**SADIA ASAD**
Monitoring & Reporting Officer

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**Summary**

       I have master degree in Political Science and in Information Technology, done Master in Education too and having more than 16 years’ experience of jobs in the relevant field of job in Government/NGO/Public sector organizations.

       Recently I am working as Provincial Monitoring and Reporting Officer- KP with Micro Merger Third Party Monitoring for UNICEF and working for National- EOC on the Polio Eradication Program, all was related with the different communities in different areas of KPK.

         I have good health and physique and willingness to work under hard stress and pressure in a multi-cultural environment and frequent traveling. Having Excellent Communication, Computer skills and strong command on report writing.

**Skills**

* Monitoring & Evaluation
* Quality Assurance
* Human Resource Management
* Research Method.
* Team Leadership Skills
* Effective Coordination.
* Promote the vision, mission, and strategic goals of the organization;
* Treats people fairly without favouritism;
* Fulfils all obligations to gender sensitivity.
* Interpersonal communication skills;
* Ability to work under stress and to multi-task;
* Acting as a team player and facilitating teamwork;
* Positive attitude to deliver development services in a professional manner;
* Self-development and initiative taker, and decision maker
* Ability to manage conflict; work independently and against tight deadlines
* Programme Management and Implementation
* Computer skills (MS- Office, Interne)

**Experience**

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| May 2018 – Oct 2022 | **Title of Position: Provincial-Monitoring and Reporting Officer.** |
|  | Third Party Field Monitoring - MicroMerger Pvt. Ltd. |
|  | * Working under the supervision of PC and technical guidance from F-MnRO, will provide overall data compilation/analysis and reporting support.
* Directly interacts with the PC on guidelines and standards of data, reports and presentations.
* Collect and compile monitoring indicators’ data and compile provincial summaries.
* Edit data and reports submitted by the field monitors and compile indicator summaries and draft reports/presentation as per agreed schedule/format.
* Ensure that reporting timelines are maintained.
* Provide implementation support and overall data quality assurance to online web and SMS based systems of reporting and data collection.
* Edit case studies/success stories submitted by FMs (1 per month).
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| **Jan 2018 to April 2018** | **Title of Position: Field Monitor.** |
|  | Third Party Field Monitoring - Eycon Pvt. Ltd. |
|  | Job description summary * Conducting meetings on UC level in High Risk UCs in Peshawar.
* Monitoring the ComNet Staff.(UCCSO,AICs, CBVs)
* Conducting meetings with DHCSO. Discussing the issues.
* Attend the UPEC meetings at UC Level.
* Attend the DPEC meeting at District level.
* Attend monthly review meetings with donor, and present data.
* Analysing and **compilation of data.**
* **Submit the weekly and** monthly findings in reports.
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| **Feb 2017 to Dec 2017.** | **Title of Position: Provincial Monitoring and Reporting Officer.**  |
|  | Third Party Field Monitoring - Eycon Pvt. Ltd. |
|  | Job description summary :* Working under the supervision of PC and technical guidance from F-MnRO, will provide overall data compilation/analysis and reporting support.
* Directly interacts with the PC on guidelines and standards of data, reports and presentations.
* Collect and compile monitoring indicators’ data and compile provincial summaries.
* Edit data and reports submitted by the field monitors and compile indicator summaries and draft reports/presentation as per agreed schedule/format.
* Ensure that reporting timelines are maintained.
* Provide implementation support and overall data quality assurance to online web and SMS based systems of reporting and data collection.
* Edit case studies/success stories submitted by FMs (1 per month).
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| **Oct 2014 to Jan 2017.** | **Title of Position: Field Monitor.** |
|  | Third Party Field Monitoring - Eycon Pvt. Ltd. |
|  | Job description summary * Conducting meetings on UC level in 22 High Risk UCs in Peshawar.
* Monitoring the ComNet Staff.(UCCSO, SMs, FCMs,TPSM)
* Conducting meetings with DHCSO. Discussing the issues.
* Attend the UPEC meetings at UC Level.
* Attend the DPEC meeting at District level.
* Attend monthly review meetings with donor, and present data.
* Analysing and compilation of data.
* Submit the weekly and monthly findings in reports.
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| **May 2013 to June 2014** | **Title of Position: Field Researcher.** |
|  | **Associate in Development (AID)** |
|  | Job description summary:* Conducting interviews in 5 Primary Schools, 5 Middle School, & 5 High Schools for discussions with Principals/ Head teachers.
* Writing the views of PTC members.
* Conducting interviews from the 20 Students of each School.
* Analysing and compilation of data.
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|  | **Title of Position: Field Researcher.** |
|  | **Associate in Development (AID)** |
|  | Job description summary * Conducting house hold survey and focus group discussions in number of rural areas of four Districts in KPK.
* Writing of case studies.
* Analyzing and compilation of data.
* Working in four Districts of KPK, Mardan, Upper Dir, Batagram, Karak.
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| **Jan –March 2013** | **Title of Position: Data Entry/Analysis Officer** |
|  | **Norwegian Refugee Council (NRC).** |
|  | Job description summary:* Analysis and synthesis data Collect from the field offices.
* Submitted the weekly base report. And final report of data to the concerns.
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| **Sep 20th- 2011 to June 2012** | **Title of Position: Program Manager**  |
|  | **Pak Education Society (PES).** |
|  | Job description summary :* 190 Shelter Project in District Tank.
* Provision of School Furnisher and other Supplies in 4 District {Charsada, Nowshehra, Shangla, Swat} in KPK & 5 School Re-Construction in District Swat.
* DRR Project in District Swat.

**Key Responsibilities:*** Ensure that programme activities at all levels are strategically designed and planned.
* Identify trends and take innovative initiatives to implement the approved operational strategy.
* Ensure that programme operates to the highest possible standard in line with primary objectives.
* Ensure that the programme budget reaches its financial targets while making appropriate adjustments of resources.
* Develop effective relationships with KPK provincial authorities and partner organizations as appropriate for the development and visibility of programme.
* Actively pursue and develop internal and external linkages consistent with the overall organizational objectives.
* Facilitate program staff in developing proposals to collaborate with existing programmed and local initiatives at the provincial level.
* Facilitate program staff in developing proposals and plans of action for consolidation and expansion of program at the all levels.
* Ensure effective leadership at the all levels to create an exciting working environment and ensure creativity among the staff.
* Adopting approved management information systems (including mechanisms for regular planning, monitoring and appraisal).
* Ensure that all recruitments are adhered to PES policies and standards.
* Developing improved managerial system, provide coaching, administrative support, and training as required.
* Ensure that all staff follows the security guidelines.
* Act as officer in charge when executive director is out of office.
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| **May 2011 to July, 2011** | **Title of Position: Research Officer.** |
|  | **PMRC** |
|  | Job description summary :* Conducting house hold survey and focus group discussions in number of rural areas of four provinces.
* Writing of case studies.
* Analysing and compilation of data
* Working in Fata (Khyber & Mohmand Agency) and other District of KPK like DIK, Chitral.
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| **Oct 2010 to April 2011.** | **Title of Position: Wash Monitoring Officer.** |
|  | **UNICEF** |
|  | Job description summary:* Assist PMER Officer in his work.
* Collect data from the field and its analysis and synthesis.
* Undertook monitoring visits to the field to ensure timely implementation of project intervention as given in work plan.
* Preparation of reports including quarterly, monthly and yearly.
* Monitoring of intervention against project indicators.
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| **Aug 2009 to April 2010.** | **Title of Position: Hygiene Promotion Team Leader.** |
|  | **ACTED International** |
|  | Job description summary :* Leading the team of Cash for Work Officers and Hygiene promoters in four Districts.
* Implementing and monitoring Health and Hygiene promotion program in selected four Districts.
* Writing daily, monthly and quarterly progress reports on Cash for Work and Health/Hygiene promotion program.
* Writing of case studies.
* Cash distribution among selected females (IDPs) after completion of Hygiene Training and after Sewing Activity.
* Monitoring and Follow up Activities.
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| **July 2007 to June 2009.** | **Title of Position: Hygiene Promotion Team Leader** |
|  | **Rural Water Supply Sanitation Project LGE & RDD KPK**  |
|  | Job description summary :* Leading the team of Social mobilizer /Hygiene promoters.
* Implementing and monitoring hygiene/health education and promotion program in the region.
* Writing annual, quarterly and monthly reports on the health/hygiene promotion program in the region.
* Organizing and conducting workshop for communities and field staff on the promotion of health & Hygiene practices.
* Liaising with the provincial GoKPK, in particular the Health Department, Education Department and Social Welfare and Women Development Department at the Tehsil Levels.
* Formation of WCO, MCO and convert them into CCBs.
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| **March 2007 to June 2007** | **Title of Position: Research Assistant** |
|  | **Sustainable Development Policy Institute Islamabad:** |
|  | Job description summary :* Conducting House hold survey and focus group discussions in number of rural areas of four provinces.
* Writing of case studies.
* Analysing and compilation of data.
* Liaison with different major organizations working in micro credit like BRSP in Baluchistan, NRSP in Punjab and Sindh and SRSP in NWFP.
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| **July 2006 till Feb, 2007.** | **Title of Position: Program Officer (HID)** |
|  | **Human Resource Development Society (HRDS).** |
|  | Job description summary :* Conducting Training on Health & Hygiene Education through Child –to- Child Approach and Water Quality at FATA.
* Training and Formation of PTAs.
* Formation of Student Hygiene Committees in GGPSs.
* Monitoring the Activities of Teacher's regarding Child-to-Child Approach.
* Submission of monthly work plans and progress report, to conduct assessment & carried out micro credit program in target communities.
* Follow up Activates.
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| **April 2006 to June 2006** | **Title of Position: Master Trainer** |
|  | **Society for Sustainable Development (SSD).** |
|  | Job description summary :* Survey 104 Govt Girls Primary Schools in District Battagram (Earthquake).
* Trained 100 School Teachers in Child to Child Communication Approach.
* Conducted 25 hygiene awareness campaigns through **Zakota Shows** in selected Schools.
* Formation of Student Hygiene Committees in 100 GGPS.
* Distribution of mother & child health & hygiene Kits.
* Distribution of Child Hygiene Kits.
* Monitoring and follow up of the activities of Teacher’s regarding Child-to-Child Approach
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| **April 2005 till Mar 2006** | **Title of Position: Social Organizer.** |
|  | **Association for Creation Employment (ACE) Hangu** |
|  | Job description summary :* Social mobilization for increasing enrolment.
* Regular community meetings to know their problems and giving them direction
* Motivating community to enrol their children in schools especially female.
* Formation of PTAs and teachers group for providing training.
* Identifying, establishing and monitoring community feeder schools.
* Regular follows up of project activities.
* Keep liaison with stakeholders for smooth implementation of the project.
* Submission of monthly work plans and progress report.
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| **Sept 2004 to Mar 2005.** | **Title of Position: Master Trainer.** |
|  | **International Development & Relief Organization (IDRO)** |
|  | Job description summary:* Conducting Survey.
* Trainings in different Camps of Afghan Refugees.
* Registration of Afghan families for Donation.
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| **Aug 2003 to Aug 2004.** | **Title of Position: Social Organizer. Master Trainer** |
|  | **SABAWON** |
|  | Job description summary :* Formation of Health & Hygiene and Lane Committee.
* Conducted Sanitation Survey in the areas of Town I & IV Peshawar.
* Formation & Registration of Citizen Community Board (CCB) in Town IV Peshawar
* Monitoring the Activities of Teacher's regarding Child-to-Child Approach.
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|  | * Impart Training to School Tawana Committees (STCs) Mobilize.
* Conduct the Educational Session with the School Tawana Committee (STCs).
* Facilitation of STCs Mobilize during STCs Trainings.
* Monitor the Activities of STCs Mobilize.
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**Education**

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| 2015 | **University of Peshawar**Master in Education* Philosophy of Education.
* Educational Psychology.
* Educational Planning & management.
* Research methods.
* Guidance and counselling.
* Research Project

CGPA/%: A Grade  |
| 2014 | University of PeshawarBachlor in Education* School Org: & Classroom Manag:
* Education Psychology
* Evaluation Techniques.
* Computer Education
* Methods of teaching

CGPA/%: A Grade |
| 2009 | University of PeshawarMaster in Pol. Science * Political system
* Political Philosophy.
* Economy of Pakistan
* Pakistan World Affairs.
* Principal of Public Administration.

Grade: B  |
| 2004 | Iqra University PeshawarMaster in IT* Data communication & Computer Network.
* Fundamental of Information Technology.
* Project Management.
* Control System.

CGPA: 2.92% |
| 2001 | University of PeshawarBachelor in Arts* English Literature.
* Islamic Studies.
* Pakistan Study.

Grade: B |

**Languages**

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| Urdu | Expert |
| English | Medium |
| Punjabi | Medium |
| Hindko | Expert |
| Pashto | Expert |