

KHAN WAZIR ALIZAI

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EDUCATION

MBA	FUJAST Islamabad	2012
BBA (Hons)	University of Malakand	2009
DIT	BTE Peshawar	2008

EXPERIENCE

Temporary Tehsil Monitor (PEI)

January, 2023 till date

WHO DDM Based Polio Eradication Initiative, KP-TD

Responsibilities and Achievements:

- Liaison with NGOs, LEAs, district administration and other stakeholders regarding program activities
- Training and Capacity building of AICs, SM and mobile teams in health facilities
- Monitored the Campaign activities of whole Union Council with UPEC committee before the campaign
- Monitored the team performance during the campaign, check the vaccine status and storage in the field
- Maintained monitoring form and checklist of the field team, HH clusters, Transit team, and supervisors
- Monitored activities of the campaign in respective area using WHO developed tools and checklists
- Review data files and conduct basic data cleaning to ensure all observations are uniquely identified and to maintain consistency in the data being reported.
- Assist in the management of data and performance of analyses, as required.
- Assist in the process of transforming and synchronizing data.
- Assist in the preparation of presentations, based on data analysis
- Participated in evening meetings, analyzed teams tally sheets and give the daily feedback
- Conduct household level Rapid Convenience Assessment (RCA) daily during the campaign in the areas.
- Prepared UC/Town coverage survey and monitoring report after each campaign
- Provided Assistance in Preparation of Micro Plans, UC and area mapping
- Compiled/Prepared of Missed Children data like SMC list (NA and Refusals)
- Planned and organized RI activities in assigned area to cover zero dose and defaulters
- Compiled of 2B forms with cross validation data from CHW's registration book before final submission
- Ensured registration and vaccination of all institutions (schools/Madrassas) in her/his catchment area
- Participated in pre, intra and post campaign meetings with proper data of assigned catchment area

Field Monitor

June 2021 to December, 2022

MicroMerger (Pvt.) Ltd. PEI Activities Monitoring (UNICEF Funded)

Responsibilities and Achievements:

- Participated in all trainings conducted by the organization, Capacity building, data collection tools, qualitative and quantitative data collection methods.
- Assist in the preparation of historical data to convert onto the latest database formats.
- Assist staff in the installation, configuration and troubleshooting of databases on their computers.
- Assist in the development of database modules.
- Perform data entry whenever required.
- Monitored children deworming campaign, Measles and Rubella campaign, Outdoor media, MPQA, DEPEC and UPEC meetings, pre, Intra and post-polio campaign, AICs, SM, FLWs, UCPOs, UCCSOs and UCMOs trainings.
- Prepared weekly, bi-weekly, monthly, and quarterly reports for provincial and country office
- Part of Inter-Cluster Missions, MOVs verification, Data validation and Spot-checking
- Liaison with NGOs, LEAs, district administration and other stakeholders regarding program activities
- Drafted routine letters, prepared PowerPoint presentations, provided inputs to Unit work plan, and responded to e-mail and other communications on daily basis.
- Identified 631 unvaccinated children, 5 missed area contain 32 houses, 110 poorly covered areas

- Administered checklists of collection of operation information, team NEAP status, Vaccine Management, Missed children recording, HH cluster monitoring, evening meeting at district/UC level, AIC role, NA/refusals vaccination verification, final readiness and micro plan validation
- Administer questionnaires provided by the program team and accurately record responses, collected data, Verified and Properly filed, and reported the data timely
- Conducted interviews with household, ensured that candidates meet the criteria set by the project.
- Ensured of the quality and accuracy of information collected by systematically verifying and correcting questionnaires at the end of each interview.
- Ensured timely submission of data and proper archiving of forms as instructed by the program team.
- Participated in briefing and debriefing sessions with the Technical team and provide regular updates on progress and challenges.
- Provided input and recommendations to improve data collection and processing throughout the course of the assignments

Union Council Polio Officer

February, 2020 to March, 2021

Chip Training and Consulting, EPI, PEI program KP-TD (WHO Funded)

Responsibilities and Achievements:

- Training and Capacity building of UCMOs, AICs, SM, TTM and mobile teams in health facilities
- Review data files and conduct basic data cleaning to ensure all observations are uniquely identified and to maintain consistency in the data being reported.
- Assist in the management of data and performance of analyses, as required.
- Assist in the process of transforming and synchronizing data.
- Assist in the preparation of presentations, based on data analysis.
- Assist in the preparation of historical data to convert onto the latest database formats.

1. Coordination and Leadership

- Liaison with NGOs, LEAs, district administration and other stakeholders regarding program activities
- Provided technical support to the union council Polio eradication committee on poliomyelitis eradication
- Worked closely with govt and partners to ensure coordination of different stakeholders in the assigned area
- Ensured the functioning of the UPEC in the assigned areas
- Supported the full implementation of the National Emergency Action Plan (NEAP) and other key policy documents on polio eradication and immunization at the UC level

2. Supplemental Polio Vaccination Campaigns (SIA)

- Monitored the Union Council on ensuring all the agreed SIA timelines are followed and implemented
- Carried out assigned planning meetings including micro plan preparations at the Union Council
- Monitored the timely distribution of logistics in the assigned Union Councils, and ensure all necessary steps are taken to ensure no delays or stock-outs of logistics at the assigned areas.
- Monitored the effective utilization of mobile, fixed, and transit teams in the assigned area, and immediately reported misuse to the high ups to formulated an appropriate plan for coverage of missed children
- Worked closely with the communities in the assigned areas to rebuild trust in vaccines, combat misinformation, and generate demand for polio vaccination
- Mobilized religious, tribal, political leaders and influential in the assigned area to support polio eradication
- Ensured all reported missed and poorly covered areas are investigated and re-vaccination/sweeps are done
- Carried out a post-campaign analysis of data and share with the UPEC and supervisors

3. AFP Surveillance

- Supported community surveillance by ensuring mapping and inclusion of all formal and informal health care providers in the assigned area in the AFP surveillance network
- Participated in detailed epidemiological investigations as determined by the immediate supervisor
- Assisted in ensuring the inclusion of all high-risk/ underserved/ migrant population in the Surveillance network and all AFPs are reported from them.
- Supported timely submission of “Zero Report” from assigned Union Councils

4. Routine Immunization

- Supported the strengthening of routine immunization through participation in the development of micro plans for implementation of routine immunization
- Supported the UPEC in engaging and mobilizing communities Routine Immunization demand creation and building the trust of communities in vaccine uptake
- Identified zero dose and under-immunized children in the assigned UCs and refer them for immunization

Area Field Officer

June, 2017 to May, 2019

APEX Consulting Post Campaign Monitoring, KP-TD (Millinda and Bilgates Funded)

Responsibilities and Achievements:

- Participated in PCM round training as well as Participated trainings conducted by the organization, Capacity building, data collection tools, qualitative and quantitative data collection methods etc.
- Ensured field plan of respective tehsil/Village, ensured to implement Field protocol
- Liaison with NGOs, LEAs, district administration and other stakeholders regarding program activities
- Reviewed and selected efficient and effective rout to the field area, lead the field team in the field
- Supervised and ensured quality data collection, ensured sampling methodology.
- Managed field work including expenses record, travel and logistics at field level.
- Participated in coordination meetings and shared progress reports with zonal manager on daily basis
- Provide qualitative feedback after each assignment, ensured campaign is conducted during scheduled time
- Supervised the enumerators in sampling techniques and conducting interview.
- Ensured questionnaires are filled properly / completely and uploaded the data on daily basis.
- Checked/Observed and report overall performance of the field staff

Program Assistant

May, 2016 to April, 2017

UNDP FATA Transition and Recovery Program

Responsibilities and Achievements:

- Ensures that important correspondences and key program documents are filed consistently;
- Supports in the preparation, organization and coordination of RMSP events i.e. workshops, trainings stakeholder-meetings, and other activities;
- Assist in preparing and compiling information, reports, and notes for file regarding capacity building and coordination meetings with government stakeholders and other concerned organizations in Pakistan.
- Organized and facilitate various workshops, trainings, seminars, supporting capacity building
- Organize the logistical details of coordination meetings, conferences, seminars and capacity building / training workshops for all projects being undertaken by the program
- Organizes and coordinates appointments with partners as needed;
- Manages incoming and outgoing correspondence (post, fax, email, etc.)
- Prepares and organize information materials for meetings, events, and workshops;
- Documents events, meetings, workshops and seminars within or outside the project;
- Helps prepare missions, draws up travel schedules, organizes transport of visitors and coordinates hotel and ticket reservations;

Data Management Assistant

September, 2014 to April, 2016

Coffey International Development Aitebaar Program (DFID Funded)

Responsibilities and Achievements:

- Organize data collection based on guidance received from the M&E manager and in accordance with the project's results management plan
- Contribute to data quality and integrity by conducting remote spot-checks to verify data and investigate data anomalies
- Compile relevant data on project indicators for contractual reports
- Translate weekly reports on conducted activities for review by the M&E manager
- Support the collection of quantitative data for quarterly reports and donor requests for information
- Work with field staff to ensure understanding of roles and responsibilities in data collection and M&E
- Develop and share databases and formats for reporting information
- Validate Kobo Toolbox data in preparation for report writing
- Participate in work planning sessions as needed

- Undertake other duties as assigned by the M&E manager to ensure effective implementation of project activities

Data Management Assistant

September, 2012 to April, 2014

Prime Foundation Pakistan Mother and Child Care Project

Responsibilities and Achievements:

- Assist in the preparation and maintenance of project related study files and documents.
- Assist in the set-up and maintenance of project related study documentation and study files both electronic and hard copy versions as applicable.
- Ensure SOP and/or Study Specific Procedure (SSP) compliant document storage by accurately filing study related material. This may include Central File support for Data Management as necessary.
- Assist with the coordination and completion of project related closeout activities as defined by program and/or Sponsor SOPs/SSPs. This may include tracking, returning and archiving study related documentation.
- Provide assistance to the project team in support of data management activities.
- Provide support to the project team for Case Report Form/Query processing according to SSPs as appropriate.
- Accurately perform Quality Reviews and appropriately identify all issues as necessary.
- Accurately complete and submit weekly project timesheets as directed by company policy.
- Perform other duties reasonably related to the position as directed by manager/designee.

TRAININGS

- Personal Protective Equipment for Health Workers, conducted by **Ministry of Health Services** funded by **WHO, WeCare** July 2, 2020
- Two days training on **Cash Transfer Programming-CTP** Organized by **Community Restoration Cluster** and **Food Security Cluster KP/FATA** held from 26th July to 27th July, 2016 in PC Hotel Peshawar
- Two days training on M&E **“Monitoring and Evaluation course”** From 21st to 22nd September 2015 held by Coffey International Development Under the Aitebaar Program.
- Five days training on **“Peace building and Non- violent conflict resolution”** Organized by Aware Girls with the peace direct and United States Institute of peace from 30th December 2013 to 3rd January 2014 for the youth of FATA.
- Six days Training on CMAM **“Community Based Management of Acute Malnutrition”** From 21st to 26th August 2013 Organized by **Relief Pakistan** and conducted by **UNICEF**.
- Five days Training on **“Community based disaster Risk Management (CBDRM)”** Organized by **Provincial Disaster Management Authority (PDMA)** from 20th to 24th May 2013

SKILLS and CERTIFICATES

Certificates

- Personal Protective Equipment’s for Health worker
- Cash Transfer Programming-CTP
- Monitoring and Evaluation course
- Peace building and Non- violent conflict resolution
- UN advance Security in the Field
- UN Basic Security in the Field
- Ethics and Integrity at the UNDP
- Certificate of Legal Framework
- Certificate of Sexual Harassment
- Certificate of the gender Journey- Think Outside the box

Professional Skills

- Research Data Collection
- Skill with assessment tools such as ODK and kobo Collect
- Proven data management and analysis skills
- Working knowledge of Microsoft software applications, including Access and Excel.
- Working knowledge of statistical software, such as Epi Info, SPSS, or others
- Maintains integrity and takes a clear ethical approach and stance at all times.
- Promotes the Organization’s position in health leadership.