

# Nazir Ullah

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**Believe in honesty, simplicity, team work and commitment having Zeal for Managing Team through Coordinate Efforts by Using Minimum Resources & Achieving Maximum Output.**

## Skills:

**Monitoring & Evaluation | Project Management | Report Writing | Human Resource Management | Administration | Administrative Functions | Training and Capacity Building Plans | Analytical Skills | Internet Browsing & IT | Public Relation | Public Policy | Governance | Management**

## Experiences:

11 November, 2022 – 15 February, 2023	<b>Project Officer D.I.Khan-Tank, KP</b>
	Disaster Emergency Committee (DEC) Project under <b>Islamic Relief Pakistan (IRP)</b>
3 months and 5 days Services	<b>Job description:</b> <ol style="list-style-type: none"><li>1. Working in close coordination with Program Coordinator KP, APM, and MEAL team to ensure routine project-related assessments are executed and monthly quarterly, final reports are submitted timely and implementation and exit strategies are developed.</li><li>2. Assist AO/Country Office in developing, revising, and implementing program plans and ensuring these plans fall within the Organization's strategic dimensions.</li><li>3. Coordinate the development of all project implementation plans and budgets within the agreed program and strategy framework.</li><li>4. Assist and advise the Head of Programmes in securing donor funding in the project implementation area</li><li>5. Oversee project design and proposal preparations for institutional and public funding in accordance with the IOrganization practice.</li><li>6. Maintain ongoing surveillance of the developing humanitarian emergency situation and adjust activities accordingly;</li><li>7. Ensure adequate monitoring and reporting framework is in place and quality standards are observed, followed, and institutionalized at management, administration, and operational levels;</li><li>8. Ensure that different sectoral activities are implemented in a coordinated and cohesive manner.</li><li>9. Ensure Organizations activities are carried out in accordance with the Sphere Minimum Standards and Humanitarian Charter in disaster response</li></ol>

January, 2019 – 31 October, 2022	<b>District Monitoring Officer (Third Party Field Monitor) in various Districts:</b> Islamabad, South Waziristan, Tank, Malakand, Rajanpur, Gujranwala, Bahawalpur
	Third Party Field Monitoring - MicroMerger Pvt. Ltd.
3 Year and 10 Months Services	<b>Job description:</b> <ol style="list-style-type: none"> <li>1. Frequently visits to assigned areas by provincial coordinator.</li> <li>2. Conduct regular field visits as per approved travel plan.</li> <li>3. Field monitor have to follow provided checklists and have to monitor mentioned / assigned tasks and report them to PC and MnROs as well.</li> <li>4. Also visit / deployment to any other assigned districts by office for monitoring purposes.</li> </ol>
July, 2017 – August, 2018	<b>Admin &amp; HR Officer District Tank KP</b>
	Brekhna Development Association (BDA-Pak)
1 Year Services	<b>Job description:</b> <ol style="list-style-type: none"> <li>1. Forming and maintaining employee records.</li> <li>2. Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides.</li> <li>3. Helping with various arrangements internally.</li> </ol>
Nov, 2016 – April, 2017	<b>Protection Officer, Peshawar</b>
	Centre of Excellence for Rural Development (CERD) Pakistan
6 Months Services	<b>Job description:</b> <ol style="list-style-type: none"> <li>1. Undertake protection monitoring activities, conduct interviews and FGDs in the field. Monitor, analyse and provide reports on the protection conditions for IDPs and other persons of concerns.</li> <li>2. Identify protection gaps and interventions.</li> <li>3. Organize/facilitate relevant protection training activities.</li> <li>4. Advocate with the government and other actors to take appropriate measure to remedy violations and address the protection concerns facing the returnees and IDP's.</li> <li>5. Provide support, guidance and assistance to protection and field staff in all the field offices on protection priorities, issues and concerns.</li> </ol>
June, 2013 – June, 2014	<b>Lecturer</b>
	Government Degree Collage Wana, South Waziristan
1 Year Service	<b>Job description:</b> Was an internee deployed under National Internship Program (NIP) through FATA Secretariat in Degree College Wana, South Waziristan where worked with college administration in administrative work and also with computer branch.

## Education:

2015	<b>Board of Technical Education, Peshawar KP</b> D.I.T Basic IT and Software, Hardware. 76%
2014	<b>University of Peshawar, Peshawar KP</b> B.Ed Arts Education and Educational Management 60%
2013	<b>Gomal University D.I.Khan, KP</b> MPA (HRM) Management & Administration, HRM, Public Policy 76%
2010	<b>Gomal University D.I.Khan, KP</b> B.Sc Statistics, Geography, Zoology 59%

## Languages

Urdu	Expert
English	Expert
Pashto	Expert
Burki	Expert
Saraiki	Expert