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| **Bangalow # 66, Defense Housing Society, Near Defense Plaza, Thandi Sarak Road, District Hyderabad, (Sindh) Pakistan** | **+92-300-8603710,****+92-333-0746010****zaffar.navid@gmail.com****CNIC:31202-1999537-3** |

Navid Zafar

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| Objective | To work for a better humanity |
| ExpertiseExperience | **Disaster Risk Management****Disaster Risk Reduction**Community Development, **Gender and Child development,** Organizing and conducting the Field Research, Tabulation and analysis of collected data, Report writing**Child Protection Officer Hyderabad Based Sindh****International Rescue Committee**C:\Users\UNIQUE\Desktop\IRC Twiter.pngA picture containing text, logo, font, trademark  Description automatically generated**November 2022 to Upto June 2023*** Ensure that solid GBV case management, referral and information management systems are in place for appropriate identification, responses, and follow-up.
* Guide WGSS/CSS facilitators in working with GBV Survivors to develop new, creative activities as appropriate.
* Using a client centered approach, work together with GBV survivors to establish action plans based on the needs identified and ensure adequate safety plans exist for the clients.
* Develop and implement capacity building plans for all areas of GBV programming.
* Ensure regular communication with the Protection Field Manager and the Child Protection Coordinator to integrate appropriate technical priorities in program design, to provide updates on achievements and challenges.
* Ensures that safeguarding standards are understood and met and ensures a safe and child-friendly atmosphere in the Child Friendly Space.
* Actively develop and maintain effective working relationships with key stakeholders, including donors, government actors, UN agencies, international and local NGOs, and other relevant actors.
* Ensure mapping of service providers including government departments and civil society organizations in establishment of district-based CP/GBV Referral Mechanism.
* Ensure proper use of referral pathways in the field and assist the CP/GBV survivors and their families to access legal, educational, health, vocational and other services.
* Regularly attend coordination group meetings at appropriate levels to contribute to the case management responses across agencies.
* Contributes to the development of the CP/GBV sector strategic direction for responding to CP/GBV incidents.
* Contribute to proposal development activities (narrative and budget) through planning and program design with relevant field-based staff and ensure technical standards are taken into consideration.
* Coordinate with other IRC sectors to receive and provide input and support regarding responses CP/Gender Based Violence Survivors.
* Engage with donors on gender, disability, protection, and AAP related issues at the regional and country levels.
* Lead activities to celebrate International Women’s Day and the 16 Days of Activism against GBV.
* Lead systematic disability, gender, protection, and risk analysis,
* Formulate appropriate protection risk mitigation and response activities.

**District Field Supervisor Multan**October 2019 to November 2022**C:\Users\HP\Desktop\LOGOS\NTP.png** * Timely Communication with Supervisor for Planning, implementation and reporting of ECF activities.
* To enhance coordination with district TB coordinator for effective implementation of all ECF activities.
* Coordinate with private Hospitals, RC and DLS for effective implementation of TB DOTS ECF project
* Regular visits of health facilities for giving support to TBS cases from hospital and chest camps
* Enhanced coordination with X-Pert and PMDT site in Charge for registration off RR patients
* Arrange and conduct 120 community gatherings meetings and 120 chest camps in District Multan
* Find and registration of 1680 tuberculosis cases in district Multan
* Assessment and mapping of private hospitals and labs along with RC for their induction in ECF.
* Implement programmatic work in line with the country strategy of Organization.
* Accountable for the budget and programme work in the district.
* Periodically over-review of the detailed implementation plan to monitor operational and programmatic aspects of projects.
* To ensure that programmatic & financial reports are produced and submitted to relevant sections within the country office well in time.
* Responsible for high quality periodic reports, monthly, quarterly, donor reports etc.
* Develop strong liaison & linkages with District Government, Government Line Agencies, Civil Society Organizations, and other stakeholders.
* Responsible for contract management (vendors) by ensuring adherence to organizational policies and procedures in close coordination with country office support sections.
* Timely ensure submission of endorsed MPR/MWP/ to Mercy Corps
* Prepare and submit activity R& R tools as per activity guidelines.
* Regular follow and facilitation for the registration of TB cases in all health facilities
* Assist RC to prepare the quarterly reports (TB07, TB 08 and TB 09) and will submit to DTC
* Ensure regular follow up of all TB patients through TBS

**Monitoring Officer** **WHO-UNV, Bahawalnagar** **C:\Users\hp\Desktop\download.jpg C:\Users\hp\Desktop\download (1).jpg**September 2018 to November 2018* Under the guidance and direct supervision of the National Professional Officer (NPO) - EPI or the Technical Officer - EPI in respective province or area, the district monitor will deliver the below functions:
* Timely conduct measles campaign readiness assessment at district level using WHO tool according to schedule individually or in coordination with district Polio Eradication Officer as advised.
* Update the assessment tool findings as instructed.
* Timely conduct measles campaign readiness assessment at UC level using WHO tool according to schedule individually or in coordination with PEI staff in as many UC as possible.
* Assist DPEC and DHMT in assigning UC level PEI staff or other available eligible individual to conduct UC level periodic readiness assessment using WHO tool.
* Compile UC level assessment findings in the District dashboard and present them to the DPEC and DHMT for review and corrective action.
* Share the filled district dashboard with provincial NPO/TO-EPI and Measles consultant on time.
* Monitor quality of preparatory activities (trainings/orientations, management meetings, ACSM activities, waste management, AEFI management, data management etc.) conducted at district, tehsil and UC level using prescribed tools and share the findings with DPEC, DHMT and Provincial NPO/TO and Measles Consultant.
* Conduct Rapid Convenience Assessment (RCA) using prescribed tool during Measles campaign as per guideline.
* Conduct supervision of the measles campaign using observers’ checklist as per guideline
* Coordinate with DPEC and DHMT for recording and follow-up of minutes of meetings held at district level for Measles campaign.
* Assist in coordination with DPCR for facilitating smooth ﬁeld data collection on time and reporting at higher level.
* Assist in reviewing monitoring and supervision reports of 1st and 2nd level supervisors, identify inconsistencies and missing data for correction and compile the results and present to the DPEC, DHMT and province.
* Assist in district, tehsil and UC level activities e.g. Trainings of health workers and supervisors, doctors, volunteers, advocacy meetings etc. and prepare reports
* Assist in making distribution plan for vaccine and logistics from district to service points. This includes but is not limited to ensuring that all required supplies are available at service points on time before the campaign start date.
* Assist in preparing Measles SIA technical report for the district at the end of the survey.
* Monitor Post SIA survey training and field data collection activities to be done by 3rd party for quality assurance using specific tools developed by WHO.

 **Field Monitoring Associate Lahore****UN International Organization for Migration (IOM)****August 2017 to March 2018****C:\Users\hp\Desktop\Print\UN-Logo-660x330.jpg C:\Users\hp\Desktop\Print\iBUDfxaa.jpg*** To observe, record and report on the documentation process of Undocumented Afghans to be carried out at the assigned NADRA documentation centers in Punjab
* To observe, record and report on the efficiency and effectiveness of the business model followed by NADRA to document Undocumented Afghans all over Pakistan
* To observe, record and report on the technical and operational systems in place at the documentation center
* To observe, record and report on the verification process to be followed by MORR in order to verify the status of Undocumented Afghans living in Pakistan
* To observe and report on the efficiency and effectiveness of staff at the documentation centers.
* To observe record and report on the visit of Undocumented Afghans at the documentation centers, and to collect information from Undocumented Afghans regarding their profiles and needs and record in format provided by IOM
* To prepare daily updates/statistics to be shared with the managers.
* To update the database regularly with details as required.
* To support the documentation process by ensuring all visiting Afghans have a clear understanding of the SOPs to be followed in order to obtain Afghan Citizen Cards (ACCs), including documentation required, timelines for issuance of ACCs and grievance redressal mechanisms in place.
* To record and report on grievances and needs of Undocumented Afghans to support the NADRA-led documentation exercise.
* To liaise with the authorities on ground as required, including NADRA, SAFRON/CAR and MORR
* To observe/report any incidents at the duty station concerning the movements.
* To ensure compliance of the provided guidelines for day-to-day work routine.
* To promptly address issues arising during working time in consultation with respective managers or their delegates.
* Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed, and the quality of the operation is in line with standards.
* Maintain information records and monitoring plan documentation, such as records of commodity movements and programme checklists, to assist in the effective delivery and distribution of food items or non-food items.
* Perform cash distribution monitoring and the processes involved to mobilize beneficiaries to the cash disbursement points.
* Process monitoring of ongoing Stunting prevention activity at facilitation center.
* Uploading of issues in issues tracking system for systematic follow-up by concerned activity focal points.
* To perform any other duties as may be assigned by the supervisor.

**Field Coordinator Lodhran****Health/Education/Child Protection (ILC PWO & Save the Children International Project)****Supervise the 32 SOs of Health/Education and CP****Field Monitoring Officer Bahawalpur****C:\Users\hp\Desktop\BISP.jpg C:\Users\hp\Desktop\NADRA.jpg*** **Aid Global, Islamabad**

**November 2016 to February 2017****Monitoring of NADRA/BISP NSER Bahawalpur in six Tehsils of Bahawalpur City/Saddar/Yazman/Khair Pur Tamay Wali/Hasil Pur/Ahmed Pur East.*** Conduct regular monitoring visits to project sites. Provide recommendations to the staff for effective implementation of activities to the project objectives.
* Regular follow-up and report on the compliance status of monitoring visit recommendations for quality assurance and effective
* To coordinate quarterly data collection and analysis of findings & sharing progress report to the project and relevant BISP management team
* With the support of MIS officer, supervise and maintain a databank (a hub of information, MIS) with updated cumulative data about the Projects activities, updated progress and other relevant information periodically collected.
* Assist in developing, review and compile weekly, monthly, bi-annual report, data summaries, as per donor’s requirement.
* With MER core office team technical guideline, prepare, support and participate in conducting Baseline surveys/end line, assessments/studies and Project Evaluation (both internal and external)
* Responsible for training and supervision of survey teams required for evaluating program effects and impact
* To prepare and review detailed implementations plans, work breakdown as per project’s requirement.
* Assist Project Manager in designing BISP M & E formats.
* Coordinate and assist the Senior Accountability and Learning Officer for documentation of project learnings periodically (as and when required)
* Coordinate and assist the Senior Accountability and Learning Officer in compilation and consolidation of ‘accountability to beneficiaries’ analysis report (as and when required)
* Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed, and the quality of the operation is in line with standards.
* Maintain information records and monitoring plan documentation, such as records of commodity movements and programme checklists, to assist in the effective delivery and distribution of food items or non-food items.
* Perform cash distribution monitoring and the processes involved to mobilize beneficiaries to the cash disbursement points;
* Process monitoring of ongoing Stunting prevention activity at facilitation center.
* Uploading of issues in issues tracking system for systematic follow-up by concerned activity focal points;
* Assist the Project Manager to assist in developing Power Point presentations for donors and other stakeholders as and when required.
* Develop and share a detailed M&E report on monthly basis with Core MER section and Project Manager/Director

 **District Field Supervisor Vehari****C:\Users\HP\Desktop\LOGOS\WHO.png C:\Users\HP\Desktop\LOGOS\NTP.png*****IETB WHO(World Health Organization & Ministry of Health) situational Analysis study of Vehari******February 2016 to July 2016**** Implement programmatic work in line with the country strategy of Organization
* Accountable for the budget and programme work in the district.
* Periodically over-review of the detailed implementation plan to monitor operational and programmatic aspects of projects.
* To ensure that programmatic & financial reports are produced and submitted to relevant sections within the country office well in time.
* Responsible for high quality periodic reports, monthly, quarterly, donor reports etc.
* Develop strong liaison & linkages with District Government, Government Line Agencies, Civil Society Organizations and other stakeholders.
* Responsible for contract management (vendors) by ensuring adherence to organizational policies and procedures in close coordination with country office support sections.
* Troubleshoot the problems in the field and communicate with provincial coordinator if there is poor performance of any field officerMonitoring and reporting on implementation of project activities work plans, electronic data entry, identification of childhood TB managing sites and cases through GIS and field visit. Regularly communicating with provincial coordinator to identify project support needs, monitor project field activities and report project progress.Collection of quarterly data from all Health Facilities mapped their recruited areas.Reporting and updating activities regularly to National Coordinator.
* Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed, and the quality of the operation is in line with standards.
* Maintain information records and monitoring plan documentation, such as records of commodity movements and programme checklists, to assist in the effective delivery and distribution of food items or non-food items.
* Perform cash distribution monitoring and the processes involved to mobilize beneficiaries to the cash disbursement points.
* Process monitoring of ongoing Stunting prevention activity at facilitation center.
* Uploading of issues in issues tracking system for systematic follow-up by concerned activity focal points.

**USI Zonal Manager Vehari Zone (Field Coordination)****C:\Users\HP\Desktop\LOGOS\MI.png C:\Users\HP\Desktop\WFP.png*****June 2015 to November 2015, Micronutrient Initiative Pakistan******USI Field Officer Vehari Zone February 2014 to June 2015, Micronutrient Initiative Pakistan**** Coordinate among the stake holders i.e. MoH, DoH, EDO (H) Offices MI, UNICEF, WFP and salt Sectors.
* Monitor and supervise logistics to salt processors) salt dealers including Potassium Iodate, Drip feed and drip set.
* Support Regional or district level activities for improving production iodized salt at factory and coverage at household level at assigned zone.
* Quality assurance and monitoring at production level storage and market level.
* Planning meeting with DoH, EDO (H) MI and salt sector for improving universal salt iodization programme at assigned zone.
* Meeting with EDO(H) and president of salt processors association at the end of every month in assigned zone.
* Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed, and the quality of the operation is in line with standards.
* Maintain information records and monitoring plan documentation, such as records of commodity movements and programme checklists, to assist in the effective delivery and distribution of food items or non-food items.
* Perform cash distribution monitoring and the processes involved to mobilize beneficiaries to the cash disbursement points.
* Process monitoring of ongoing Stunting prevention activity at facilitation center.
* Uploading of issues in issues tracking system for systematic follow-up by concerned activity focal points.

**Divisional Training Coordinator,*****UNDP/UNOPS, Bahawalpur Division******1st March to 31st May 2013*** Divisional Training Coordinator (DvTC) will provide support for training activities in the districts falling under his respective Division. The DvTC will work closely with District Training Coordinators and training team of the organization as well as with partner organizations relevant staff for successful and smooth implementation of cascade training activities. Specific responsibilities will include:* Involve in the selection process of District Coordinators, Deputy District coordinators and supervise their project activities.
* Facilitate implementation of UNDP assistance in training, coordination with stakeholders at Division Level
* Coordinate with project partners in developing training data collection tools and ensure they are maintaining training database
* Liaise between UNDP and ECP Provincial and District levels
* Compile periodic and specific reports as per UNDP requirement
* Handle administrative and logistical at provincial
* Additional Tasks
* Implement Project implementation Plan
* Implement Project Monitoring Plan
* Compile Weekly Progress Reports
* Any other task necessary for the efficient and effective Orientation of DTC and scheduling of Master Trainers

The individual is responsible for abiding by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS. **Save the Children US, Muzafar Garh**save the childrenA picture containing text, logo, font, trademark  Description automatically generated**Emergency Flood Response and Community Mobilizer** * Job location: Muzafar Garh 08 Feb. 2011 Up to 30th November 2012 (SIDA Major Hum Project)
* To assist in identifying CB-DRR activities e.g. Early Warning, Hazard Mapping, for community members, including local teachers, CPCs/SMCs, and engage children and youth in suitable engagement/participation sessions through meetings and sessions.
* Facilitate the process of community mobilization and form Community Based Disaster Management Committee/CPCs/SMCs/PTCs;
* Supervise and Conduct Capacity building programs at the community level for CBDMCs and also cover Hazard, Risk, Vulnerability and Capacity assessment (HRVCA);
* Facilitate and provide technical support to the Village Disaster Management Committees in conducting Hazard, Vulnerability and Capacity Assessment and also develop reports.
* Ensure that CB-DRR is implemented effectively in a good quality standard and ensuring consistency of the work in accordance with the programme goal and objectives.
* Facilitate the process of integration of Children Clubs plans into CBDM Plans;
* Organize in collaboration with Education, Food Security and livelihoods and CP teams various CFS/LDCs/PLCs and Community based various awareness raising activities; Develop, maintain, and improve work coordination with local key partners (community, NGO, international bodies and DM Authorities), to ensure the successful implementation of the project activities.
* Implementation, supervision, monitoring and documentation of projects.
* Communication with member organizations and administration structure.
* Provide support to the community volunteers/Animators in Learning and Development Centers (LDCs) locations daily, ensuring that activities are implemented in an appropriate manner.
* Provide support to the community volunteers/Animators in Learning and Development Centers (LDCs) locations daily, ensuring that activities are implemented in an appropriate manner.
* Monitor appropriate implementation of program activities in Learning and Development Centers (LDCs)
* Actively contribute to community mobilization regarding child protection issues arising
* Actively contributing to capacity building of community including children for child protection issues and activities
* Ensure a safe and child friendly atmosphere in the child friendly space.
* Supervise the design and implementation of a work plan for animators.
* Ensure that equipment inventories are up to date and that replacement needs are highlighted.
* Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed, and the quality of the operation is in line with standards.
* Maintain information records and monitoring plan documentation, such as records of commodity movements and programme checklists, in order to assist in the effective delivery and distribution of food items or non-food items.
* Perform cash distribution monitoring and the processes involved to mobilize beneficiaries to the cash disbursement points;
* Process monitoring of ongoing Stunting prevention activity at facilitation center.
* Uploading of issues in issues tracking system for systematic follow-up by concerned activity focal points;

 **Save the Children US, Multan**save the childrenA picture containing text, logo, font, trademark  Description automatically generated*Emergency Flood Response and Child Protection Officer**Job location: Muzafar Garh 23 August 2010 to 13 November 2010. (SIDA Minor Hum Project has been closed)** To assist in identifying CB-DRR activities e.g. Early Warning, Hazard Mapping, for community members, including local teachers, CPCs/SMCs, and also engage children and youth in suitable engagement/participation sessions through meetings and sessions;
* Facilitate the process of community mobilization and form Community Based Disaster Management Committee/CPCs/SMCs/PTCs;
* Supervise and Conduct Capacity building programs at the community level for CBDMCs and also cover Hazard, Risk, Vulnerability and Capacity assessment (HRVCA);
* Facilitate and provide technical support to the Village Disaster Management Committees in conducting Hazard, Vulnerability and Capacity Assessment and also develop report;
* Ensure that CB-DRR is implemented effectively in a good quality standard and ensuring consistency of the work in accordance to the programme goal and objectives;
* Facilitate the process of integration of Children Clubs plans into CBDM Plans;
* Organize in collaboration with Education, Food Security and livelihoods and CP teams various CFS/LDCs/PLCs and Community based various awareness raising activities;
* Develop, maintain and improve work coordination with local key partners (community, NGO, international bodies and DM Authorities), to ensure the successful implementation of the project activities;
* Implementation, supervision, monitoring and documentation of projects.
* Communication with member organizations and administration structure.
* Provide support to the community volunteers/Animators in child Friendly spaces locations on a daily basis, ensuring that activities are implemented in an appropriate manner.
* Provide support to the community volunteers/Animators in child Friendly spaces locations on a daily basis, ensuring that activities are implemented in an appropriate manner.
* Monitor appropriate implementation of program activities in child friendly spaces
* Actively contribute to community mobilization regarding child protection issues arising
* Actively contributing to capacity building of community including children for child protection issues and activities
* Ensure a safe and child friendly atmosphere in the child friendly space
* Supervise the design and implementation of a work plan for animators
* Ensure that equipment inventories are up to date and that replacement needs are highlighted
* Ensure that health and safety regulations are understood and followed and that health and safety incidents are logged
* Assist the animators in solving problems arising in the child finely spaces
* Assist the animators in working with children to develop new, creative activities are appropriate
* Ensure the participation of all groups of children, especially children who are the most vulnerable
* Conducting parents and community meetings child issues
* Ensure adhere to the child protection policy and reporting procedures
* Screen for and monitor protection needs and gaps in and around the child friendly spaces

 **Save the Children USA, District Office PAIMAN, Khanewal**save the childrenA picture containing text, logo, font, trademark  Description automatically generated***Disaster Risk Management and Community Mobilization Assistant******Job location: Khanewal*** ***17 February 2010 to 22 August 2010. (Project has been closed)**** Liaise and coordinate with the stakeholders, Program partners/NGOs, local line departments, Distt. Government and Distt Administration for effective and successful implementation of program activities
* Planning, Designing & Implementation of CAM (communication, advocacy & mobilization) activities
* Designing & Implementation of innovative and sustainable interventions for DRM, Health, Education and Rural Development programs with community involvement
* Monitor and assess progress of the program activities & interventions in terms of process, impact and outcome indicators
* Data collection, compilation and analysis
* Designing and implementation of monitoring tools for program activities
* Identification, documentation and implementation of infrastructure schemes and income-generating activities with community participation
* Training of community activists for capital formation, management of resources and record keeping at community level
* Training of Lady Health Supervisors/Lady Health Workers on Support Group Methodology, Revitalization of Health Committees & Use of IEC Material
* Procedure & documentation of credit appraisal
* Micro credit (Disbursement & Recovery)
* Evaluation and impact assessment for achieving overall objectives
* Presentation of team performance
* Event Management
* Budget Management & reporting
* Office Management

**Strengthening Participatory Organization (SPO Regional office, Multan)****C:\Users\HP\Desktop\LOGOS\SPO.jpg****Program Manager** ***October 2009 to 16 February 2010. (Project has been closed)******South Punjab NGOs Forum******Education Drop out Campaign Funded by OXFAM GB in Muzafargarh and Rajan Pur******Livelihood Program (CASH FOR WORK) Funded By CONCERN Pakistan in Rajan Pur******16 Days of Activism on End Violence against Women (EVAW) Funded by OXFAM GB in 13 Districts******Mango Growers Project Funded by SPO (Strengthening Participatory Organization)*****Job Objectives:****Strengthening SPNF (South Punjab NGOs Forum consisted on 13 Districts.(Multan, Muzafar Garh, Layya, DG Khan, Rajan Pur, Bahawal Pur, Rahim Yar Khan, Bahawalnagar, Pakpattan, Sahiwal, Khanewal, Vehari, Lodhran)** **Specific Responsibilities/Duties:**  **Institutional Strengthening:**Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed, and the quality of the operation is in line with standards.* Maintain information records and monitoring plan documentation, such as records of commodity movements and programme checklists, in order to assist in the effective delivery and distribution of food items or non-food items.
* Perform cash distribution monitoring and the processes involved to mobilize beneficiaries to the cash disbursement points;
* Process monitoring of ongoing Stunting prevention activity at facilitation center.
* Uploading of issues in issues tracking system for systematic follow-up by concerned activity focal points;
* Implement programmatic work in line with the country strategy of Organization
* Accountable for the budget and programme work in the district.
* Periodically over-review of the detailed implementation plan to monitor operational and programmatic aspect of projects.
* To ensure that programmatic & financial reports are produced and submitted to relevant sections within the country office well in time.
* Responsible for high quality periodic reports, monthly, quarterly, donor reports etc.
* Develop strong liaison & linkages with District Government, Government Line Agencies, Civil Society Organizations, and other stakeholders.

 Responsible for contract management (vendors) by ensuring adherence to organizational policies and procedures in close coordination with country office support sections.**Child Protection and Welfare Bureau,** **C:\Users\HP\Desktop\LOGOS\UNICEF.png C:\Users\HP\Desktop\LOGOS\CPWB.jpg*****Home Department, Govt. of the Punjab, Funded by UNICEF.******DRM & Child Protection Officer (Social)******Monitoring and Evaluation/ In charge Field Monitor South Punjab******July 2008 to 22 August 2009. (Project has been closed)*** |
|  | Incharge field operations in 7 districts i.e. Multan, Bahawalpur, Muzafargarh, D.G. Khan, Rajanpur, Sahiwal and Khanewal* *To assist in identifying CB-DRR activities e.g. Early Warning, Hazard Mapping, for community members, including local teachers, CPCs/SMCs, and engage children and youth in suitable engagement/participation sessions through meetings and sessions.*
* *Facilitate the process of community mobilization and form Community Based Disaster Management Committee/CPCs/SMCs/PTCs;*
* *Supervise and Conduct Capacity building programs at the community level for CBDMCs and also cover Hazard, Risk, Vulnerability and Capacity assessment (HRVCA);*
* *Facilitate and provide technical support to the Village Disaster Management Committees in conducting Hazard, Vulnerability and Capacity Assessment and develop reports.*
* *Ensure that CB-DRR is implemented effectively to a good quality standard and ensure consistency of the work in accordance with the programme goal and objectives.*
* *Facilitate the process of integration of Children Clubs plans into CBDM Plans;*
* *Organize in collaboration with Education, Food Security and livelihoods and CP teams various CFS/LDCs/PLCs and Community based various awareness raising activities.*
* *Develop, maintain, and improve work coordination with local key partners (community, NGO, international bodies and DM Authorities), to ensure the successful implementation of the project activities.*
* *Arrange Networking Meeting among District Govt. Departments.*
* *Conduct rescue operation to take protective custody of the Destitute & Neglected children (Beggars, Orphanages, Kidnapped, run away, Lost children, Addicted & sexual exploited.).*
* *Prepare rehabilitation plan for the Destitute & Neglected children.*
* *Prepare Social Investigation report & Court form of the rescued children.*
* *Register FIR against Mafia and follow up these cases in the Child Protection Court.*
* *Conduct follow up of rescued children for family tracing & Family verification.*
* *Arrange function at Pakistan (20th November World Children Day 14th August)*
* *Arrange training community organization members and key person of the community.*
* *Arrange meetings with District Govt. Line Departments and local NGOs.*
* *Monitor and Evaluate data and field Workers activities of BUNYAD (BLCC), Human Resource Development Society (HRDS) and other COs, CBOs, Youth Clubs and Distribution of Monthly Conditional Cash Grant (MCCG) in the District Rahim Yar Khan and Muzaffar Garh.*
* *Organize Seminars and Workshops to highlight this issue.*
* *Deal official Matters.*
* *Facilitate Delegations of UNICEF and other nation and international Organizations.*
* *Follow up of Camel Jockeys Released by CP&WB, Lahore.*
* *Formation of Child Protection Committees (CPC).*
* *Making efforts for the complete rehabilitation of camel jockeys.*
* *Trying to Ensure Child Rights.*
* *Rescue Operations against Destitute and neglected children.*
* *Making Liaison between all departments of Rahim Yar Khan.*
* *Sensitization of the Govt. Line Departments.*
* *Arranging on job skills training, Non-formal education and Psycho-social Counseling for repatriated children.*
* *Monitoring and Evaluation*
* *Preparation and Submission of Progress reports.*
* *Implementation of Programme activities.*
* *Preparing Work Plan.*
* *Maximum efforts for Gender equal participation.*
* *Rapport building with the local community (where NFEs were established).*
* *Coordination with Education Department and Teachers.*
* *Organize Quiz, Naat and Speech Competitions.*
* *Preparation and Submission of Progress reports.*
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|  |  ***Child Protection and Welfare Bureau, Home Department, Govt. of the Punjab, Funded by UNICEF.****January 2006 to April 2007**C:\Users\HP\Desktop\LOGOS\UNICEF.pngC:\Users\HP\Desktop\LOGOS\CPWB.jpg****Social Protection Officer in charge Tehsil Khan Pur, Tehsil Rahim Yar Khan, Tehsil Sadiq Abad******Child Protection Officer (Social)******Acting Resident Director / District Officer******May 2007 to June 2008******Two and Half years’ experience worked as a Child Protection Officer with Child Protection & welfare Bureau Camel jockey Project with collaboration of UNICEF in Rahim Yar Khan District.******Working as an acting Resident Director in the absence of Resident Director in Rahim Yar Khan Districts**** *Compilation of list and profile of returned CICR.*
* *Compilation of CICR School and vocational center Jaiza form for the provision of conditional cash grant.*
* *Establishment of non-formal school and vocational training center for Camel Jockey Children.*
* *formation of youth club (Sports and vocational training club) for all the village children.*
* *formation of community organizations and conducting CO meetings on monthly basis.*
* *Provision of Water and Sanitation facility in school and community.*
* *Take suitable steps to stop trafficking and re-trafficking of the children from their respective areas.*
* *Arrange function at Pakistan (20th November World Children Day 14th August)*
* *Arrange training community organization members and key people of the community.*
* *Arrange meetings with District Govt. Line Departments and local NGOs.*
* *Monitoring and Evaluation of data and field Worker’s activities of BUNYAD (BLCC), Human Resource Development Society (HRDS) just like COs, CBOs, Youth Clubs and Distribution of Monthly Conditional Cash Grant (MCCG) in the District Rahim Yar Khan.*
* *Collected Socio-economic data of village.*
* *Health Awareness Campaign.*
* *Organizing Walk against CICR.*
* *Organize and Arrange Naatia and debates competition among Government and private schools.*
* *Organize Cricket tournament for CICR youth*

 ***Punjab Community Water Supply and Sanitation Project, HUD and PHE Department, Govt. of the Punjab.******C:\Users\HP\Desktop\HUD PHE Punjab.png******Oct - to Dec. 2005******Community Based Motivator (CBM)****Responsibilities include but not limited to:** *As a Community Based Motivator (CBM) at Rahim Yar Khan, joint program with Asian Development Bank & Government of Punjab on Community water supply & Sanitation Sector - project.*
* *Asian Development Bank (ADB) Funded Project.*
* *Social Mobilization of rural Communities in District Rahim Yar Khan for Water Supply & Sanitation System, Conduct awareness Campaigns for the Need Propagation of clean Water for all.*
* *Identify Need Based Communities and form CommunityOrganization, Participation in need assessment, Prioritization Planning /Design.*
* *Construction Supervision, Operation & Maintenance of Water Supply & Sanitation Schemes. The above experience includes the following actions.*
* *Awareness Campaigns and Projection of objectives involvingintroduction to hazards of drinking polluted diggi Water and badSanitation giving rise to water borne diseases like Malaria, Typhoid and Diarrhea etc.*
* *Critical analysis of village regarding their physical and Sanitary Conditions.*
* *Conducted Base Line Survey as a Team Leader.*

***RESEARCH PROJECTS**** *Research study situation analysis of UNWFP (United Nations World Food Program) Assisted and Non-Assisted Schools in 7 selected districts of Punjab especially D.G khan, Rajan Pur, Muzafargarh, Bhakar, Khushaab, Mianwali, Jehlum, under the supervision of UNWFP, Government of The Punjab, Ministry of Education & Department of Sociology, University of The Punjab.*
* *6 weeks internship with UNAIDS, UNITED NATIONS joint program on AIDS Saudi Pak Towers, Islamabad.*
* *6 weeks internship with Pakistan Lions Youth Counsel, Multan.*
* *Research on ‘begging’ to find the social causes of begging in Multan city Under ‘Students Advisory Centre' B.Z.U Multan.*
* *Research on Child Abuse in Government Schools Multan with Development Vision (DV). Multan.*
* *FHI (Family Health International) materiel training on Behavior Change Communication (BCC) on HIV/AIDS.*
* *Six Month Research work on PLWHA.*
* *Six-Month community development course work.*
* *Three days’ workshop on Capacity building workshop in Muree by Child Protection & Welfare bureau, Home deptt. Punjab.*
* *Organized and attended three days’ workshop on Child Rights in Rahim Yar Khan.*
* *A Base line Survey with ASIAN DEVELPOMENT BANK funded Project Southern Punjab Basic Urban Project (SPBUSP) in district Multan.*

***ORIENTATION/WORKSHOP /TRAININGS:**** Organized and attended three days orientation/training workshop on child rights issues by CPWB in collaboration with UNICEF.
* Attended 10 days orientation/Training about the working of Child {Protection and welfare Bureau, Including practical.
* Organized different Seminars and Workshops of Capacity Building Regarding Child Rights and working of CP&WB of Punjab and Traffic Police and NGO’s,CSO’s etc
* Attending Three Days Annual Planning Meeting of UNICEF at PC, Lahore.
* One-week training on PRA from save the children.
* One-week training on HVCA from save the children.

One-week training on DRR/DRM from save the children international. |
| Education**Membership****Referee** | M.SC in Sociology, Baha ud din Zakariya University, Multan, Punjab, Pakistan (2005)Certificate of NCC.Working with MASS (Multan Association of Sociology Students) as aSecretary. Executive Member Zakarian Cultural Society, B.Z. University, Multan.EX Executive Member District Child Rights Committee, Multan (SPARC).Honorary District Coordinator Multan National Social Forum, Pakistan.Member Human Resource Development Network, Islamabad, Pakistan.Member Council of Social Sciences Islamabad.**Mr. Shehr Yar Rashid****Monitoring & Evaluation Coordinator UN\_IOM**Cell: +92 321 5379766Email:shrashid@iom.int**Mr. Habib Leghari****Chief Executive Officer Lodhran Pilot Project**Cell: +92 300 6304268Email:habib.ahmad@lpp.org**Mr. Shaikh Muhammad Aftab****Regional Manager Nutrition International**Cell: +92 300 7895838Email:shaikhmuhamadaftab@gmail.com |