MAHIRA NOOR ABBASI

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Golden Sand Apartments 1, near BYCO Pump station, Qasimabad phase 1, Hyderabad

PROFESSIONAL PROFILE



A highly motivated development professional with diversified experience in leadership and project management and effective with over 5 years’ experience on an international organization level. An additional 5 years’ experience in national development projects. An organized team player with good communication skills, international exposures and the ability to prioritize workloads within pressurized and insecure and non-permissive environments.

**Key skills include:**

**Program Planning and Management**

*My experience include:*

* Supporting head of programs / organizational management in effective program planning
* Develop project implementation plans / monitoring plans and follow up to it.
* Supporting / organizing monthly/quarterly reviews for ensuring program quality.
* Develop program reports for donors and organizational management. As currently I am managing overall coordination with JOHN’S HOPKINS University USA (The Researching organization), AKU Aga Khan University (M&E Partner) as well as SPARC (As Implementation Partner).I am Responsible to develop the overall Documentation, Reporting and updating online Activity Log for the 6 Districts under my supervision, including Hyderabad, Sangarh, Mirpur Khas, Mithi, Umerkot and Badin.
* Development of case studies / IECs for program awareness, write ups / PPTs and updates for various program donors and govt. visitors
* Organize and conduct program orientations with various staff / partners

**Team Supervisions**

*My experience include:*

* Supervision of various field teams.
* Development and monitoring of team’s field plans
* Conducting field visits to see activities performed by the teams and providing guidance.

**Capacity Building**

*My experience include:*

* Designing and development of various training materials (PPTs, Manuals, support materials).
* Deliver quality training to field staff, community members, agricultural farmers, community mobilizers etc. on various topics such as child protection, MHPSS, gender, community participation, women empowerment, livelihoods, etc.
* Organize various training programs (development of training invitations, managing training events)

**Coordination and Stakeholders Engagement**

*My experience include:*

* Mapping and assessment of key stakeholders and design effective stakeholder strategies
* Engage in effective coordination with govt. stakeholders at district and provincial level.
* Enhance collaboration / coordination with CSOs, NGOs, INGOs for program support.

**Community Awareness Raising**

*My experience include:*

* Design community awareness materials (banners, flyers, leaflets, PPTs) in local languages
* Conducting awareness sessions at filed level with, youth, students in SOS and schools, VENNA Survivors, GBV Survivors, community members, field staff and volunteers, etc.

**Personnel Management.**

Direct line management responsibility for up to 13 personnel, local and expatriate, including recruitment, deployment, training & development in a wide range of front line and office environments. Ability to manage diverse teams effectively to deliver agreed goals.

**Security Management**

Compliance with organizational security systems and protocols to ensure the safety and security of all personnel and assets, including fleet, premises etc.. Responsible for field management of personnel in insecure environments, implementing protocols and procedures on the ground.

**Communications**

Strong ability to communicate effectively in a wide range of often high-pressure environments, across multiple stakeholders and at all levels from senior government officials, international operational teams and the media to members of the public.

**KOBO Toolbox**

Leading the Mobile based Monitoring through the Kobo Toolbox. Have designed M&E tools on KOBO and data is collected through KOBO. The data is auto analyzed.

**Other skills**

* Canvas
* Auto CAD **,** DLD, C++
* Electronicsand Arduino Programming.
* Digital Signal Processing DSP
* Signals and Systems, Circuit Analysis and Telemedicine
* Adobe Photoshop
* Mat Lab and Lab View
* SPSS 17
* MS Access 2007

**Professional Experience:

Project Director- M&E SPARC (Society for the protection of the rights of the Child):**

**Feb 2024-Present**

**Health and safety of brick kiln workers - SPARC
Research project by Johns Hopkins University USA and Aga Khan University.**The research project is funded by the **Johns Hopkins University** and being carried out by the SPARC NGO in Sindh province. She is working as the part of the team and discharging the responsibilities as the Project Director– M&E and Research. Main receptibilities:

* Managing the overall documentation process to ensure effective communication and coordination within the research team and with external partners.
* Establishing and maintaining a centralized database for easy access and sharing of information among all project stakeholders.
* Developing clear and concise reports to track the progress and outcomes of research projects, ensuring that all stakeholders are informed and engaged.
* Supervising district teams in various regions, including Umerkot, Mirpukhas, Hyderabad Sangharh, Badin, and Mithi, to ensure the effective implementation of project activities.
* Demonstrating strong leadership and organizational skills to coordinate with partners and oversee district-level operations.

M&E

* Developing M&E frameworks, indicators, and data collection plans to track project progress and outcomes.
* Implementing monitoring systems to regularly collect and analyze project data.
* Conducting evaluations to assess the efficiency, effectiveness, relevance, and sustainability of projects.
* Providing technical assistance and capacity building support to project staff and partners on M&E activities.
* Communicating M&E findings to stakeholders through reports, presentations, and other channels

**District Team Lead Hyderabad, Jamshoro
From March 2023 to Feb 2024**

**UNICEF- Child Protection**, Project with Micro Merger Private LTD.

MicroMerger (Pvt.) Ltd works closely with the UN, government and non-governmental organizations with key focus on humanitarian and development sectors including: emergency response, health and education systems, water and sanitation, microfinance and gender.

* Lead the planning, implementation, monitoring, and evaluation of child protection activities in the assigned district.
* Ensure that project activities are implemented in accordance with project plans, timelines, and budget allocations.
* Supervise and support district-level project staff, including social workers, counselors, and community mobilizers, to ensure effective delivery of services.
* Establish and maintain effective partnerships with local government authorities, community leaders, civil society organizations, and other key stakeholders.
* Coordinate with relevant stakeholders to advocate for the rights and protection of children and promote community participation in child protection initiatives.
* Identify training needs and facilitate capacity building activities for project staff and community volunteers on child protection principles, techniques, and best practices.
* Conduct regular monitoring visits to project sites to assess the quality and effectiveness of service delivery and identify areas for improvement.
* Implement quality assurance mechanisms to ensure compliance with child protection standards, protocols, and guidelines.

**District Coordinator / Lead in JNA Joint Need Assessment**

**UNICEF /Government of Sindh From March 2023 to Feb 2024**

**Key Responsibilities:**

* Ensure the case worker team successfully implements case management, as per the Sindh Case Management manual and guidance.
* Ensure planning, monitoring, and reporting tools are utilized and completed accordingly by the case worker team.
* Maintaining and updating spreadsheets with mapped services and focal points for service provisions in collaboration with DCPU administration.
* Review case files through case file checklists on a monthly basis.
* Produce analysis on case trends.
* Draft and submit activity plans and weekly and monthly reports in a timely manner.
* Liaise with service providers, CP partners, and government stakeholders to ensure safe identification and referral of children at risk, according to the Sindh Case Management Manuals and Guidance.
* Ensure that the case management team maintains an up-to-date service mapping for the geographical area.
* Lead inter-agency case conferences (presentation of cases and dissemination of challenges), as per the Singh Case Management Guidelines
* 3-Case Management Teamwork:
* Lead regular case management meetings with the case worker team (one meeting every 1-2 weeks).
* Promote self-care and team building of the case management team.

**Community Psychologist**,

**Care International Pakistan and Shifa Foudnation(Emergency Project)Jan 2023-March 2023**

**Key Responsibilities:**

* To conduct activities for traumatized women and children effected by Flood.
* To design safe spaces for women and children from targeted vulnerable areas.
* To conduct educational and skills program for vulnerable targeted community.
* To redress Child Protection and Gender Based Violence cases to link with referral pathways.
* To conduct and implement Canadian Research Power Manual designed by Right to Play.

**Program Officer Social mobilization & M&E**

**Sindh Community Foundation** **Jan 2022- Dec 2022**

**Key Responsibilities:**

* Develop and implement social mobilization strategies to engage and empower communities in program activities.
* Build strong relationships with community leaders, local organizations, and other stakeholders to promote participation and ownership of project initiatives.
* Organize community meetings, focus group discussions, and awareness campaigns to raise awareness of program objectives and mobilize support.
* Identify training needs and develop capacity building initiatives for community members, volunteers, and partner organizations on social mobilization techniques and participatory approaches.
* Conduct training sessions and workshops to enhance the skills and competencies of stakeholders in community mobilization, advocacy, and communication.
* Develop communication materials, including posters, leaflets, and audiovisual content, to disseminate key messages and information about program activities.
* Utilize various communication channels, such as social media, radio, and community events, to amplify program messages and engage target audiences.
* Advocate for the rights and needs of marginalized communities and promote behavior change through targeted messaging and advocacy efforts.
* Collaborate with the Monitoring and Evaluation (M&E) team to develop indicators and tools to measure the effectiveness and impact of social mobilization activities.
* Collect, analyze, and report data on community participation, feedback, and outcomes to inform program planning and decision-making.
* Conduct regular field visits to monitor the implementation of social mobilization activities and provide support to field staff and partners.

**Principal,** **People’s School Program Jamshoro Campus-**

Managed by **Zia Uddin University Karachi** in collaboration to **Sindh Education Foundation
Jan 2021- Dec 2021**

* Maintain clean and safe classroom environment for employees and Children.
* Look After whole School building 30 rooms and 3 grounds 2 floors.
* Keeping the Records of School’s Students, Staff members and Policies.
* Collaborate Actively with Sindh Education Foundation’s regional and district heads.
* Attend educational meetings related to Quality assurance.
* Time to time Training the Teachers as per their and students special needs.
* Collaborate with other Organizations and institutions for combine activities.
* Supervise and monitor Exams conduction, Checking procedures, faculty and lower Staff.
* Taking Interviews, Hiring, Firing of staff and Making ACRs individually.

**Deputy Director, Chinese Confucius Classroom** at PCISCS by (CCP) **Cadet College Petaro**Jan 2020- October 2020 (Dual Position)

* Coordinate classes and activities with Chinese faculty.
* Plan, support and execute the activities related to Chinese Traditions Culture and other Significant Days.
* Coordinate Finances between School –Confucius Department and Parents.
* Managing Time table and Availability of Foreign Faculty in School Premises.
* Ensure Safety, Security and Protocols of External Foreign Staff.

**Other Consultancies**

* BDM Business Development Manager, **INNOVARE Consultancy by PSEB -Sapphire STP** (Software Technology Park Jamshoro), 2022. (Part Time)
* Principal, Pak**-China International School & College system**
* Skill, Attitude and Development Coordinator, **City Cambridge Education System**. ( 2020)
* IT support English Service desk Analyst, **TATA Consultancy services Hungary, Europe.** (2018-2019)
* English Teacher, **Mansoura International Collage and School System Egypt**, (Aug 2017 to June 2018)**.**
* Designed ‘**’Voice Command Based Wheel Chair Control System for Physically Challenged Person’’**.
* Presented Research Paper in 1st International Multidisciplinary Conference on Sufism & Modern Sciences. ‘**’RECOMMENDATIONS FOR ENABLING THE EDUCAION SECTOR TO SERVE ITS PURPOSE FULLY, BY ACHIEVING THE REQUISITE GOALS’’**. (22-23 Nov 2022).
* Presented Research Paper in **1st International Women Entrepreneurship –Challenges and opportunities.**

 **Qualifications:**

**2016** - BS – Sociology University of Sindh

**2018 -** B.Ed. Graduate of Education - University of Sindh Jamshoro.

2022 - MA English Language and Literature

 **Awards and Achievements:**

* Fully-Funded Scholarship-**HEC**, under **“Student Support Program 2013”** - BS- 4 years.
* **2nd Position** in **''English Poetry Competition**''
* ``OFFICIAL SERVICE DESK AGENT CERTIFICATE’’ **ITIS** Induction Training Program –**Budapest TATA Consultancy Hungary**
* International Certified **Diploma in Montessori**- **Affiliated by Ministry of France** -The Paradise Academy, Al-Maadi, Cairo- Egypt.

**Languages:** Fluent at English, Sindhi, Urdu, Arabic, Siraeki, Brahvi

**Reference:**Sartaj Abbasi

National Consultant PSEA

UNICEF

sarabbasi@unicef.org

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