

Amber Mushtaq

Union Council Communication Support Officer(UCCSO)

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Main City, Dera Ismail Khan, Pakistan

Summary

Highly motivated and skilled Communication Support Officer with a passion for effective communication and a proven track record in supporting communication strategies. Seeking a challenging position in a dynamic organization where I can utilize my exceptional communication skills, attention to detail, and ability to coordinate and deliver impactful communication initiatives

Skills

Coaching and Quality Management | Computer Skills | CRISIS COMMUNICATIONS | Leadership And Communication | Mega Event organizer | Project Team Management | Social development knowledge | Team Management

Experience

Jan 2022 - Present

Union Council Communication Support Officer(UCCSO)

PEOPLE, Dera Ismail Khan, Pakistan

- Monitoring of polio teams and arranging communication activities in UC.
- School and community awareness sessions against viral and seasonal diseases before and after campaigns.
- Develop and implement communication strategies and plans to support health and polio-related initiatives at the union council level.
- Arranged community sessions with parents, especially with mothers. Assisted in the development and implementation of communication strategies to enhance internal and external communication efforts.
- Drafted and edited a wide range of communication materials, including social profiling, and challenge mapping.
- Develop communication materials, including brochures, posters, flyers, and social media content, to inform and educate community members about the importance of vaccination, the benefits of polio eradication, and the vaccination process.
- Motivating parents through influencers to support campaigns. Provided support in organizing and executing Social events, including conferences, seminars, and sessions with refusal parents.
- Collaborated with cross-functional teams to gather information and ensure accurate and timely communication with stakeholders.
- Assisted in crisis communication efforts, developing key messaging and responding to inquiries from media and the public.

Apr 2021 - Oct 2021

Social Mobilizer

PEOPLE, Dera Ismail Khan, Pakistan

- Develop and implement community mobilization strategies and plans to promote social development and change.
- Identify target communities and stakeholders for engagement and collaboration.
- Organize and facilitate community meetings, workshops, and events to raise awareness and promote participation in social development initiatives.
- Build relationships and networks with community leaders, organizations, and key influencers to gain their support and involvement in social development

programs.

- Coordinate and collaborate with government agencies, NGOs, and other relevant organizations to ensure the effective implementation of social development projects.
- Provide training and capacity-building sessions to community members on various topics related to social development, such as health, education, women empowerment, and environmental conservation.
- Mobilize and empower community members to take action and actively participate in social development activities.
- Conduct surveys, interviews, and focus groups to assess the impact and effectiveness of social development programs.
- Monitor and evaluate the progress of social development initiatives and prepare reports and recommendations for improvement.
- Advocate for the rights and needs of marginalized groups within the community and work towards their inclusion in social development programs.
- Stay updated on relevant social development policies, trends, and best practices to ensure the implementation of effective strategies.
- Document and share success stories and lessons learned from social development projects to inspire and educate others.
- Ensure compliance with organizational policies, procedures, and ethical standards in all social mobilization activities.

Mar 2018 - Apr 2021

Social Mobilizer

Chip Training and Consultant, Dera Ismail Khan, Pakistan

- Develop and implement community mobilization strategies to promote health education and awareness among the target population.
- Identify target communities and population groups for health interventions and mobilization efforts. Conduct community assessments and gather information about health needs, behaviors, and challenges.
- Organize and facilitate community meetings, workshops, and health campaigns to raise awareness about key health issues and promote behavior change.
- Build partnerships and networks with local community leaders, organizations, and healthcare providers to strengthen community engagement in health promotion activities.
- Collaborate with healthcare professionals, including doctors, nurses, and public health officials, to design and implement health programs and initiatives.
- Provide training and capacity-building sessions to community members on topics such as hygiene practices, disease prevention, maternal and child health, and nutrition.
- Mobilize and empower community members to take an active role in their own health and the health of their families.
- Conduct health education sessions and awareness campaigns on topics such as immunizations, family planning, HIV/AIDS, and other prevalent health issues.
- Support the implementation of vaccination campaigns, ensuring maximum coverage and addressing vaccine hesitancy through community mobilization efforts.
- Coordinate and assist in the organization of health screenings, health fairs, and other community health events to provide access to healthcare services and promote preventive care.
- Advocate for improved health policies and programs that address the specific needs of the community, especially for vulnerable and underserved populations.
- Collaborate with the communications team to develop and disseminate health-related materials, including brochures, posters, and social media content, to

enhance health literacy in the community.

- Monitor and evaluate the impact of health mobilization activities, collect data, and prepare reports to assess program effectiveness and identify areas for improvement.
- Stay updated on emerging health issues, trends, and best practices in community mobilization and health promotion.

Feb 2017 - Dec 2017

Enumerator

Appex, Dera Ismail Khan, Pakistan

- Visit designated locations to gather data by administering structured surveys, questionnaires, and conducting interviews with individuals, households, or community groups after polio campaigns.
- Accurately record responses and demographic information during the survey process, ensuring the data is error-free and representative of the target population.
- Establish a positive and respectful rapport with community members, making them feel comfortable to share their experiences and insights.
- Follow the guidelines and protocols provided by the NGO for data collection, ensuring ethical standards are met, and privacy and confidentiality of respondents are maintained.
- Collaborate with fellow Enumerators, project managers, and other NGO staff to ensure smooth coordination, data sharing, and project implementation.
- Undertake frequent field visits as required to monitor project progress, assess impact, and provide support as needed.
- Assist in conducting awareness campaigns or workshops within the community, helping to educate the public about the NGO's projects and initiatives.
- Take responsibility for the proper care and maintenance of survey equipment and materials used during data collection.

Education

- 2021 **Gomal University**
Masters in Arts
Langauge (Urdu), Urdu and Iqbaliat
- 2018 **Gomal University**
Bachelors in Arts
Arts
- 2018 **Management Science and Commerce college Dera Ismail Khan**
Diploma
Miscrosoft Office, Diploma Of Technology
Incomplete
- 2018 **Govt Boys College no 1 Dera Ismail khan**
Short Course
CCNA
Incomplete

2016



Allama Iqbal Open Univeristy

Short Course

PTC

Incomplete

Languages

English
Expert

Pashto
Intermediate

Saraiki
Expert

Urdu
Expert