harvard MedicalSchool-Online**
- **COVID-19: Operational Planning Guidelines & COVID-19 Partners Platform to support country preparedness and response- WHO International-Online**
- **02 CME- Credit Hours – Training on COVID-19- University of Health Science Lahore**

**Trainings:**

- **PHAST- Participatory Hygiene and Sanitation Transformation –By –ACF International Pakistan**
- **CMAM- by ACF International Pakistan Mission Bannu KPK Base**
- **Reporting Skill by ACF International**
- **Core Humanitarian Standard with Focus on Staff Competency (Community World Service Asia- Pakistan)**
- **Humanitarian Principles and Code of Conduct in Theory and Practice (C.W.S Asia - Pakistan)**
- **Increasing Accountability & Improving Quality through Needs Assessment (C.W.S Pakistan)**

- Psycho- Stoical Training by Muslin Aid Pakistan
- Advance Leadership Program by Mehergrah Islamabad Pakistan
- Advance Youth Leadership program by Individual land Islamabad
- **TOT**-Know you are rights (Youth Parliament) Lahore.
- **TOT** (Y-Peer Education Network 2012) Lahore.
- **TOT** (Civic Education 2012) Center of Civic Education Islamabad.
- **TTYT** (Train the Young Trainer 2009) SOL Islamabad.
- **TOF** (Training of Facilitator 2012) SOL& British Council Islamabad.

**Computer Skills:**

Ms Office, Hardware / Software installation, Micro Media, HTML, Data Base, **SPSS**, Human aspects of computer, web site designing, and data base management system, **Microsoft Project Management**

**Languages:**

English / Urdu / Pashtu (Excellent Skills)

**Publications:**

- ❖ **Aziz Ullah** , Dr. Fakhta Zeib , Saeed Ayaz Khan , Dr. Mahboob Ullah , Zafar Iqbal , Irfanullah. Nexus Between Cyber-Bullying And Social Communication Skills: Evidence From Khyber Pakhtunkhwa (**Webology- ISSN 1735-188X** ) (Volume 18, No. 6, 2021) (link: <https://www.webology.org/abstract.php?id=2790#> )
- ❖ Umer Ashfaq, Dr. Saima Batool, Fazli Wadood , **Aziz Ullah** , Dr Mahboob Ullah. An Empirical Study on Motivation and Job Satisfaction: Hotel Employees' Perspective of Pakistan (**Indian Journal of Economics and Business Vol. 20 No. 4** (December, 2021) ( **ISSN 0972-5784**) (link: <http://www.ashwinanokha.com/resources/v20-4%20-%2021-112-Umer%20Ishfaq.pdf>)

~ **References will be provided when needed**~