**Abdul Jabbar Siyal**

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SUPARCORoad Karachi Sindh, Pakistan.

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**Career Objective:**

To be a constituent of an exceedingly proficient association that relies on top-notch values of skill, excellence, and joint effort. Seeking a challenging position in a progressive organization, where my experience & skills will significantly contribute to the overall success of the organization & provide opportunities for my career growth. As well as to learn novelty and various things in various fields.

**Career Summary**:

A development sector professional having more than 11 years of experience working with reputable national organizations Mr. Abdul Jabbar has strong collaboration and interpersonal skills, is known for his expertise in project planning and development, management, implementation, monitoring, and evaluation, and proven track record of delivering project results in time, within the scope, and according to organizational commitments. Worked with communities (rural and urban), NGOs, INGOs, donors, institutions, and relevant government departments in education, health, and social welfare Technically sound and skilled in leading program planning exercises, monitoring, evaluation (M&E) and learning, results-based management (RBM), project cycle management (PCM), logical framework analysis (LFA) and other aspects such as supporting the program team in coordination, partnership building, knowledge management and capacity building of civil society, partners and staff. Ability to perform under pressure, and prioritize tasks on merit through adopting a focused and teamwork approach with effective communication and efficient organizational and time management skills. Aspires to contribute effectively toward the social, political, educational, and economic empowerment of communities by offering the best of his abilities.

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| **Field Operations Management** | **Good communication skills** | **Event Reporting And Management** | **Community Mobilization** |
| **Supervisory Skills,** | **Arrange District level Project Events,** | **Conduct Base line and End line surveys** | **Strong organizational**  **Skills** |

**Education:**

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| Masters  Sociology  University of Karachi2012 | Bachelors  Political Science  Shah Abdul Latif University 2007 | HSC  Pre-Medical  Board of Intermediate Sukkur 1999 |

**Professional Experience:**

* **Worked as “Project Assistant (Data Collection)” with “International Organization for Migration (IOM)” on Afghan Refugees (the Afghanistan Citizen Card holders and undocumented Afghan population in Pakistan.) From 12th February 2023 to Present.**

**Responsibilities:**

* Administer questionnaires provided by the programme team and accurately record responses ((i) collect data, (ii) Verify and Properly file, and (iii) Report)
* Contact individuals to schedule home visits or phone call discussion for assessment or monitoring activities in relation to programme activities.
* Conduct interviews in a dignified manner, ensuring that the interviewing candidates meet the criteria set by the project.
* Ensure of the quality and accuracy of information collected by systematically verifying and correcting questionnaires at the end of each interview.
* Ensure timely submission of data and proper archiving of forms as instructed by the programme team.
* Monitor the assistance/distribution process and ensure that right candidate will receive the assistance in a dignified manner.
* Document the activities and provide progress report on the activities to the provincial field coordinator/team leader and the information management team member on daily basis.
* Participate in briefing and debriefing sessions with the programme Officer and provide regular updates on progress and challenges.
* Provide relevant input and recommendations to improve data collection and processing throughout the course of the assignment.
* Incorporate gender- and age-sensitive approaches into assigned tasks.
* Escalate concerns or complaints through appropriate channels as instructed during the IOM orientation and training, respecting the privacy and requests of individuals involved.
* Ensure responsible data processing in line with IOM’s Data Protection Principles.
* Perform other such duties as may be assigned.
* **Worked as “Team leader (Data Collection)” with “Trust for Vaccine & Immunization (TVI)” for the project “Census For Karachi Field Cities” From 15th February 2023 to 23rd March 2023.**

**Responsibilities:**

* Responsible for liaison with relevant stakeholder for area identification of UCs.
* Manage and create liaison with teams for mapping, line listing and data collection.
* Addressing the issues/problems occurs at field site.
* Supervise field staff for smooth implementation of activities.
* Prepare and execute work plans for survey activities.
* Accountable to ensure appropriate documentation of survey.
* Other tasks assigned by the Survey Coordinator.
* **Worked as “Project Assistant (Data Collection)” with “International Organization for Migration (IOM)” on Afghan Refugees (the Afghanistan Citizen Card holders and undocumented Afghan population in Pakistan.) From 1st June 2022 to 11th February 2023.**

**Responsibilities:**

* Administer questionnaires provided by the programme team and accurately record responses ((i) collect data, (ii) Verify and Properly file, and (iii) Report)
* Contact individuals to schedule home visits or phone call discussion for assessment or monitoring activities in relation to programme activities.
* Conduct interviews in a dignified manner, ensuring that the interviewing candidates meet the criteria set by the project.
* Ensure of the quality and accuracy of information collected by systematically verifying and correcting questionnaires at the end of each interview.
* Ensure timely submission of data and proper archiving of forms as instructed by the programme team.
* Monitor the assistance/distribution process and ensure that right candidate will receive the assistance in a dignified manner.
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* Provide relevant input and recommendations to improve data collection and processing throughout the course of the assignment.
* Incorporate gender- and age-sensitive approaches into assigned tasks.
* Escalate concerns or complaints through appropriate channels as instructed during the IOM orientation and training, respecting the privacy and requests of individuals involved.
* Ensure responsible data processing in line with IOM’s Data Protection Principles.
* Perform other such duties as may be assigned.
* **Working as “Social Organizer” with “Indus Resource Centre” (IRC) under the project of “UNICEF-JICA” Enhancement of Non-Formal Education & Accelerated Education Programme for Out of School Children and Adolescents in disadvantaged and crisis affected areas. From 14th December 2018 to 30 April 2022.**

**Responsibilities:**

* Responsible for field operations and Monitoring Non-Formal Education Center (NFEC),
* Prepare a monthly work plan for all field activities, field visit reports, and event reporting.
* Arrange and supervise district level and UC level Village Education Committee (VEC) and Community Dialogue/Broad-Based Community Meetings (BBCM) activities, pieces of training, Data collection and survey
* Ensure the facilitation of the Non-Formal Education Center (NFEC) for the implementation of education for out-of-school children in targeted areas of Kemari Town, Karachi.
* Coordination with relevant stakeholders, Talka Education Officer (TEO), District Education Officer (DEO), Deputy Commissioner (DC), Village Education Committee (VEC) members, Youth Leader, Government schools, Line Departments, NFE Teacher for the Meetings, Training, and Session, Special Events, and other activities for peacebuilding.
* Mobilize Parents and Community People for education and peace.
* Conduct all project baseline surveys and students Assessment. Make sure profiling and attendance of NFE students.
* Conducted training, meetings, and Sessions with Youth leaders, NFE Teachers, VEC, and Community People on improving the quality of education with best practices in teaching in child-friendly environments and Health & Hygiene.
* Conducted workshop on School Improvement Plan (SIP) with Village Education Committee.
* Organize weekly, monthly, and quarterly progress review meetings with teachers on Scheme of Study and Lesson plan and student’s assessments and discussion on Non-Formal Education center issues, challenges, and progress.
* Arranged field for funding agencies, third-party monitoring, and internal monitoring officers. Follow-up meetings with Village Education on School Improvement Plan, ensuring the student's attendance and availability of teachers in NFEC.
* **Working as Logistic Assistant with “Empowerment Thru Creative Integration” (ECI) under the project of “Election Commission of Pakistan ECP”. From 1st April 2018 to August 2019.**

**Responsibilities:**

* Facilitate district training coordinator in ensuring effective management, implementation of all training as the work plan.
* Ensure arrangements of training in their assigned training venues/ trainer’s team.
* Take attendance of participants on the regular basis and maintain its record hard and soft.
* Take good care of sample ballot papers, voting screen and ballot boxes for polling simulation exercise during all training and orientations.
* Close Coordination with a vendor for the availability of refreshment, lunch and tea arrangements of participants.
* Ensure the quality assurance of food and its timely delivery to the training venues.
* Collect, compile and produce training updates/ reports of each training, orientation sessions on the specified formats and submitting the report to DTC.
* Conduct need Assessments, quantitative/qualitative feedback on the impact on pieces of training.
* Undertake other duties as assigned by DTC/Project Manager.
* **Worked as Senior Social Mobilization Officer (SSM) with “Empowerment Thru Creative Integration” (ECI) under the project of “Azm-e-Naujawan”. From 12th January 2018 to 31st March 2018.**

**Responsibilities:**

* Responsible for field activities and task in community with the support of program team.
* Prepare a monthly work plan for all field activities, weekly reports, event/workshop report, Case Study, and developed post-evaluation form for AeN participants.
* Responsible for making liaison with socially influential persons, stakeholders and aware them about the project for seeking their cooperation.
* Mobilized to the community with dialogue and abide by activities and Follow up visits in field areas.
* Responsible and maintain documents and share details with the Program officer and Youth center coordinator.
* Manage all data in soft and hard with the support of youth center coordinator.
* Create linkage with different community stakeholder and make sure to support the youth center.
* Responsible for enrolling/register youth in the center.
* Conducted meetings in the community for Social Action Project (SAP)/campaigns.
* Participated in all activities at the youth center and maintain logistics for activities/ pieces of training.
* Participated in weekly half and monthly meeting about progress, challenges, and achievements of AeN Project.
* Completed all tasks given by Programme team/ Assistant Coordinator.
* **Worked as Community Mobilization Officer (CMO) on Project “VIR Band Community Engagement Intervention” with Trust for Vaccines & Immunization. From 11th September 2017 to 31st January 2018**

**Responsibilities:**

* To participate in the referral chain process for Immunization and increased the number of children through the awareness session in MCH to get vaccinated on time.
* Responsible for Identification, mapping of community gatekeepers, stakeholders.
* Responsible for conducting individual meetings with community elders, HCP’s, Religious/Political leaders, Fathers, HH elders.
* Responsible for arranging a group session and to conduct community awareness sessions.
* Monitoring of community mobilization activities.
* Distribution IEC material.
* Responsible for making liaison with socially influential persons, stakeholders and aware them about the project for seeking their cooperation.
* Responsible for making liaison with CHW’s, LHW’s, LHV’s AND FCV’s for community mobilization.
* Troubleshooting of issues/problems happens at field side regarding social mobilization.
* Ensure appropriate documentation of social mobilization activities, meeting minutes and reports
* Fulfill all other tasks assigned by Project Coordinator and principal investigator.
* **Worked as Project Facilitator with Strengthen Participatory Organization (SPO) funded By UNICEF from Oct 2015 to July 2017.**

**Responsibilities:**

* Responsible for field operations and Monitoring Alternative Learning Paths (ALP), Community School (CS) and government schools.
* Prepare a monthly work plan for all field activities, field visit reports, event reporting
* Arrange and supervise district level and UC level activities, pieces of training and meetings.
* Ensure the facilitation to Alternative Learning Paths (ALP) for implementation of education for out of school children at targeted areas, Sultanabad UC-02, Baba Bhit UC-04, Gabo Pat UC-8 Keamari town Karachi.
* Coordination with implementing partners, Peace Committee, Village Education Committee members, Youth Leader, selected government schools, Government official, Learning Facilitator Para Teacher for the orientation session, special events, meetings, and other activities for peace building.
* Mobilization for education and peace in targeted areas.
* Arrange all project baseline and End line survey.
* Address the SCR project issues and make sure recommendations.
* Make sure profiling of Alternate learning pathway students and community students.
* Conducted training & Session Junior Leader, Youth Leader, Health & Hygiene, Para Teacher, Learning Facilitators.
* Arrange field for funding agencies, third-party monitoring, and internal monitoring officers.
* Manage project related document and all supplies.
* **Worked as Monitoring & Evaluation Officer in Basic Education for Awareness, Reforms and Empowerment (BEFARe). Funded by United State Agency for international Development (USAID) Project, Karachi Youth Initiative from Aug 2014 to July 2015.**

**Responsibilities:**

* To facilitate regular field level meetings to reflect on project activities and gather opinions on future developments and performance in activities undertaken in all Resource units for feedback to project management.
* To execute the vital process of the monitoring and evaluation necessary to determine the information needs of the project management, implementing partners and funding agencies
* Development and Operational Effectiveness through closely following the M&E systems
* Participate in desk review and arrangement of Monitoring and Evaluation plan for the under consideration schemes
* Participate in the M&E design events, particularly by identifying the stakeholders’ group information needs and capacities
* Provide recommendation for corrective actions to the appropriate decision-makers;
* Participate in the development, regular revision and updating of the field monitoring;
* Data collection from the field to generate scheme analytical reports
* Absolute responsible for all the evaluation made on the basis of field data provided;
* Prepared meeting minutes and taking notes in FGDs.
* **Worked as Project facilitator of (On UNICEF Project, SCR) in Strengthening Participatory Organization (SPO) from July 2013 to July 2014.**

**Responsibilities:**

* Responsible for field operations and Monitoring Alternative Learning Paths (ALP), Community School (CS) and government schools.
* Prepare a monthly work plan for all field activities, field visit reports, event reporting
* Arrange and supervise district level and UC level activities, pieces of training and meetings.
* Ensure the facilitation to Alternative Learning Paths (ALP) for implementation of education for out of school children at targeted areas, Sultanabad UC-02, Baba Bhit UC-04, Gabo Pat UC-8 Keamari town Karachi.
* Mobilization for education and peace in targeted areas.
* Coordination with implementing partners, Peace Committee, Village Education Committee members, Youth Leader, selected government schools, Government official, Learning Facilitator Para Teacher for the orientation session, special events, meetings, and other activities for peace building.
* Arrange all project baseline and End line survey.
* Address the SCR project issues and make sure recommendations.
* Make sure profiling of Alternate learning pathway students and community students.
* Conducted training & Session Junior Leader, Youth Leader, Health & Hygiene, Para Teacher, Learning Facilitators.
* Arrange field for funding agencies, third-party monitoring, and internal monitoring officers.
* Manage project related document and all supplies.
* Worked as **Administrator/ Accountant in Indus Coaching And Language Center (ICLC)from Jan 2010 to Sep 2012**

**Responsibilities:**

* Responsible for the operation and instructional leadership at Indus Coaching and Learning Centre (ICLC). Trains and supervises staff, sets instructional objectives, and works to build a rapport with parents.
* Organize and manage the administration, support systems and activities that enable the effective running of an educational institution.
* Administrators work in areas such as admissions, quality assurance, data management and examinations or in a specialist department such as finance, careers
* Administering the 'student lifecycle' from registration or admission
* Manage day-to-day activities at an elementary or secondary school.
* Create instructional resources for use in the classroom.
* Monitor students and teachers for progress.
* Administer record keeping.
* Visit classrooms and observe teaching methods
* Maintains general ledger on a fund account basis.
* Properly keeping record and classifying financial transactions and Maintain record on.

**Voluntarism / Self-Initiative**

* Voluntary working as Trainer/ Motivational Speaker with Better Future for Pakistan the children in flood-affected camp. The program of the آئیں خوشیاں بانٹیں is to reduce the mental stress caused by the current situation among the flood-affected children, to spread awareness about health and hygiene, and to know and help each other, to develop courage and motivation, and increased self-confidence in the children. From 3rd September to Continue.

**Certificates and Trainings:**

* Attended two days’ workshop/training on NFEMIS Software & Data Collection Formats with the collaboration JICA and DNFE at Directorate of Literacy & NFED on 9th & 10th Feb,2016.
* Attended 1 week Training on Basic of Monitoring and Evaluation and its process organized by Dr Martina Nicolls at Marriot Hotel at Karachi. From (February 9, 2015to February 13, 2015).
* Attended 1 week Training on Basic of Monitoring and Evaluation and its process organized by Dr Martina Nicolls at Marriot Hotel at Karachi. From(November 17, 2015 to November 21, 2015)
* Attended 1 week Training on Basic of Monitoring and Evaluation and its process organized by Dr Martina Nicolls at Marriot Hotel at Karachi. From (August 25, 2014 to August 29, 2014).
* Attended1 week Training on Youth Development for Cohesion & Resilience by Sohail Ahmed at Sherton (MovenPik) Hotel at Karachi. From (October-08 -2013 toOctober-11-2013).

**Professional Skills:**

* Diploma in Project Management from Pakistan Institute of Management (PIM) (In Process)
* Basic banking course Institute of Banking Pakistan Karachi. From 2010-08-23 to 2011-07-21
* Certified Information system Audit (CISA) from Sindh Technical board
* Computer concepts, windows XP
* Microsoft Office Complete Package
* Computer Hardware
* Typing.

**Languages:**

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| English | Urdu | Sindhi | Siraike |

**Personal Profile:**

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| Date of Birth | 07th February 1982 |
| Citizenship | Pakistani |
| Domicile | Noushahro Feroze |

**Reference:**

* Will be provided on demand.