**Mohammad Haris**

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 Flat: 1, Block 3, Standard Complex, Mandokhel PLAZA

mission road Quetta

**Professional objective:** Being a professional, aspire to work in a highly professional & challenging environment and take lead on organization functions while utilizing my skills & knowledge to support the organization goals.

**Education background:**

**MPH -** ALhamd Islamic University

 (2021 to 2023)

**Ma Economics**

* University of Balochistan- Quetta

(2009 to 2011)

**Graduation** in Commerce (B.com)

* Tameer-i-nau Public Collage
* University of Baluchistan-Quetta (2007-2009)

#### **Employment history:**

1. Current Designation **Provincial Data Officer (PDO)**

From 1st Feb 2024

**Description Of Duties**

* Collection of monthly Activity plans and sharing with Provincial M&E Officer for review and further submission to FP/PTL.
* Follow-up with districts/UCs staff for submission of data for reports.
* Regular monitoring of EOC dashboard, IDMIS etc. for generation of reports and follow-up of pending data with UC and districts.
* Maintain and regular update of Campaign data at EOC level and ensure data shared and uploaded by district and UC level staff.
* Collection and analysis of districts/UCs (Pre, intra and Post Campaign) data set on daily basis.
* Generate district/UCs analysis reports including maps on key indicators of (pre, intra and post campaign).
* Prepare provincial and district presentations reflecting NEAP indicators on operation and surveillance plus communication when
* required.
* Collection of PEI activities data from district/UCs for onward submission at provincial level.
* Weekly and monthly communication data analysis and sharing with provincial colleagues.
* Maintain data of Missed children’s reasons, disaggregation of the respective districts/UCs.
* Close follow-up with districts for collection and streamlining of routine/essential immunization (RI/EI) and integrated services
* delivery (ISD) reports and sharing according to the agreed timelines.
* Maintain close liaison with EOC data Manager for two-way data flow.
* Guide and provide on job training to DSO and CBV staff on reporting tools.
* Ensure timely submission of periodic reports including HH cluster survey/detail epidemiological investigation form for urgent
* acute flaccid paralysis (AFP) and polio cases.
* Maintain the data of significant variables of polio cases of the respective districts.
* Follow-up the reporting timelines with sharing status sheets of pendency, correctness and completeness of every data set at defined
* cut-off dates.
* Collation, compilation, analysis and sharing of monitoring visits reports and feedback to CBV staff and other partners when
* required.
* Identify issues in data reporting and follow-up through M&E with DSOs for corrective measures.
* Collate daily/weekly staff attendance SMS and generate monthly attendance report.
* Perform any other task assigned by supervisor.
1. Designation **District Data Usage and Risk Assessment Officer (DDRAO)**

From1st June 2020

**Quetta- Pakistan**

**Description of Duties:**

* Leading district quetta data team from last 3.5 years as a data team lead.
* Produce Campaign Analytical reports (with Triangulation of data sets on campaign performance trends to identify areas of chronic weakness for corrective action) ‒ Pre campaign-readiness report ‒ Intra-campaign-daily day wise analytical report ‒ Post campaign reports
* Produce analytical reports/presentations on the SHRUCs for decision making
* Produce RI-performance report on SHRUCs /High Risk UCs for decision making Produce report on the data quality highlighting identified gaps through analysis and validation process (e.g. missing or incorrect data/discrepancies)
* To produce list of high priority areas of UCs/areas based on risk assessment for improving quality of micro-planning, training and effective field monitoring plans
* Develop and update the curriculum /presentations/case studies/ for the data quality to conduct data trainings for staff at district, UC, and area level as-required.
* Prepare Presentations for daily evening review meeting.
* Prepare databased presentation for monthly, quarterly and yearly review meetings.
* Prepare dashboard for Routine immunization coverages for district Quetta.
* Prepare Geo Map for Tehsils and District.

**Risk Assessment**

* Quarterly risk assessment report
* Detailed Epidemiological investigations and 30 HH cluster reports for reported polio cases and events investigated
* Updated Action plans / recommendation tracker in place where corrective measures are recommended

##### Designation District Campaign Support Officer (DCSO)

From 1st August 2016 to 31st May 2020

**Quetta-Pakistan**

**Description of Duties:**

* Plan and implement evidence-based communication plans through Community Based Vaccination (CBV) program on missed children log book data.
* Supervise UC Supervisors and Area supervisors for covering the targeted children and Still missed children coverage in the district.
* Monitor and facilitate CHW’s in trainings with special focus on IPC component.
* Develop plan for interpersonal communication (IPC) and counselling sessions with chronic refusal households and community influencers and implement it with the CBV team in the district as pre campaign activity
* Supervise and monitor polio campaigns
* Present issues and challenges regarding coverage of UC during the daily evening meetings at district level
* Validating maps, micro census coverage data and missed children data from the 1st day up to 10th to 15 days of the campaign
* Gather data on reasons from missed children and develop data driven communications for chronic missed children
* Support in covering maximum number of missed children post campaign
* Report on the verified missed children data (refusal, NA and inaccessible) to the district polio control room & District CBV Manager
* Report on the missed children covered to district polio control room & provincial level DPCR and provincial EOC.
* Update and maintain a micro census books and missed children record after every campaign
* Ensure social profile data of high risk groups missed during campaigns is incorporated into UC level microplans in all CBV supported UCs
* Ensuring hiring of Local CHWs and Area supervisors on vacant codes.
* Ensuring submission of 100% accurate and updated Micro plans.
* Ensure the social profile data of HR groups is incorporated into the UC level microplans in all CBV supported UCs
* Randomly validate the HR UCs microplans for social mobilization component.
* Randomly validating all components of the Micro Plans at district
* Ensure the social profile data of HR groups representing the influx/ outflux of people in the catchment area inclusive of seasonal (climatic) migrants and seasonal worker migrants such as construction/brick kiln/agriculture is updated in the UC level micro plans prior to every campaign in all CBV support UCs
* Participate in DPEC meetings and present last campaign progress and post campaign coverage data and communication & social data of the high risk groups of the district & present desegregated data on missed children
* Data collection forms after post campaign coverage of missed children
* campaign monitoring form during every campaign and compile the monitoring form information for the supported UCs and share it with DPCR.
* Undertake activities to strengthen routine immunization understanding in the community and bring strategic changes e.g. surveys and behavior tracking
* Conduct LQAS, market and other surveys
* Support in the emergency response to new polio cases and newly infected areas in the province

##### Designation District Health Communication Officer (DHCSO)

#####  From 5, October, 2015 to 31st July 2016

 **Quetta-Pakistan**

**CTC|: CHIP Training & Consulting** – CTC (Private Limited) is the training and consulting arm of Civil Society Human & Institutional Development Programme (CHIP) in Pakistan.

**Description of duties:**

* Work in close collaboration with all polio/immunization partners to assist **district management team** to coordinate the development and implementation of social mobilization plan for **SIA’s** **(supplementary immunizations activities)** polio and measles and submit to provincial epi cell.
* Support **district health management team** for the implementation of the district **PEI** (polio eradication initiative) and **EPI** (expanded program on immunization) plans.
* Monitor immunization campaigns and routine immunization to give immediate feedback to ensure remedial measures in the course of action.
* Support district advocacy/social mobilization activities with innovative approaches, particularly engaging district authorities, schools, lhws, community leaders, and district media.
* Identify and built new partnerships for immunization at the district level-private sector, education sector, **ngos, etc.**
* Jointly review the campaign data of the district with district management team and develop plan of action for ongoing data-driven social mobilization improvement.
* Develop a monthly work plan and submit them to the provincial **EPI cell**.
* Facilitate the supervisors in regular briefings to the district and provincial team on key social mobilization issues on immunization **SIA’s**.
* Assist and facilitate training activities for supervisors and team members.
* Prepare monthly progress reports and share with provincial focal person, at provincial **EPI** cell and **UNICEF**.
* Develop monthly and quarterly reports on social mobilization activities in the district and submit to the provincial epi office.
* Ensure effective utilization of **social mobilization** funds/resources provided, submit progress reports and facilitate and expedite submission of accounts from the districts to provincial epi cell.

##### Designation Union Council Communication Support Officer (UCCSO)

#####  From 15, JANUARY, 2012

 **Quetta-Pakistan**

**CTC|: CHIP Training & Consulting** – CTC (Private Limited) is the training and consulting arm of Civil Society Human & Institutional Development Programme (CHIP) in Pakistan.

**Description of duties:**

* Working in **Expended program of immunization** **EPI** overall objective of the project is to eradicate continues circulation of polio virus from Pakistan.
* Support social mobilizers (SM’s) in creating awareness and educating the community about ongoing activities for polio eradication and routine immunization.
* Identify, recruit, train (building capacity of SM’s on skills, effective counselling such as partnership building, planning etc.) and supervise social mobilizers in high risk areas(HRA’s)
* Facilitate SM induction trainings as well as Refresher Trainings with the help of line managers.
* Provide exhaustive field orientation and on-the-job training to SM’s.
* Identify the Non-Government organization (NGOs) and civil Society Organizations (CSOs) who can conduct social mobilization activities at the Community level and conduct resource mapping.
* Participating in the **UPEC (union Council Polio Eradication Committee)** meetings.
* Conducting the team trainings for the Capacity building of Polio teams.
* Rising awareness about polio virus through community meetings and school sessions for the coverage of refusals.
* Preparing social profile of different areas of the Quetta city.
* Preparing social **MAPs** of different union councils of the Quetta District.
* Preparing the monthly plan, daily plans and monthly progress reports.
* Facilitate training programmes and capacity building activities for CTC staff and other stakeholders as required.

##### Designation Child Protection Officer

#####  FROM 24, June, 2010 TO 1st January 2012

**Quetta-Pakistan**

#### **SEHER |: Society for Empowering Human Resource** (SEHER) Supports Gov. of Pakistan, Provide services for Empowering Human Resources.

**Description of duties:**

* Working in project **IMTIZAJ (CHILD PROTECTION)** overall objective of **IMTIZAJ** is prevention, protection and rehabilitation of children victim of violence and abuse specifically commercial sexual exploitation through **Child Protection Centre (CPC)**.
* Sensitization of primary caregivers and stake holders on child rights ensuring protection/ prevention of children from sexual and exploitation.
* Formation of **CFS** (child Friendly Spaces), PCC (parents Community Committee) in targeted areas of the Quetta city and CA (child associations) in formal schools of Baluchistan.
* Protection and prevention of vulnerable children in surrounding of **CFS** (child friendly space)
* Recreational activities in **CFS** and **CPC** (child Protection centre) involving children in drawing, painting and other creative ideas.
* Identification of hot spots along with **PCC** (parents Community Committee) members and coordination with law Enforcing Agencies to raid on hot spot to restrict the child sexual abuse or the potential activities.
* Working on rehabilitation of **CSEC** (commercially sexual exploitation of children) and **CSA** (child sexual abuse).
* Develop manual **database** of street children **(SC’s)**.
* Awareness rising session in targeted areas or communities.
* Regularly meeting with **PCC** (Parents Community Committee)
* Literacy classes of street children’s.
* Preparing the Daily and Monthly work plan of activities
* Preparing the monthly report.
* Sharing the field activities with Project Coordinator.
* Preparing Quarterly and annual reports of the project.
* Preparing Quarterly and annual work plan of the project.

Arrange trainings and Work Shops for the Teacher of Govt Schools of Balochistan in BEP (Balochistan Education Program) including book printing, training hall, multimedia/slide projector, digital camera, stationery, lunch.

Conducted Community orientation, awareness sessions on Corporal Punishment, CRC (child Right Convention) in different targeted areas of Quetta and Killa Abdullah in BEP (Balochistan Education Program)

**Trainings:**

1. Attended 04 days training on **Management and Practices** in **Quetta**-**Pakistan** from Feb 12, 2011 to Feb 15, 2011 arranged by SEHER.
2. Participated in the 3 days Training course on **Child Participation** conducted by Save The Children UK in **Karachi**, Aug 28-2010 to Aug 31-2010.
3. Attended 02 days training on **GBV (Gender Base Violence)** in **Quetta-Pakistan**.
4. Attended 01 day training on **LSBE ( Life Skill Base Education)**
5. Participated in the 1 day training on **ECE (Early Childhood Education)** Conducted by the Save the Children UK in **Quetta.**
6. Attended 1 day training on **Psychosocial Rehabilitation of CSEC and CSA** in **Quetta** on 29 April 2011.
7. Attended 5 days training on **Scale in Pakistan Sanitation Program** **(SPSP)** in BRSP Quetta from 17 November 2014 to 21 November 2014.
8. Attended two days training on Polio plus in Boys Scout Quetta.
9. Participated in the 1 day training on Behaviour change communication (BCC) in Boys Scout Quetta.
10. Participated in 1 day training on Inter personal Communication (IPC) in Boys Scout Quetta.

**SURVEYS CONDUCTED:**

Composing a KAP (Knowledge Attitude and Practices) questionnaire for the survey of Balochistan educational institutes or Schools and educational offices in BEP (Balochistan Education Program)

Prepare KAP Questionnaire and Conducted a **KAP (knowledge Attitude Practices)** Survey in the 3 districts of Balochistan in BEP (Balochistan Education Program)

**Languages:**

* **Urdu:** excellent speaking, writing, reading, understanding skills (National language)
* **Pashto:** excellent speaking, writing, reading and understanding
* **English:** language; excellent speaking, writing, understanding and reading skills

**Computer Proficiency:**

* Proficient in Ms office package (Ms word, Ms excel, Ms power point)
* Proficient in working on lotus notes, Internet, emailing, outlook etc.
* Proficient in Urdu In page
* Coral draw.
* Paint.net
* Adobe Photoshop
* Tableau
* Illustrator
* Power BI
* Arc View
* Canva
* SPSS
* MS Project
* PrimeAvera

**Skills:**

* Strong interpersonal, communication, presentation skills.
* Good analytical and writing skills.
* Hard worker, flexibility and fast **le**arner.
* Strong Management Skill.
* Strong Planning and Monitoring Skills
* Willingness to take on exceeding higher responsibilities.
* Strong administrative and organisational skills.
* Experienced in problem-solving.
* Work effectively both as team member and independently.
* Excellent communication and IT skills.
* Enthusiastic and committed.
* Strong Formatting/ Drafting Skills.

**Professional References**

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