# **IJAZ AHMED**

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*Social Mobilization ~ Research & Assessment Expert ~ Climate Change & DRR*

**Professional skills:**

Project Planning and Management, design and implementation of community based projects with competency and extensive experience in social mobilization interventions, conducting trainings/workshops, seminars on different development issues, health & hygiene, water, sanitation, project monitoring and evaluation, understanding of social and development issues, advocacy and policy issues, sensitive to participatory development approach.

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| * Project Management
 | * Database Management System
 | * Personal Record Management
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| * Social Mobilization
 | * Team Management
 | * Data Compiling & Punching
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| * Procurement & Record Keeping
 | * Disaster Risk Reduction (DRR)
 | * Inventory Management
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| **Career Review** |

**Muslim Aid Pakistan (MAP).**  Oct 2023 to Nov 2023

**Project Name: Relief and Recovery Empowering Communities through Immediate Relief and Recovery Initiatives**

**Field Enumerator –Funded by Muslim Aid Pakistan**

**Responsibilities:**

* Participate in data collection orientation meeting, and workshops.
* Assist MAP in collecting data as per the programme requirements through Kobo toolbox.
* To go to door to door to assigned locations to collect data from the flood affected HHS based on final questionnaires develop and supplied by programme team.
* Gather accurately and correctly record responses on questionnaires/software provided by MAP.
* Keep close coordination with programme coordinator for field facilitation.
* Follow the organizational policy/field protocol/work timing schedules.
* Submit completed questionnaires and other equipment used in fieldwork to MAP suggested mechanism.
* Recognize and give an account of problems in obtaining data and provide useful feedback from field research activities.
* Work according to the programme’s needs/work plan on daily basis.

**Pakistan Red Crescent Society** • Feb 2022 to April 2023

**Project Name: Emergency Appeal for Regional Population Movement (EARPM)**

**Hygiene Promoter –Funded by International Federation of Red Cross (IFRC)**

**Responsibilities:**

* Conduct hygiene promotion sessions focusing on proper hand washing, safe excreta disposal, safe household water management, latrine usage and other key hygiene messages through home to home visits, group discussions/community meetings, information campaigns, targeting community of the assigned villages and key community members (religious leaders, elders etc.) to promote good hygiene practices and discourage bad practices in afghan Refugees camp and Host Families.
* Compile and ensure timely submission of monthly reports and hygiene session record.
* Together with other staff members, facilitate and organize training for community Volunteers on basics of hygiene and key health activities to be conducted by the hygiene promoters, and as well as in interpersonal communication and facilitation skills.
* Liaise with the community focal person, Religious Leaders, SMCs, CBOs, Officials, Community Influential/Leaders, Education and Health officials in the afghan Refugees camp & Host Families area.
* To roll out monitoring and reporting tools and job aids and ensure proper use of the same.
* Together with communities, ensure mobilization of the disaster affected communities as appropriate for participation in planning, construction, operation and maintenance of WASH facilities and services.
* Responsible for data entry, compilation and data management.
* Support village Committees in conducting Village cleaning campaigns
* Contribute in promoting effective use of latrines and safe water, and follow up with beneficiaries.
* Support CMOs and WASH team during Distribution of hygiene, dignity, and winterization kits (where required).
* Distribution and positioning of IEC materials.
* Take part in the selection, designing, pre-testing, developing, dissemination, and evaluation of appropriate hygiene educational material for effective hygiene promotion in the target area.
* Follow and ensure that gender, protection, local culture, and other important cross-cutting concerns are considered in program implementation, and reporting.

**Pakistan Red Crescent Vocational Training Center (PRCS-VTC)** • July 2021 to Dec 2021

**Project Name: Prime Minister Kamiyab Nawjawan Programme**

**Admin Assistant –Funded by NAVTCC**

**Responsibilities:**

* Update, checked and records of staff attendance Sheet

## Responsible for data entry, compilation and data management of VTC during admission of students.

* Verifies that the required order is within the agreed budget.
* Coordinates the Sales and Dispatch officers when processing the orders under the supervision of Finance officer.
* Submits final invoices to the Finance and Accounts Department.
* Preparation of financial Vouchers.
* Processing of Bills.
* Maintain and update Cash Book, Petty Cash Book and other financial records.
* Responsible for timely repair and maintenance of VTC Assets.

## Proper documentation of previous record.

* Other task assigned by the Coordinator of the organization.

**Research and Development Solution (RADS) Islamabad** • April 2021 to May 2021

**Project Name: Family Planning –COVID-19**

**Field Supervisor–Funded by UK-AID**

**Responsibilities:**

* To facilitate during the trainings and awareness activities in the targeted communities.
* Pre arrangement of training kits and other necessary arrangements.
* Support village Committees in conducting Village cleaning campaigns.
* Compilation of data and reporting to Data analyst.
* To assist the Enumerators in delivering training with targeted Communities on family planning after impact of COVID-19.
* Community mobilization and other arrangement in identified and selected Communities to ensure proper arrangement of relevant trainings.

**Pakistan Red Crescent Society** • April 2019 to December 2020

**Project Name: School Safety Programme (SSP)**

**Social Mobilizer –Funded by Norwegian Red Cross**

**Responsibilities:**

* Mobilizes the community in the effective use of the community resources.
* Mobilize communities for the prioritizing of recovery activities and strategies.
* To facilitate during the trainings, mock drills/simulation exercises and awareness activities in the targeted School & communities.
* Contribute to implement PRCS emergency response activities in case of any disaster as and when required.
* Facilitate target communities to develop and implement Village and school Disaster management plans.
* Responsible for data entry, compilation and data management.
* Ensure proactive involvement of the target School & Communities in the project activities (including SSCs, ERTs, JYCs, formation/trainings, Hygiene awareness sessions, DRR & CBHFA sessions etc.)
* To assist the field officers in delivering training with targeted schools and communities.
* Pre arrangement of training kits and other necessary arrangements.
* Community mobilization and other arrangement in identified and selected hotels to ensure proper arrangement of relevant trainings.
* Proper record management prior and post to training.
* Participate in distributions whenever required.
* To conduct School safety programs activities.
* Other task assigned by the District Secretary of the organization.

**PRCS ONE-UN Project** • March 2018 to December 2018

**Project Name: Disaster Risk Reduction (DRR)**

**Data Entry Operator: -Funded by UN-WFP**

**Responsibilities:**

* Data collection for different projects under the organization.

## Data entry and analysis.

## Responsible for data entry, compilation and data management.

## Format developing for different events.

## Establish databases and analytical templates for data entry, summary, and presentation.

## Check the quality of the data to be entered and inform the immediate supervisor of any problems.

## Calculate the time needed for data entry and keep your immediate supervisor informed of its progress.

## Input the data from the various tools in the agreed upon format.

## Summarize the entered data in the form of a report.

## Check and clean the entered data.

## Printing of Beneficiaries receiving sheets and Tokens.

## Propose improvements in data collection.

## File the data collection tools and computer data;

## Save the data entries regularly as well as the statistical results.

## Backup all databases and project documents.

## Analyze and report survey/data collection exercise results.

## Proper documentation of previous record.

## Performs database analysis, reporting and feeding in specified framework.

## Other task assigned by the Project Manager of the organization.

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| **Internship & Voluntary**  |

* Ambassador WWF-Pakistan
* Volunteer District Task Force Chitral
* Volunteer Civil Defense Chitral
* Branch Disaster Response Tea, (BDRT) member PRCS

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| **Trainings and workshops**  |

* Participate 5 days Training on Branch Disaster Response Team (BDRT) From GRC.
* Participate 3 days training on Water Sanitation & Hygiene (WASH) from IFRC.
* Participate 3 days training on Cash & Voucher Assistance (CVA) from IFRC.
* Participate 3 days training on First Aid & Psychological First Aid from IFRC.
* Participate 4 days training on Climate Change from Hashoo Foundation.
* Participate 3 days training on Cash Transfer Programme (CTP) from BRC.
* Participate 3 days training on School Safety from PRCS.
* Participate 2 days training on Restoring Family Link (RFL) from ICRC.
* Participate 5 days training on CBHFA (ToT) from UNDP-PRCS.

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| **Publications & Baseline**  |

* Conducted and Arrange FGDs & (eVCA) Enhanced Vulnerability Capacity Assessment of Upper Chitral under German Red Cross project (DRR) in 2 UC Charun & Mulkhow 2018.
* Baseline Survey of School Safety Programme of High School of Lower Chitral under PRCS project 2019.
* Conducted and Arrange HVCA for Hazard Vulnerability Capacity Assessment of Upper Chitral under German Red Cross project (AHDRR) in 2 UC Charun & Mulkhow 2021.

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| **Skills & Hobbies**  |

Computer Skills

* I Have expertise in MS Office Packages, Software Installation, outlook & Access, Inpage (Urdu) and frequent use of Internet and e-mails

Accounting Software’s:

* Management Information System (MIS)
* ODK, Kobo Collect, Red Rose, Survey CTO Application

Linguistic Skills:

* Can Fluently Speak Read and write Urdu, English
* Can speak Khowar and knowhow of Pashtu

Interests and Hobbies

* Reading Urdu literature, internet Surfing, Cricket

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| **Academic & Awards** |

* **Master Degree in International Relations** from Shaheed Benazir Bhutto University, Dir.
* **Post Graduate Diploma in I.T (PGDIT)** from Board of Technical Education Peshawar.
* **Bachelor Degree in Social Studies** from Shaheed Benazir Bhutto University, Dir.
* Received Best Performance Shield Commandant Chitral Scout for voluntary services in Defense Day.
* Received Best Performance Certificate from Lt Gen RTD Hamid Khan Chairman PRCS-KP providing services in pandemic Covid-19.

**References**

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| **Sr No.** | **Reference Name** |  |  |
| **Contact No.** | **Email Address** |
| 1 | **KAMAL UD DIN** (Admin Officer-PRCS) | 0343-9103107 | Kamal\_prcs@yahoo.com |
| 2 | **IMTIAZ HUSSAIN** (Project Manager-ONE-UN) | 0342-9445764 | Imtiaz.prcs@hotmail.com |