#### fayaz pehlawan qillaFAYAZ KHAN

**Personal Info:**

#### Father’s name: Hakim KhanDate of Birth: April 3, 1981Nationality: Pakistani

#### Marital Status: Married  NIC No: 17101-0401457-3 Domicile: Charsadda  E-Mail Address: fayazkhan@hotmail.comPermanent Address: Madina Colony Pehlawan Qilla Shabqadar PO & Tehsil Shabqadar District Charsadda.

** Cell Number**: +**92-349-9044380**

 +**92-346-9655623**

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**Objectives**

To join a reputed organization in order to seek diversified technical & professional knowledge and to grow into higher responsible position in future;

**Skills and Competencies**

1. ***Survey, Assessment and Identification of community needs & developments:***

Had done assessment of affected (flood and conflict) communities as per the set guidelines of the project in the assigned district. Conducted planned activities within the communities as per LFA within the set time frame.

1. ***Program Support Management:***

Committed to provide exceptional services as well as continuing to improve procedures and processes to maximize efficiency and effectiveness of support function throughout the programing area.

1. ***People Management and Human Resource Development:***

Possess knowledge and experience in working with and managing a diversified team. Have experience of solving and settling critical issues and conflicts. Skills and ability to address and negotiate situations with vision and diligence gained through years of experience. Proven skills in team building, stress management and delegating responsibility

1. ***Communication, Networking, Representation and Liaison skills:***

Communication, Representation and Liaison with Government departments, LEAs and Counterparts, I/NGOs, developmental organization, participated in Humanitarian emergencies response.

1. ***Child Rights and Protection:*** My deep knowledge of international child protection standards and frameworks has enabled me to effectively advocate for the rights of children in various contexts. I have managed numerous cases involving children, ensuring their safety, well-being, and access to necessary services. This expertise is crucial for a Protection Assistant role, where protecting vulnerable populations is a primary responsibility.
2. ***Emergency Response:*** *I* have a proven track record in leading and coordinating emergency response efforts, providing swift and effective assistance during natural disasters, conflicts, and other crises like Earthquake, Militancy operations and floods. My crisis intervention skills ensure immediate support and relief for affected populations, which is vital for this role.
3. ***Formal and Non-formal Education Training’s:*** I have extensive experience in developing and implementing education programs for both formal and non-formal settings. This includes conducting training sessions to build the capacity of educators, community workers, and volunteers. These skills are essential for creating and delivering effective protection and education initiatives.
4. ***Project Management and Coordination:*** My strong project management skills include planning, executing, and monitoring projects to ensure they achieve their objectives. I excel at leading and coordinating teams, fostering collaboration, and ensuring efficient project execution. These competencies are directly applicable to managing protection projects and coordinating with various stakeholders.
5. ***Cultural Sensitivity and Community Engagement:*** I have successfully engaged with diverse communities, respecting and valuing their cultural backgrounds. My experience in community outreach ensures that services are culturally appropriate and accessible.
6. ***Technical and Analytical Skills:*** I am proficient in data collection, analysis, and utilization, which are essential for informing service delivery and improving outcomes. My technical skills include using various software and databases for case management and reporting.
7. ***Networking and Collaboration:*** I have built and maintained strong relationships with NGOs, government agencies, and community organizations. My collaborative approach has ensured cohesive and effective response efforts, maximizing the impact of our work.

  **Professional Experience**

Organization: ***China Gezhouba Group of Company (CGGC)***

Designation: **Social and Labour Welfare Officer**

Location: Patti Banda Tehsil Pandyali District Mohmand. Pakistan

Tenure: Nov-2021 to till Date

Mohmand Dam Hydropower Project is historic and unique in nature being constructed on River Swat in tribal district Mohmand of Khyber Pakhtunkhwa province. The project is scheduled to be completed in five years and eight months.

On completion, the project will store about 1.2 million acre feet (MAF) of water, generate 800 megawatt (MW) of low-cost hydel electricity and help mitigating floods in Peshawar, Charsadda and Nowshera.

**Specific duties and responsibilities include but are not limited to:**

* Assist to Evaluate and track labor skill sets of individual field team members.
* Support for Perform new hire orientation for new labor team members.
* Support with field management and safety team to avoid repetitive work stress injuries.
* Coordinate the worker’s day to day issues with concern department to address the issues timely.
* Assists the Finance and HR for salary disbursement.
* Coordinate and assist the field management, Health & safety department, and human resources to schedule and track field training's and personal equipment inspections.
* Support interactions between payroll/finance department and field labor team.
* Support HR department regarding claims management documentations to assist with the management and resolution of claims through provision of information, documentation, and management of responses.
* To establish contacts & hold consultations with a view to maintaining harmonious relations between the management of the office & Engineers.
* Encourage to workers to put up their grievance freely;
* Act as a bridge between the management and the field workers.
* Aware the workers of their legal rights and others privileges.
* Maintain and update the grievance tracking sheet as per the law of the organization.
* To find aggrieved workers and counsel them in view to resolve their grievances related with their benefits and facilities.

Organization: ***IMC Worldwide***

Employer #: +92-91-6514017

Designation: **Lead Community Development Coordinator**

Location: House No. 254, Afzal Abad old Bara Road, Peshawar. Pakistan

Tenure: July-2015 to Sep-2021

**Specific duties and responsibilities include but are not limited to:**

* + Establish good interpersonal relationships within the School Support Team by helping people feel valued, appreciated, and included in discussions;
	+ Proactively build effective working relationships with District Education Officers, PTC/SC Members, CCSI members and civil society organizations.
	+ Identify CBOs/NGOs as potential partners in Grants Program component
	+ Facilitate participation of stakeholders in launch seminars and other events
	+ Plan and actively facilitate establishment and capacity building of CCSIs using Community Development methodology steps:
	+ Site supervision and monitoring through MIS and Initial entry and Information gathering
	+ Organization of Community Assemblies
	+ Community engagement with school infrastructure
	+ Community involvement in Implementation
	+ Consolidation and sustainability activities including identification of CBOs/NGOs as potential partners in Grants program.
	+ Using Capacity Assessment and Training Needs Analysis (TNA) tools to identify related training gaps including Cross Cutting elements / capacity gaps of target Customers: CCSIs;PTC/SCs; School Support Team Colleagues; CBOs/NGOs; and Self-Development.
	+ Provide coaching and mentoring to relevant Customer segments to support objectives.
	+ Numerical data presented effectively.
	+ Facilitate the delivery of related training interventions on project related modules to relevant Customer segments.
	+ Participate in the organization and delivery of Introduction Cluster Training for PTC/SCs, DEOs and CCSIs.
	+ Facilitate training of partner CBOs/NGOs in Grants programme.
	+ Timely, informative and accurate reporting as per project SOPs: weekly, monthly, quarterly etc.



Organization: ***Social Sectors Department FATA Secretariat.***

Employer #: +92-91-9212540

Designation: **M*&E Officer-Child Protection Agencies Focal Person*** (Mohmand, Bajour & Kurram Agency)

Location: Abshaar Colony, Warsak Road Peshawar House #4 Street # 5

Tenure: May-2011 to Feb-2014

**Description:**

* Develop the framework for M&E to ensure the quality of research work, process monitoring of activities, review of plans and facilitate in reporting to UNICEF and Directorate of Social Welfare FATA as per recommended format.
* Provide direction and support to Agency Child Protection Units to adhere all quality standards during the project implementation.
* Develop Project related M&E tools with the help of Program Coordinator.
* Assist Program Coordinator in technical assistance to Agency CPUs in the field for efficient project implementation by undertaking visits to UNICEF supported project sites, assess local conditions and resources, and monitor UNICEF inputs.
* Conduct regular M & E visit to Agency CPUs, collect data with the help of field team and assist in preparation of

Monthly/quarterly reports to UNICEF and Directorate of Social Welfare FATA.

* Advises and supports the Agency CPUs on conception and operation of the annual work plan and Multi Year work plan.
* Leads the planning and co-ordination of UNICEF funded projects, through a consultative process, of the specific tasks, activities, products and objectives that each agency Office, and landscape team must complete on an annual basis in order to deliver on the UNICEF strategies.
* Responsible for establishing a reliable and consistent set of Outcome Indicators for all program activities as well as developing an organization-wide core set of indicators.
* Regularly review and improve the M&E system by seeking stakeholder inputs and with the consultation of Directorate of Social Welfare FATA.
* Develop, in coordination with the Finance section, a system to ensure that the program planning, including inputs and targets, is aligned with the overall program log frames and other types of M&E indicators.
* Synthesize and analyze data for summary and thematic reports on M&E findings.
* Manage day-to-day operations of the M&E system, including support of Agency Child Protection Units in continued implementation of M&E tools and instruments.
* Provide technical assistance and data for the M&E component of Vulnerable Children Identification, Registration and referral.
* Develop and ensure maintenance of information tracking systems (Sitrep & Databases) for indicators.

******Organization: ***Save the Children-US.***

Employer #: 03469564482

Designation: ***Livelihood Officer***

Location: Saido Sharif Swat & Jacobabad (Sindh), Pakistan

Tenure: Oct-2010 to March-2011

**Description:**

In response of flood relief in swat lover, Save the children’s initiated a livelihood project to assist the peoples;

**My basic duties were,**

* Responsible for identification, verification and registration of beneficiaries for livelihoods interventions
* Collection of relevant data and participation of surveys related to livelihoods interventions
* Active liaison with relevant stakeholders to avoid any conflict
* Present and actively coordinate in distribution of inputs related to livelihoods interventions
* Facilitate beneficiaries in effective utilization of grants which they receive under different interventions related to livelihoods
* Present and facilitate in capacity building events designed for the beneficiaries
* Reporting of issues and their possible solutions to the livelihoods coordinator
* Weekly reporting on progress
* Support and assist livelihoods coordinator in data compilation
* Comply with the requirements of Save the Children’s Child Protection Policy to ensure maximum protection for children
* Occasional Significant Duties
* Follows all Save the Children policies and procedures.
* Undertakes any other tasks assigned by supervisor



Organization: ***ACTED International***

Designation: ***Team Leader Shelter***

Location: Timergara, Pakistan

Tenure: Feb -2010 to Sep-2010

**Description:**

* The Shelter Team Leader is responsible for the overall planning and implementation of the shelter interventions in thematic UC of Lower Dir.
* The TEAM LEADER closely working with Project Coordinator (Field Engineers) for the implementation of project activities and also holds to introduce project implementation strategy keeping in view all aspects on donor, community and ACTED policies.
* Ensures continuation of ongoing shelter activities with close coordination of implementation team, UN Habitat and UNHCR.
* Prepare/develop narratives daily, monthly, quarterly reports and case studies for donors and other partners as required.
* The TEAM LEADER is responsible for ensuring that all interventions are in line with mandate and to keeps close alliance with Finance Team, Grants and Project Coordinator.
* The TEAM LEADER is responsible for maintaining the project team which includes managing shelter staff in providing on job trainings to increase the capacity of the team, local partners and community.
* The TEAM LEADER is responsible for monitoring & evaluation of field activities and liaison with UN Habitat to ensure quality control of shelter activities in the field.
* Ensures a constructive cooperation with other ACTED projects and staff for having an integrated approach towards the early recovery of the conflict affected area Lower Dir.
* Represents ACTED in the shelter cluster and donor meetings in these connections.
* Liaise with PaRSA, PDMA, Military Liaison and other stakeholders for the implementation.

******Organization: **CRS (*Catholic Relief Services)***

Designation: **Field Officer IDP Response**

Location: House # 25 Sector I Sheikh Maltoon Mardan, Pakistan

Tenure: Jun-09 to Oct-09

******Organization: **PVDP *(Pakistan Village Development Program)***

Designation: **Child Protection Coordinator**

Location: House #10 A Hadi Lane, Opposite VIP Guest House Old Bara Road University Town Peshawar, Pakistan

Tenure: Nov-2007 to May-2009

Organization: **PVDP *(Pakistan Village Development Program)***

******Designation: **Project Manager (Education)**

Location: Muzaffar Abad (AJK)

Tenure: Dec 2005 to Oct- 2007

******Organization: **PVDP *(Pakistan Village Development Program)***

Designation: **Team Leader (Education)**

Location: House #10 A Hadi Lane, Opposite VIP Guest House Old Bara Road University Town Peshawar, Pakistan

Tenure: Sep-2002 to Dec-2004

**Academic Background**

|  |  |
| --- | --- |
| Degree Name | **International Relations (IR)**  |
| Level Attained | **Master Degree** |
| Institute | University of Peshawar  |
| Address | Peshawar, Pakistan  |
| Degree Name | **BS Computer Science**  |
| Level Attained | **Bachelor’s Degree**  |
| Institute | University of Peshawar  |
| Address | Peshawar, Pakistan  |
| Majors | Statistics, Computer Science and Mathematics.  |
| Degree Name | **BA Sociology** |
| Institute | AIOU Islamabad |
| Address | Islamabad, Pakistan  |

**Reference**

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **Company** | **Phone/Email** | **Acquaintance** | **Type** |
| Mr. Muhammad Ali | Project Coordinator  | Directorate of SW-FATA | 0345-9083829 shahalisyed@gmail.com | 3 Year | Professional  |
| Miss. Fehmida Hassan | CDM | IMC Worldwide | 03454700700femhassan@gmail.com | 2 Years | Professional  |
| Mr. Zia Ul Haq | Manager Programs | PVDP | 0336-552777 | 6 Years | Professional |