

Manzoor Hussain Khosa

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Objective	Seeking challenging assignments in Development Sector and Corporate Social Responsibility to work effectively and efficiently for organization development and self- development
Carrier Summery	Worked with different organizations at different positions. Implemented donor's funded projects in different areas of Punjab and Sindh. Having good qualities of coordination, capacity building, and team management.

Work Experience:

Organization:	PROFESSIONAL EMPLOYERS PRIVATE LIMITED (PEOPLE)
Organization Type:	Company
<i>Designation:</i>	<i>Communication Support Officer</i>
Tenure:	June 28, 2021 to October 31, 2023
Location:	Urban-07, Tehsil DGKhan
Project/Programme	UNICEF's Communication Network Programme
Brief Job Description:	<ul style="list-style-type: none">• Identify Area level activities for inclusion in district level communication plan and communicate to District Health communication support Officer (DHCSO)• Identify IEC requirements and distribution plan and coordinate with necessary with necessary partners for implementation• Ensure influential religious leaders, elders etc. are included in in team microplans• Assist in preparation of SM's work plan and ensure inclusion of SM name in the VC microplans• Conduct initial and ongoing listing and mapping of underserved communities and classification of these. Keep track of all children under 05, Vaccination status as well as migration pattern and practices• To ensure communication and social mobilization is included in UC micro plan of the highest quality.• Hold community events, meetings, rallies, to mobilize underserved groups for polio vaccination• Monitor effectiveness of SMs and activities conducted by him/her• Ensure orientation of religious and community leaders
Organization:	Chip Training & Consulting (Pvt) Ltd
Organization Type:	Company
<i>Designation:</i>	<i>District Monitor</i>
Tenure:	November 16,2020 to February 28, 2021 & April 19,2021 to June 28,2021
Location:	District DGKhan & District Muzaffargarh
Project/Programme	Expended Programme on Immunization (EPI)/ TCV Campaign

Brief Job Description:	<p>Core responsibilities as District Monitor;</p> <ul style="list-style-type: none"> • Provide technical support to the DPEC and the District Health Management Team in all areas of EPI including polio eradication and TCV catchment Campaign. • Coordinates and supervises the work of staff in the assigned district to improve the conduction of successful SIAs. • Advocate for support to other priority health interventions with policy makers, with government and other stakeholders. • Support the full implementation of the operational guidelines and other key policy documents. • Develop liaison with District Government & WHO at District Level. • Participate in EPI, EOA and TCV planning and review meetings • Supervising the UPEC meetings and sharing the feedback with Provincial office. • Support District monthly review meetings, desk analysis on preparation and coverage of EPI and+ TCV Microplans. • Support in implementation and monitoring of TCV Campaign. • Assist District Staff in implementation of District, Tehsil and UC level activities i-e training of UCMOs, Skilled, Assistants and social mobilizers. • Assist district EPI and TCV staff in MIS Data • Ensure 100% compliance of all relevant reports to EPI i-e monthly consumption report, line list and other relevant reports • Conduct Household based Rapid Convenient Assessment (RCAs) for RI Outreach, EOA and Campaigns. • Conduct Field Monitoring Visits using observer checklist on mobile application
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Organization:	Al-Asar Development Organization
Organization Type:	Civil Society Organization
<i>Designation:</i>	<i>Project Manager</i>
Tenure:	June 11, 2012 to November 15,2020
Location:	District DGKhan
Project	WOMEN NIC AND VOTER REGISTRATION COMPAIGN – TDEA- UNDP funded project
Brief Job Description:	<p>Working with Al-Asar Development Organization since 2012 and implemented different projects funded by different national and international donors i-e Concern worldwide Health project, WHO ERI project in district Rajanpur, Skill Development Project with BISP and AAWAZ programme with Aurat Foundation and other regular programs Al-Asar Medical centers, Al-asar Physiotherapy centers, Vaccination center under district health department DGKhan. Main responsibilities are as under;</p> <ul style="list-style-type: none"> • Assist CEO in planning, management, execution and monitoring of all projects activities. • Work in close coordination with field team for the implementation of the project activities. • Manage relationships with relevant stakeholders, at the district and local levels, • Monitor and report the Program overall strategy, design and implementation. • Ensure successful implementation of project activities. • Writing of success stories and weekly projects updates. • To assign duties to field staff and their capacity building in report writings, and community mobilization

Organization::	Initiative for Change (IFC)
Organization Type:	Civil Society Organization
<i>Designation:</i>	<i>Project Manager- Wash</i>
Tenure:	February 2012 to June 10, 2012
Location:	Tendo Muhamamd Khan – Sindh
Brief Job Description:	<ul style="list-style-type: none"> • Coordination with team and donors regarding Wash- Project in Tendo Muhammad Khan- Sindh • Base line assessment of vulnerable community of the effected community • Formation of community based organization • Training of women community health workers for health & Hygiene sessions • Pre- KAP and post KAP survey of the targeted community • Monitoring of health and hygiene sessions in the community • Distributions of Health and Hygiene kits among the targeted beneficiaries • Final Reporting of the wash project • Any other task assigned by the higher authority

Organization::	Initiative for Change (IFC)
Organization Type:	Civil Society Organization
<i>Designation:</i>	<i>Project Manager- Shelter</i>
Tenure:	June,2011 to- January 2012
Location:	Multan, Bahawalpur and Rahim Yar Khan, Tando Muhammad Khan Sindh for wash project
Brief Job Description:	<ul style="list-style-type: none"> • The role of the project Manager Shelter is to plan, execute, and finalize the shelter project according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of the team members and third party contractors/consultants in order to deliver the project according to plan. • Direct and Manage Project Development from beginning to end. • Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders. • Develop full scale project plans and associated communications documents. • Effectively communicate project expectations to team members and stakeholders. • Develop detailed implementation plan for the project and for the staff for smooth implementation of the project. • Provide technical coordination of project activities with the team and management to ensure timely implementation of the project plan such as technical inputs to the Construction team, training the field team on social mobilization. • Liaise with project stakeholders on an ongoing basis. • Delegate tasks and responsibilities to appropriate personnel. • Identify and resolve issues and conflicts with the project team. • Develop and deliver progress reports requirements documentations, and presentations, • Any other task, assigned by the higher management

Organization:	Clean Drinking Water for All (CDWA), LG & CD Department Punjab
Organization Type:	The Punjab Government is committed to providing sustainable access to safe drinking water to the people of Punjab under federally funded “ Clean Drinking Water for All (CDWA)” project, installation of water purification plant in every union council has been planned

Designation:	Monitoring Officer, DGKhan Circle(DGKhan, Muzaffargarh, Rajanpur & Layyah)
Tenure:	January,2010 - May, 2011
Location:	DGKhan
Brief Job Description:	<ul style="list-style-type: none"> • Coordination with district Govt. regarding implementation of project at division level (DGKhan, Layyah, Rajanpur and Muzaffargarh) • Coordinate with Contractors (Implement partner for installation of water filtration plants at division level ((DGKhan, Layyah, Rajanpur and Muzaffargarh) • Good liaison with MNAs/MPAs for selection of suitable sites for the filtration plants • Planning for installation of 240 water filtration plants in division DGKhan • Monitoring of Civil work progress regarding installation of Reverse Osmosis (RO) and Ultra Filtration Plants at division level • Monitoring of installed 80 water filtration plants at flood affected union councils of Muzaffargarh, DGKhan and Rajanpur. • Fortnightly briefing to District Implementation Committee of each district of Division DGKhan • Training of Field supervisors regarding quality of work • Provide technical support to the contractors firms in implementation of civil work and installation of water filtration plants • Attend workshops, meetings and seminars regarding awareness to use safe drinking water. • Fortnightly/ monthly reporting of project progress to Project Director/Director General Local Govt. & Community Development Punjab.

Organization:	Punjab Municipal Development Fund Company (PMDFC)
Organization Type:	Punjab Municipal Development Fund Company (PMDFC) is a vibrant civil society organization working for the improvement of municipal services in Punjab province
Designation:	Deputy Manager Institutional Development
Tenure:	September, 08 to December, 2009
Location:	Head Office Lahore, Pakistan
Brief Job Description:	<ul style="list-style-type: none"> • To Coordinate and facilitate institutional appraisal, which includes desk and field appraisals of the interested Tehsil Municipal Administrations (TMAs) to determine institutional capacity for implementation of PMSIP interventions. It also includes managerial review of the partner TMAs, analysis of systems, structures, human resources, strategies, management/ leadership style and organizational culture. • Planning, implementation and monitoring of capacity building interventions in the selected TMAs. • Planning and execution of Performance Management System (PMS) initiative taken by PMDFC with technical assistance of Urban Institute, World Bank & World Bank Institute for the very first time in Punjab to measure and improve the performance of selected TMAs

Organization:	National Commission for Human Development, Pakistan
Organization Type:	An autonomous body of cabinet division striving for the cause of Human Development all across Pakistan.
Designation:	District Literacy Coordinator/District Literacy Officer & Regional Literacy Trainer (RLT)
Tenure:	January 2004 to August 2008
Location:	Rajanpur, Muzaffargarh & Bahawalpur Circle (Bahawalpur, Rahimyar khan, BahawalNagar, Lodhran, Vehari), Pakistan

Reporting to:	Director Operations Punjab
Responsibility:	Develop literacy manuals for literacy professionals, training of literacy staff, monitoring of literacy interventions , planning and management of literacy interventions
Brief Job Description:	<p><i>Worked with NCHD at different positions i-e District Literacy Coordinator at District Rajanpur, District Literacy Officer at District Muzaffargarh and Regional Literacy trainer at Bahawalpur Division/Circle.</i></p> <p>As Regional Literacy Trainer my Core responsibilities were;</p> <ul style="list-style-type: none"> • Observing; through field visits, records/desk reviews, and meetings with NCHD/District Education Department staff; that the activities being carried out in the respective districts are in line with the program design and DIPs prepared and suggest action, if needed. • Implement SMP for Establishing Literacy Centers • Providing training / advice to the literacy team for effective implementation of literacy programme. • Training the staff on literacy programme • Assessment of Financial variances • Analysis of staff, equipment status • Monthly planning of activities • Training at the district level covering all of the following steps (Classroom training for theoretical explanation, Mock exercise i.e. simulation in the class room environment, Demonstrate for the trainees, in the field i.e. real situation, letting them observe and learn, Observe while trainees do it independently in the field according to the training provided to them and fill the gaps if any. • Desk evaluation/review of the activities carried out in the districts as per the DIP, e.g. Check Adult Literacy Centers records files, work plan records of literacy staff, check daily diaries of all staff , Mushahida form analysis, Check Local Area Supervisors meeting records as well as Literacy Coordinator and District Literacy Officer meeting record

Organization:	National Rural Support Program (NRSP)
Organization Type:	To alleviate poverty by harnessing people's potential and undertake development activities in Pakistan
Designation:	<i>Credit Officer</i>
Tenure:	August, 2002, January 18, 2004
Location:	Bahawalpur Region
Reporting to:	Regional General Manager
Brief Job Description:	<ul style="list-style-type: none"> • Registration of credit Cos • Verification of borrower names in registration cards • Credit appraisal in CO general body meeting • Supervision and monitoring performance of Field Workers • Collection of loans from such borrowers who fail to deposit their loan at field unit themselves • Monitor disbursement and recovery • Follow-up of delinquent loans • Capacity building of local community leaders and activists in basic social mobilization, saving and skill development. • Managing field interventions such as Credit, NRM and PITD in NRSP program area. etc. • To prepare weekly and Monthly Progress Report • To prepare field reports and field visits • To support the staff in their works

Organization:	National Database and Registration Authority (NADRA)
Organization Type:	To Support development and communicate with stakeholders in an efficient and productive manner. We have managed and still strive to
Designation:	Data Entry Operator
Tenure:	December 2001 to May 2002
Location:	Multan
Reporting to:	Site supervisor
Brief Job Description:	To monitor the Applicant Form activities To crop the snaps and thumbs of applicants. To enter the correct Data. To reject the incomplete application forms.

Training/ workshops attended

January 3,-15, 1998	Water and Sanitation (WES) M/s Eureka Consultants Ltd. Islamabad
December 15- 22, 1998	“Basic Concept of Revolving Funds in Water and Sanitation (WES)”
December 15-31, 2002	“Orientation Training Workshop (OTW)” At Institute of Rural Management (IRM), Islamabad
February 05-07, 2003	“Training of Trainers (TOT) for CMST(Community Management Skills Training)”
July 22-26, 2003	Re-Orientation Training Workshop-PPAF At Institute of Rural Management (IRM), Islamabad.
January 21-30, 2004	Training Workshop of DLCs At Human Development Support Unit (HDSU) Mardan
February 21-28, 2004	“Training of Trainers (TOT) At Human Development Support Unit (HDSU) Attock
May 25-27, 2004	“Re-Orientation Training Workshop-Literacy) At Snow Land Guest House Abbotabad
July 27-29, 2004	“Training of Trainer -Literacy) At Travelers Inn Guest House Abbotabad
October 06-08, 2004	“Training of Trainer -Literacy) At Lahore
December 09-13, 2004	“Management training for Literacy professionals) At Multan
July 24 -25, 2005	“Regional Literacy Coordination Workshop At Fort Munroo District Dera Ghazi Khan

Educational Qualification:

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year	Division/CG PA
1.	M. A	Bahauddin Zakariya University Multan	Economics	2001	2 nd Division
2.	B.A.	Bahauddin Zakariya University Multan	Economics, Islamic Elective	1998	1 st Division
3.	F.Sc	Dera Ghazi Khan Board	Pre Medical	1995	2 nd Division
4.	Secondary School Examination	Superior Science Higher Secondary School Muzaffargarh	Science	1993	1 st Division

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Microsoft Office	Good	Currently Using

Personal Information

Father's Name:	Khan Muhammad Khan
Marital Status:	Married
CNIC No.:	32102-4976590-9
Religion:	Islam
Language Competency:	Urdu, English, Saraiki, Punjabi

References

Sr.	Name	Organization	Known As	Contact No.
1	Kaleem Ullah Tahir	Divisional Communication Officer- COMNET/PEOPLE DGKhan Division	Professional	03336465587
2	Dr Ammar Hussain	Divisional Officer EPI- WHO, DGKhan Division	Professional	03336488033
3	Syed Sajjad Hussain Naqvi	CEO, Al-Asar Development Organization, DGKhan Punjab	Professional	03336464683