



Permanent Address. Merged District Bajaur

Present Address : District Bajaur

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Contact no 0344-9500979

Marital status : Single

QUALIFICATIONS

M.A. Urdu

& Islamiyat

University of Malakand

CT, Allama Iqbal open University

B.Ed Allama Iqbal open University

M.Ed Allama Iqbal open University

LHV Diploma Abaseen institute Mardan

JOB HISTORY

More than ten 20) years experience in various Semi Government, government and Non Governmental Organizations working on community development.

Professional Experience

IRD

***Postiontitle* Field Officer**

Location District Bajaur & District Mamund

Duration 01 May to 29 May2019

RESPONSIBILITIES

- Conduct focus group discussions with community members.
- Follow proper research protocol for field work and data collection.
- Assist Supervisor in recruiting and organizing focus group discussions.
- Perform transcription and translation work for each focus group discussion.
- Assist Supervisor in preparing reports and/or updates for central research team.

⚙️ Position: Female Researchers

- *Location: Bajaur*
- *Duration 15 November to 31 December 2019*
- *Work with UNDP%%*

Name of Survey: *Profiling of Socio-economic Development Status and Development of Indicative Strategic Development Plan in Village and Neighborhood Councils of Erstwhile FATA's Merged Areas in Khyber Pakhtunkhwa*

Responsibilities:

1. Community Mobilization for VDP (Village Development Plan) Consultative Meetings.
2. Conduct initial meetings in community about VDP (Village Development Plan)
3. Ensure better participation in the meeting
4. Sensitize community about the VDP (Village Development Plan)
5. Facilitate in Establishing UC level Committees.
6. Assist in Organizing & conducting VDP (Village Development Plan) Consultative Meetings.
7. Ensure documentation of all related activities in soft & hard.
8. Ensure complete & advance preparation of materials & stationary to be used in the trainings.
9. Ensure timely submission of Reports.

Health and Nutrition Survey

- Position.. Team Supervisor
- Duration 01 January to 25 January 2019

Responsibilities ::

1. Supervisors ensure that data collection process is going according to the instructions providing in the manual and in the trainings. Some of the most important responsibilities that will ensure accuracy and integrity of the data collected are:
2. The supervisors should ensure that the enumerators are following the right-hand rule properly and selecting households properly. The supervisors should also ensure the proper sampling of individuals is done.
3. Supervisors should monitor rates of non-response to ensure that interviewers are not abandoning households too early. At least one call back is necessary before

replacement of individual. Also, it would be much better if we get as many interviews as possible with the original respondents selected than replacement. Supervisors need to encourage interviewers to be persuasive enough to obtain an interview in each of the sampled household and especially with the original respondent selected.

4. Supervisors must be prepared for questions about various technical details, helping enumerators with appropriate respondent substitution, and other technical issues.
5. Supervisors should also randomly check if interviews are properly being conducted, including checking with respondents to verify that they were interviewed, and instructions to the enumerators outlined in the manual and the training are being followed.
6. The supervisors must understand fully and be comfortable with the survey methodology and instructions provided in the manual and the training.

Worked with PRCS (Pakistan

Red Crescent 

- **Job Title :: Field Officer School  Safety (FOSS)**

Duration :: 01 February 2019 to 31 December 2019

Responsibilities::

Specific Duties, Responsibilities and Accountabilities::

1. Support in baseline data collection for SSP and ensure proper documentation of data
2. Facilitate in the formation, strengthening and capacity building of the School Safety committees, ERTS and Junior Youth Clubs (JYC)
3. Support school safety committees, ERTS and JYC in carrying out simulation exercises and formulation of school evacuation plans.
4. Support SSCS and ERTS in the development of school safety plans for targeted schools in district.
5. Facilitate SSCS, JYCS and ERTS in conducting multi hazard risk assessment at schools
6. Ensure submission of field visit reports and support DSSO in preparation of activity reports, monthly and quarterly reports
7. Prepare and submit quality case studies on regular basis highlighting the impact of SSP
8. facilitate the field visits of the provincial/ national PRCS and partners teams
9. Organize and will support SSCS, ERTS and JYCS in conducting mass awareness events for School safety programme in the district

10. Ensure participation in regular meetings at field and district level and support DSSO in preparing updates on PRCS SSP activities and seek support where needed.
11. Will provide support to DSSO in conducting psycho-social sessions for the target groups of school children
12. Vigilantly report and update the DSSO regarding the challenges in the Field to avoid any delay in the planned program activities
13. Conduct sessions for target school children on DRR, EIE, School safety, CCA, protection, gender mainstreaming, health and hygiene and equality.
14. Will engage target Schools in conducting First Aid /Search and Rescue with the support of technical trainers from PRCS.
15. Perform any other tasks related to the project as assigned by the line manager.

- Worked with IRM Consultancy PRP
(Pakistan Reading Project)

Job title: Enumerator

Duration: 11 December 2017 to 28 December 2017

Responsibilities:

1. Travel from her/his home town to provincial/regional location to attend 05 days training workshop to capacitate herself/himself on Early Grade Reading Assessment (EGRA).
2. Perform a day visit to school for practicing above mentioned tools by assessing graduate grade 1 and grade 2 students during training workshop.
3. Travel to desire agency field and perform necessary coordination with school heads where students and teachers will be assessed from selected schools.
4. Ensure to perform pre-school departure activities as per training before visiting any school.
5. Assess graduate of grade 1 and grade 2 students for urdu language and also observe language classes of both grades teachers in selected schools.
6. . Visit a school on daily basis as per schedule.
7. Perform post-school activities as per provided training to perform necessary verification and validation.

- Worked with **Grant Evaluation Management and Monitoring Organization (GEMMO).**

Job title: Enumerator

Duration: 18 Sep 2017 to 31 Oct 2017

Responsibilities:

1. Work in close collaboration with and report to the Field Supervisor on a daily basis.

2. Ensure that international and standard ethical and best practices applicable to data collection /research are adhered to at all times.
3. .Ensure compliance to the guidelines and instructions provided during trainings. Ensure at all times that data integrity and confidentiality is maintained as per define policies.
4. Develop a complete understanding of the objectives and purpose of data collection.
5. Be responsible for the validity,accuracy, completeness and reliability of the data collected.
6. Re-Collect any data that is found to be inaccurate, incomplete or unreliable, as directed.
7. Mation contact with the Field Supervisor on a daily basis to inform of any security concerns,problems in the field of any kind, and progress made.
8. To ensure every aspect of the questionnaire to be considered and discussed during the data collection and before leaving the site, the Field Supervisor will crosscheck the information collected from each of the team members and make sure that the data collected is valid /accurate and the questionnaire is properly filled.
9. Compare and discuss the results of the data collected with supervisor, particularly to discuss ways to improve the survey implementation.
10. .Follow security guidelines responsibly and ensure the safety and security of self and fellow team members at all times.
11. Any other task relevant to this job description assigned by the designated supervisor.

Organisation KWH) Kurram Welfare Home  Job title: Agency Assistant field monitor

Duration: From August 2016 to January 2017

Job responsibilities:

- Monitoring of activities under WFP intervention in Bajaur agency for the returnee IDPs, and WFP PRRO interventions in all sectors like Livelihood, Education and CMAM.
- Visiting all distribution Points (DPs) to monitor the distribution process of UNWFP Food assistance.
- Visiting assisted schools, BHUs/CHCs and farmers/Participants to know UNWFP intervention related issues and hurdles and its impact on these sectors.
- Conduct interviews with the beneficiaries and getting feed backs from them regarding their issues and suggestions.
- Reporting the process to PMU on daily, weekly, quarterly and monthly basis;
- Preparing case studies and success stories regarding the returnee IDPs issues and positive changes in respect of UNWFP intervention;
- Holding regular meetings with the staff of departments like education and health to discuss issues and solutions regarding the smooth functioning of the WFP program.
- Conduct inquiries and market surveys to overcome issues related to WFP food assistance misused.

- Worked with National Program for FP & PHC (Family planning and primary health care Bajaur Agency

Job title: Lady Health Worker

Duration: 1st April 2002 to 2004

Responsibilities:

- Establishment of health house and its maintenance;
- Close contact with local Community;
- Establishment of local health Communities and women groups.
- Arrangements for house visits of the Supervisors.
- Responsible for Record keeping of health centers supplies and expenditures.
- Responsible for the record of sailed Condoms.
- Responsible to share progress report at the end of each month.
- Fulfill any other task assigned by the supervisor.

- **Worked with National Program for FP & PHC “Family planning and primary health care Bajaur Agency”**

Job title: Lady Health Supervisor

Duration: 1st April 2004 To 2006

Responsibilities:

- Regular attendance of training sessions;
- Regular check on health house;
- Checking their health house record i-e Diary, family register books, patient books and patient register.
- Ensure supply of medication to all health houses.
- Monthly meeting with LHVs.
- Weekly meetings with LHVs.
- Weekly visits of each health house.
- Responsible to share the monthly progress of the assigned health houses.

- **Worked with Population Welfare Department Bajaur Agency**

Job title: Welfare Assistant.

Duration: 30th May 2007 to 31st July 2008

Responsibilities:

- Aware the target community about the family planning program.
- Inject able treatment i-e Dip over for three months family planning.
- Copper- T for long term gape i-e 5years
- Treatment to the concerned mob.
- Condom use awareness.
- Oral pilings in tablets form.
- Beside this Augmentin, Brofen, Levoflaksacin, Mineral Azethromycin, etc also provided to the patients on need base.

- **Worked with World Food Program (WFP) Mardan IDPs Project**
Job title: Data Entry Operator

Duration: August 2008 to November 2008

Responsibilities:

- Identification of female vulnerable groups and provides them Social Assistance.
- Identification of Effected people in different communities in the distribution point.
- Identifying the damages been occurred during crises.
- Distribution of food Items in the registered IDP's Through Implementing UN Policies & Procedures.
- Collecting daily achievement data on report form and Submission of Progress report to the team leader on daily basis.
- Submission of Status report of current activities of IDPs.
- To solve problem being faced by the females especially in registration.
- Filtration of Monthly registration of female mob for progress report process.
- Green cards and yellow pages issued to the registered females.
- Green cards punching during ration delivery

- **Worked with Just Peace Initiative (JPI) Bajaur Agency**
Job title: Social Organizer:

Duration: December 2008 to 31st May 2009

Responsibilities:

- Identify and organize appropriate capacity building, and technical resources to support project implementation.
- Washroom construction at government primary schools.
- Formation and facilitation of child health committee (CHC).
- Conduction of Focus Group Discussions (FGDs) at school level.
- Conduct hygiene sessions at govt .girls primary schools.
- To organize participatory rural appraisals (PRAs) for collection of school data.
- Conduct in-depth interviews with beneficiaries/School teachers, Students and Community People.
- Regularly contacted meetings and maintained records with school representative councils (SRC).
- Engage in regular and continuous follow up interviews with the beneficiaries.
- To raises awareness of the masses for sustainable use of resources.
- Write regular daily, weekly, monthly and adhoc reports to the management.
- Perform other duties assign by the supervisor.

- **Worked with Sarhad Organization Bajaur Agency**
Job title: Hygiene Promoter

Duration: January 2011-June 2011

Responsibilities:

- To aware the target community about Health and Hygiene.

- To distribute the hygiene kits among the target community.
- To conduct awareness sessions among the target population regarding health and hygiene.
- Always try to convey messages to the community regarding personal hygiene.
- Always try to convey messages on sleeping hygiene.
- To make weekly planning for the coming weekly activities.
- To prepare the monthly progress report for further submission to the donors.
- Any task assigned by the supervisor.

- **Worked with PEACE (Peoples Empowerment and Consulting Enterprise) (Funded by UNICEF) BHU Derakai Salarzai, Bajaur Agency**

Job title: Nutrition Assistant (N.A):

Duration: June 2011-February 2012

- & BHU Chinagai, Bajaur Agency**

Job title: Nutrition Assistant (N.A):

Duration: February 2014-July 2014

Responsibilities:

- To admit severe acute malnourishment (SAM) in OTP program.
- To admit moderate acute malnourishment (MAM) in SFP program.
- To admit moderate acute malnourishment (MAM) PLW in SFP program.
- To take MOUC, Weight and Height of SAM and MAM children and MAM PLWs during admission.
- To fill MIS admission forms of each SAM, MAM children and MAM PLWs and send the data to NIS.
- To advise medicines to the admitted children and PLWs on need base
- To give plumpynuts to the SAM children according to child weight
- To give MM Tabs and Folic Acid tabs to PLWs
- To give MM Sachets to MAM children and normal children during Screening
- To issue Oil and serilax to MAM admitted PLWs.
- To give HEB and Wawa mum to the MAM admitted children.
- To check up each child respiratory rates during each visit according to WHO standard.
- To take sessions at CHC level to aware the mother regarding health and hygiene, IYCF, Vaccination and CMAM.
- To advise Amoxicillin to the SAM child during admission in OTP program.
- To give follow ups to the children and those who are missing their visits should be thoroughly pointed out to CM for contact
- To give exit forms of exit children to NIS.
- Identifying the Defaulter children in the program and send their registration ID to NIS.
- Identifying the moved out children in the program and send their data to NIS.
- Having close coordination with CM.
- Having close coordination with the community women and PLWs.
- Making weekly work plan.

- Making monthly progress report to the field office.
- Do all that is assigned by the supervisor.

- **Worked with Hayat Foundation Pakistan, Bajaur Agency (Funded by UNICEF)**

Job title: Social Organizer

Duration: March 2012 to August 2012

Responsibilities:

1. Visit to target schools in concern Tehsil.
2. Celebration of National Days.
3. Conduction of Co Curricular activities in target schools.
4. Formation of TIJs in the target schools.
5. Develop strong & close coordination with the target schools teachers.
6. Provision of supplies to the targeted schools.
7. Proper monitoring of supplies in schools.
8. Provision of ALS in schools, on need basis.
9. Provision of mobility support to the non local female teachers of concern Tehsil.
10. Develop strong coordination with the child protection staff in concern tehsil.
11. Ensure the participation of Child Protection Staff in all over the Educational activities
12. Close coordination with the Education Department
13. Capacity building of teachers on provision of psychological support to the children
14. Rehabilitation of WASH facilities
15. Minor repairing in schools.
16. Develop proper data base in soft & hard copies
17. Reporting the overall activities.

Worked with Initiative for Development & Empowerment Axis (IDEA)

Bajaur Agency

Job title: Hygiene Promoter

Duration: September 2012-December 2012

Responsibilities:

1. To aware the target community about Health and Hygiene.
2. To distribute the hygiene kits among the target community
3. To conduct awareness sessions among the target population regarding health and hygiene.
4. Always try to convey messages to the community regarding personal hygiene.
5. Always try to convey messages on sleeping hygiene.
6. To make weekly planning for the coming weekly activities.
7. To prepare the monthly progress report for further submission to the donors.
8. Any task assigned by the supervisor.
9. Worked with PRDS (Participatory Rural Development Society) at Bajawr Agency FATA.

Job title: Female social organizer

Duration: January 2015 to June 2015

Responsibilities:

- To aware the target community about Health and Hygiene.
- To distribute the hygiene kits among the target community.
- To conduct awareness sessions among the target population regarding health and hygiene.
- Always try to convey messages to the community regarding personal hygiene.
- To make weekly planning for the coming weekly activities.
- To prepare the monthly progress report for further submission to the donors
- Any task assigned by the supervisor.
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Survey conducted

1. B.E.F.A.Re:

Worked as Enumerator stationed at Bajaur Agency under EGRA FATA (Early Grade Reading Assessment) project funded by MSI with effect from 17th September 2013 to October 31st 2013

- **B.E.F.A.Re:**

Worked as Recruiter stationed at Bajaur Agency for Monitoring & Evaluation project with effect from December 2013 up to February 2014

- **B.E.F.A.Re:**

Worked as Enumerator stationed at Bajaur Agency under House Hold Survey for Soci-Economic Study (Stability Index) Round III project Funded by MSI with effect from 4th February 2014 up to 4th March 2014

GSB (Governance Support Project) FATA

- **Worked as Monitoring District Bajaur Baseline information on Health Survey.**

17 October 2015 to 31 October 2015

NIELSEN COVERAGE EVACUATION SURVEY.

- **Project WHO**
Questionnaire Overview 12-23 months

Vaccination  Card /Register Practice

House Hold Questionnaire


Duration..... 12 April 2018

AID (Association in Development) //Pvt//Ltd.

KPK..

Duration 06 March 2018.

- Development & Management Consulting
House Hold Survey for Karandaz Pakistan

Conducting this survey to help understand the usage of  mobil phone based financial services in pakistan.

- **NRSP (National Rural support programme)**

as survey Enumerator stationed at Malakand Agency under NRSP

Social Health Protection Program

Duration.. 20th august 2015 to 20th September 2015.

 *Other Experiences* 

 Data Collection Through Android Application (ODK)

Data Collection Through Questionnaire (Hard Paper)

Use of Location identification Software (Google Map, Map Carta etc.)

Team Composition, Managing and Leading.

Analysis and Decision Maki

5. } APEX Consulting Pakistan

∞ Area Field Officer (5 Years)

· Responsibilities:

- Make sure logistic arrangement for field.
- Begin by reviewing assigned field areas and prepare an efficient route.
- Daily report forwarding to Zonal Field Officer.
- Daily Preparation.
- Record of financial sheets and hard vouchers.

COMPUTER SKILL

Institute of Business Machine (IBM) Certificate in Computer

MS. Word, 

***MS. Excel,
MS. Power Point and
Internet***

REFERENCE

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