**Dilawar**

**Current Address:** Mohallah Khadimabd, Qadirabad, Gulbahar No.3 Peshawar

Peshawar

**Permanent Address**: Mohallah Asmat Abad, Baraithi, Arbab Korona, Charsadda.

**Cell:** +92-3129209910

**Email:** delawarjan@gmail.com

**Personal Details:**

**Date of Birth:** 8th April, 1984

**Father’s Name:** Sultan Mehmood

**Gender:**  Male

**Marital Status:** Married

**N.I.C #**  17101-8928225-5

**Nationality:** Pakistani

**CAREER OBJECTIVES**

With Fourteen years of work experience in various social sector projects I am mid carrier level professional. I have completed my master level university degree in Economics. Currently I am working for PEOPLE as Communication Support Officer-Data, providing support in PEI/EPI and leading COMNet for Polio Eradication. Prior to this I have work experience as Data Support Officer at CTC and Tehsil Data Usage & Risk Assessment Officer at PEOPLE,

**BASICS SKILLS**

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| --- | --- |
| **Organizational skills and competences** | Highly organized and efficient, a flexible and versatile team player who will work hard and excel in any environment. Impressive work ethic, reliable, dependable and conscious of duties and responsibilities. A positive approach to all tasks and pride in achievements has resulted in many successes. The ability to form good relationships with both peers and staff is central to my character. |
| **Management skills and competences** | Proven ability to manage with consistent results. Excellent organizational and analytical skills and the ability to lead projects and get results. Adopts a systematic approach to problem solving and effectively analyze results and implement solutions. Dedicated and committed, willing to take on challenging roles, tough assignments and work to tight deadlines. |
| **Social skills and competences** | 11 years’ Experience of working in difficult environment and in crises in Emergency, I am well aware of social norms/values and techniques of handling different issues etc. I can speak Most of the National languages and I can adopt different cultures and can work in challenging and difficult areas. |
| **Computer skills and competences** | Microsoft office Package, Google Sheet technology, Data Visualization (Google Data Studio, Tableau) , Microsoft Outlook, Internet user, Basic Networking, Excellent window operator. |
| **Communication Skills** | Excellent communication skills teamed with the ability to develop rapport with employees and peers. Confident in dealing with individuals of all levels. Dedicated to building a highly motivated team aware of their role in improving productivity and quality. |
| **Training and Capacity Building Skills** | I have designed, Organized , Conducted and Monitored different Capacity Building Trainings for On job staff, I have excellent community/Participants training/Motivation ability |
| **Policy /****advocacy knowledge** | Being a humanitarian, I have good knowledge of the politics, cultures, issues of Pakistan, due to which I can be useful for the strategic planning and development of a program policy and implementation etc. |

# Academics:

# Degree: M.Sc (Master in Economics)

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| --- | --- | --- | --- | --- |
| **Exam** | ***Session*** | ***Marks/ GPA*** | ***Percentage*** | ***Board/ University*** |
| SSC | 2000 | 636/850 | 75 | BISE Peshawar |
| F.Sc | 2002 | 772/1100 | 70 | BISE Peshawar |
| B.Sc (Hons) | 2006-07 | 3.5 | 88 | University of Peshawar |
| M.Sc | 2008-09 | 3.1 | 78 | University of Peshawar |

**Professional Experience:**

* **Organization: Professional Employers (Private) Limited (PEOPLE).**

**Position Held: UCCSO-Data District Charsadda.**

**Tenure: 09 May 2023 till Date.**

* Collate daily staff attendance SMS and generate monthly attendance report for the assigned district.
* Follow-up with UC staff for submission of data for reports.
* Monitor and follow-up with UC staff on regular data upload on polio info database.
* Have access to DISTRICT POLIO CONTROL ROOM (DPCR) and polio info datasets for COMNet UCs.
* Maintain datasets of COMNet UCS in the assigned district & share it with all concerned.
* UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
* Collate and analyse campaign data, monitor feedback from UCOs and generate daily COMNet monitoring updates during campaigns
* Guide and on job training of COMNet staff on reporting tools.
* Ensure timely submission of periodic reports including 30 HH cluster survey / detail epidemiological investigation form for urgent AFP and polio cases with the support of partner’s staff.
* Analyse data of dashboard indicators with UC wise feedback to the UCO and SMs’ & COMNet officer.
* Maintain close liaison with DISTRICT POLIO CONTROL ROOM (DPCR) data operator for two way data flow & triangulation.
* Generate and share extended catch-up coverage report from DISTRICT POLIO CONTROL ROOM (DPCR) (IDMIS) with the concerned DISTRICT POLIO CONTROL ROOM (DPCR).
* Collection of data for campaign planning from UC level for onward submission.
* Maintain the data of social characteristics of polio cases of the respective district.
* Spot check missed children logbook and social profile of the assigned district
* **Organization: Professional Employers (Private) Limited (PEOPLE).**

**Position Held: Town/Tehsil Data Usage and Risk Assessment Officer (TDURAO).**

**Tenure: 1 April 2021 to 08 May 2023.**

Ensure effective data usage / enable data driven decisions at DISTRICT POLIO CONTROL ROOM (DPCR) level (primarily responsible/accountable role)

* Prepare program relevant and succinct reports/ presentations by conducting **detailed data analysis** for the all the phases of campaign including **pre-intra-post campaign** and share findings to Deputy District Polio Manager for evidence-based decision making to optimally reach all children
* Prepare the analytical reports/ presentations for **SHRUCs** to inform campaign planning and implementation (e.g. DPEC readiness meeting, intra-campaign meeting)
* Prepare UC wise readiness analytical report for DPEC readiness meeting
* Facilitate supervisory trainings on the data quality, data analysis and effective data utilization
* Conduct detailed data analysis of Routine Immunization of super High-Risk UCs and produce actionable report on Routine immunization submitted to DEOC lead
* Make a comprehensive/succinct report on the town/tehsil challenges of **data quality** and **recommendations** for corrective measures
* Liase with provincial M&E officers to support in conducting Data Quality Assessments (DQAs)
* Liaise with PEI–EPI Synergy focal person for Conducting data analysis on routine immunization

**Data Management** (Supportive role to Data & Operations)

Provide technical guidance and mentoring to the data unit team (DSCs-Data officers) for the data collection, compilation, verification, and validation processes at the DEOC during all campaign phases

* Provide technical guidance and Support to the DISTRICT POLIO CONTROL ROOM (DPCR)-OPS-Data Management team to review data collection and entry processes at the town/tehsil level for redundancies and inefficiencies
* Provide Technical support and guidance to the Data/OPS team that all town/tehsil-level administrative and monitoring data is entered timely in IDIMS
* Support data/OPS team to guide area/UC-level staff to compile data accurately and timely; minimize any ad-hoc data requests from town/tehsil to area/UC level
* Support PEI–EPI Synergy focal person in Conducting data analysis on routine immunization
* Guide and support the data management/OPS team to oversee any additional data entry, including uploading of data analysis and report (methodology to be developed in coordination with RADS/M&E)
* Support the Risk assessment team for revising and updating List SCORE of UCs

**Risk Assessment**

* Develop analysis quantitative programmatic data (Surveillance, SIA, RI) and qualities contextual information on HRMP, factors affecting SIA performance to develop town/tehsil and sub town/tehsil level risk analysis to inform operations planning and town/tehsil level decisions
* Participate in outbreak investigations and development of action plans to address programmatic gaps and enhance surveillance
* Use qualitative risk data available to guide case responses
* Join the RRU teams in conducting follow up assessments on implementation of recommendations and action plans
* Coordinate implementation of corrective actions in areas/ UCs flagged as high risk or outbreak areas
* **Organization: Chip Training & Consulting (Private) Limited.**

**Position Held: Data Support Officer (DSO).**

**Tenure: 3 May 2018 t0 30 March 2021.**

* Collate daily staff attendance SMS and generate monthly attendance report for the assigned district.
* Follow-up with UC staff for submission of data for reports.
* Monitor and follow-up with UC staff on regular data upload on polio info database.
* Have access to DISTRICT POLIO CONTROL ROOM (DPCR) and polio info datasets for CBV UCs.
* Maintain datasets of CBV UCS in the assigned district & share it with all concerned.
* UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
* Collate and analyze campaign data, monitor feedback from UCOs and generate daily CBV monitoring updates during campaigns
* Guide and on job training of CBV staff on reporting tools.
* Ensure timely submission of periodic reports including 30 HH cluster survey / detail epidemiological investigation form for urgent AFP and polio cases with the support of partner’s staff.
* Analyze data of dashboard indicators with UC wise feedback to the UCO and AS’ & CBV officer.
* Maintain close liaison with DISTRICT POLIO CONTROL ROOM (DPCR) data operator for two way data flow & triangulation.
* Generate and share extended catch-up coverage report from DISTRICT POLIO CONTROL ROOM (DPCR) (IDMIS) with the concerned DISTRICT POLIO CONTROL ROOM (DPCR).
* Collection of data for campaign planning from UC level for onward submission.
* Maintain the data of social characteristics of polio cases of the respective district.
* Spot check missed children logbook and social profile of the assigned district
* **Organization: World health Organization (WHO).**

**Position Held: Tehsil Technical Monitor (TTM).**

**Tenure: 1 Oct 2017 to 30 April 2018.**

* Micro planning, Data Analysis, Assist and Coordinate for local support in the union council to Govt and world health organization, Monitoring and Evaluation, liaison with Govt departments like Health, District Administration, Local Govt, Education, Police.
* **Organization: Chip Training & Consulting (Private) Limited.**

**Position Held: Union Council Communication Support Officer**

**Tenure: 25 Nov 2011 to 30 Sep 2017.**

* As a Communication support officer my primary assigned task is of leading and supervision of social mobilizer’s team at union council level. This also includes arrangement and imparting of trainings & orientations programs to SM’s
* Identification of NGO’s and civil society organizations (CSOs) who can conduct social mobilization activities at the community level and conduct resource mapping.
* Plan and co-ordinate activities on daily basis with other NGOs working at UC-level for social mobilization.
* Development of partnership with the UC Medical Officers(MOs) / District Health Officer (DHO) / Supervisors / health workers to plan and implement social mobilization / Information Education Communication (IEC) activities for the Polio Eradication and Routine immunization.
* My responsibility also includes monitoring effectiveness of SMs their conducted activities.
* Conduct UC-Level meetings and events with leaders before each SNID to motivate and mobilize them.
* Ensue Quality of log books by SMs and ensure data corresponds to planned activities
* Conduct Community sensitization meeting.
* Formation of community committees to ensure participatory implementation process.
* Conducting Health surveys and get feedback from field
* Conducting health Awareness session in school and community and maintain proper records.
* To develop, plan, implement, evaluate and give technical advises on the PEI & EPI.
* Meetings with target B.H.U officials and Union Council influential for smooth implementation.
* Effective planning for health promotional activities conducting trainings
* Train field team in conducting survey and delivery of health services.
* Monitoring the process of mobilization in target communities.
* Conduct base line survey for need identification in target communities.
* Reporting and sharing of all activities with DHCSO
* **Organization: Rural Development Project (RDP) Harripur KPK**

**Position Held: Social Organizer/Field Officer**

**Tenure: Feb 1st 2011 to June 30th 2011**

* Supervision, planning, Assessment and Area selection for the distribution of Cash.
* Identification and selection of focal persons in community
* Organizing and conducting sessions for focal persons to build their capacity regarding DE siltation of water channels.
* Through these focal persons further dissemination of information regarding health and hygiene within the community
* Develop Area Development Plan together with the communities.
* Monitoring of these focal persons for conducting session in community
* Organizing focus group discussions with children and their families
* Assessments of vulnerable people
* Developing referral and follow-up system
* Weekly planning and reporting to team leader
* Conduct Supervision and Monitoring and report to PM on weekly, bi weekly and monthly bases. With findings and recommendation and Assist in the organizing training & as well as need of the trainings. Prioritized areas activities for the implementation of the weekly monthly activities.
* collecting information/data from the field on regular basis
* Data compilation, re-organization of beneficiaries lists in timely manner in subject to avoid duplication and controversy conditions
* Aware and mobilize communities and conduct meetings with community members
* Identification and selection of focal persons in community
* Keeping record of regular daily attendance
* Developing weekly work plan and preparing daily progress report
* Provide coordination on the day to day activities of the assessment roll-out, ensuring timely completion
* Develop sample methodologies for sample surveys
* Analyze Surrey data and information and present in meetings where needed.
* Work with Data Manager in the maintenance of live database and data analysis.
* **Organization: NRSP (Benazir Income Support Program)**

**Position Held: Team Supervisor**

**Tenure:1st Nov 2010 to Jan 31th 2011.**

* Assist the Project Manager for the smooth and optimum function of the project
* Master Trainer of Enumerators(Surveyors)
* Assist in providing support in preparing the work plans & budgets as and where necessary
* Actively engaging with other members of the team in the preparation and development of project implementation plans
* Oversight and help under the supervision of the project Manager, Enumerators and support staff in conduction of surveys.
* Supporting the Surveyors in collecting information/data from the field on regular basis
* Assist PM to organize agenda’s for meetings with relevant stakeholders
* Assist PM in the preparation and production of publications related to project
* Extensive traveling and spending time in both the project area Charsadda and report regularly on the progress of the project to the PM
* Responsible to submit surveys forms as per requirements and specified formats & schedule to PM.
* Any other duty/duties assigned by the Project Manager
* **Organization: Star Trading Company Pvt. Ltd**

**Position Held: Admin & Finance Officer**

**Tenure:June2008 to May 2010.**

* Office Management
* Financial Management
* Procurement
* Frequent Visits to China
* Communication with foreigners
* Share progress with Direct Boss on Daily Basis

**Languages:**

* English (International)
* Urdu (National)
* Pashto (Native)

**Specialization in:**

1.) Communication /Social Mobilization/ Report writing

**Computer Skills:**

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| Use of Data analysis through online google sheets. | MS Office | Internet & Email. |

**Training Attained:**

* Three days training workshop on TOT
* One day Training on Tally Sheet and Integrated Micro plan
* Multiple days Trainings on Monitoring and Supervision during SIAs with WHO
* Two days training on leadership and management with CTC.
* One day training on prime CTC.
* One day training on communication for development with CTC.
* Two days training on communication for PEI with CTC..
* One day training on Community mobilization (in emergency situation for PEI) with CTC
* 2 days training on social mobilization and advocacy for PEI with CTC
* One day training on conflict management with CTC.
* Nine days training workshop on human rights, political concepts, human development, good governance and leadership skills with Bacha khan trust educational foundation.
* One day training workshop on gender sensitization with blue veins & KhwendoKor organization.

###### References:

1. **Dr Nayyar Jamal**

NSTOP Officer/ DDURAO

**National STOP Program in Pakistan/ Health Department (KPK).**

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1. **Madam Durr e Nayyab**

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Provincial Emergency Operation Center KPK.

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