Mohammad Iqbal Jaffar

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# OBJECTIVE

To work in an environment where more emphasis is made over creativity for sustainable development of the communities with special emphasis on exploring local resources including human resources to prepare the community to compete the challenging environment.

# EDUCATIONAL QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Exam Passed** | **Year** | **Institution** |
| 1 | MA(Social Sciences) | 2012 | University of Baluchistan Quetta |
| 2  3 | MBA  BA (Sociology) | 2010-11  2009 | Iqra University Islamabad.  University of Balochistan Quetta. |
| 4 | Bs(BA)Hons (Management) | 2008 | BUITEMS Quetta |
| 5 | FA | 2004 | BBISE Quetta |
| 6 | SSC | 2002 | BBISE Quetta |

# WORKING EXPEPIENCE

## ORGANIZATION NRSP Head Office Islamabad

Job Title. HR & Admin Officer

Duration. 7th October 2015 to 31st January 2018.

# RESPONSIBILITIES

**Human Resource tasks**  
- Recommend and execute annual staff development plan for end a team  
- Recommend and execute policies, procedures, rules, regulations for employees in compliance with Viet Nam’s Labor Law  
- Review and update all human resources policies to meet the organization’s needs  
- Plan and facilitating HR activities in the team: contract, recruitment, employee relation  
- Ensure to develop job descriptions for current/new positions  
- Maintain current organizational chart and current staff contact list  
- Assist the progress of job planning and performance management  
- Provide coaching and training to direct staffs on HR & Admin functions  
- Establish and maintain relations with government, labor union and other related personnel stakeholders  
- Monitor and record employee time sheets and  leave requests  
- Support for procedures or papers relating to personnel or staffing issues  
- Conduct instruction for  staff members about admin and HR procedures  
- Other related assignments.

**Administrative tasks:**   
- Be responsible for incoming and outgoing telephone calls and emails   
- Handle office expenses and petty cash of HCMC office under the approval of the director or finance manager  
- Manage office equipment and infrastructure to ensure a well-running office  
- Responsible for the overall running of the reception operation  
- Make logistic arrangement including flights reservations, hotel and vehicle arrangement for project staffs, visitors/partners, donors, consultants, volunteers and interns  
- Conduct procurement of stationery for staff and meetings/workshops and assets of the office  
- Prepare correspondence, memos, reports, presentations, and emails to local counterparts, donors or other related offices or agencies in relation to the office operations  
- Carry out other duties such as translation works, take minutes of office meetings as requested by the supervisor  
- Update the filling system and manage filing the office documents for both hard and electronic copies.

## ORGANIZATION World Health Organization (WHO)

Job Title. Union Council Polio Officer

Duration. 1st January 2015 to 30th September 2015

# RESPONSIBILITIES

**1.  Pre-campaign**·

* Micro-planning: - Assist in preparation and updating SIA micro-plans.
* · Assist in selection of appropriate vaccinators as per given criteria and in their distribution as per need.
* · Trainings: - Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions
* · Partnership and Coordination:
* plans for missed children.
* · Participate in organizing the re-do/sweeping activities in the UC
* · Facilitate the work of Independent Monitors.

**2.  Campaign Implementation**

* · Monitoring: - Monitor the process of implementation of the campaign
* · Data collection: and analysis:
* · Ensure proper implementation of SIAs with special attention to hard-to-reach areas
* · Attend the daily evening review meeting at District level
* · Participate in preparation of realistic catch-up

## ORGANIZATION World Food Program/ Nutrition Cell

Job Title District Nutrition Coordinator,

Duration 14th January 2013 to 31st December 2014.

# RESPONSIBILITIES

* *Plan, coordinate, supervise and implement nutrition activities of the project and develop communication network for this purpose.*
* Responsible for the smooth execution of district level activities including
* *Identification of Health facilities (Health Houses) to be declared as SFP Sites*
* *Ensure the conduction of Monthly District Level meetings*
* *Mapping the CMAM district activities*
* *Keep effective liaison with local health institutions, key district stakeholders, health authorities and partners in the implementation of the nutrition project in the district.*
* *Plan, develop and undertake need based capacity building trainings on nutrition interventions and provide technical assistance to targeted healthcare providers in the target health facilities of the district.*

*Mobilize, coordinate and monitor nutrition activities of healthcare providers (LHVs/FMTs) and Health Workers (LHWs/LHSs) and partner organization implementing nutrition project in the target areas.*

* *Undertake at least 3 field visits in a week on a regular basis and duly report to the District Department of Health and Provincial Program Coordinator on findings and develop strategies and recommendations improvement in the nutrition programs.*
* *Provide and submit weekly and monthly work plans and activities reports on regular basis.*
* *Collect data regularly and report it to District Health Officer and Provincial Nutrition Officer*
* *Monitor activities of nutrition partners in the district, provide feedback and facilitate them in smooth implementation of planned activities.*
* *Any other task assigned by the supervisor*

## ORGANIZATION APEX Consulting Pakistan

Job Title. Area Field Officer,

Duration. 3rd March 2011 to 30th July 2012.

# RESPONSIBILITIES

* Area Selection
* Coordination Meeting with AFOs and Field Monitors.
* Vehicle Arrangement.
* Post Compiegne Monitoring of Polio.
* Data Collection in hard.
* Data uploading in soft, on Tablet.
* Team Monitoring.
* Log Sheet Preparing.
* Report to ZFO and ZFM.

## ORGANIZATION Water Environment and Sanitation Society (WESS)

Job Title. Social Organizer,

Duration. 25th February 2010 To 31st October 2010.

# RESPONSIBILITIES

* To create awareness among the community regarding water environment sanitation.
* Performed the village sanitation committees (VSC) through community.
* Identification of community resource persons (CRP) through VSC.
* To conduct the BCC Campaign to aware the community.
* Conducting competition school level to create awareness regarding hygienic problems among school going children.
* Identification and rehabilitation of toilets of girls’ and boys’ schools.
* Identification and rehabilitation of toilets of girls’ and boys’ schools.
* Conducting sanitation week at tehsil level.
* Installation of Hand Pumps.
* Rehabilitation of water supply scheme.
* Celebration of world hand washing and toilet day.
* Soaps and hygiene kits distribution.

## ORGANIZATION Balochistan Environmental and Educational Journey (BEEJ)

Job Title. Social Mobilizer.

Duration. 12th September 2009 to 15th December 2009.

# RESPONSIBILITIES

* Formation of Community Organizations through SMP.
* Contact community members and organize meeting with community.
* To conduct the Voter education Campaign to aware the community.
* Prepare monthly / quarterly progress report.
* Visit the field regularly for completion of project activities on time.
* Conduct trainings for capacity building of the community.
* Perform all such tasks deemed suitable for the project benefit.
* To aware the community.

# TRANINGS/ Certificates

* 2 Sessions of **ACCA** at **Pakistan Audit & Accounts Academy Lahore** funded by GPP for Balochistan
* 4 Day HR management training (Lahore)
* CMAM and IYCF (Boys Scouts Quetta)
* CMAM, MNCH and IYCF (DHQ Hospital) Musakhel
* LHS/LHWs Training with the support of UNWFP and UNICEF
* 3rd Young Leaders Conference Islamabad
* Security Training by Ruth freaky (Boys Scouts Quetta)
* Training on Ware House Management by UNWFP (Boys Scouts Quetta)
* One-day training on PROTECTION STANDARDS FOR COOPERATING PARTNERS IN WFP OPERATIONS.
* Three-day training on OTP, SFP & DATA MANAGEMENT

# STRONG SKILLS

* Strong presentation, Interpersonal, Analytical, Leadership and problem solving skills
* Command over MS Office and Statistical software SPSS
* HR practices knowledge, organizational development tools and techniques
* Organizational analysis for finding out the lagging areas
* Report writing
* *Good command over basic accounting principles*
* *Meticulous in maintaining accounting records, receipts, payments*
* *Bank Reconciliation Statement*
* *Basic knowledge of taxation*
* *Proficient in MS Word and MS Excel,*
* *Good command over basic accounting software package*

# LANGUAGES

1. Urdu.
2. English.
3. Pashtoo.
4. Balochi.
5. Saraiki.

# REFERANCES

1. Arafaat Majeed

Project Manager (PM)

NRSP-HO Islamabad

Contact: 0300-5936808

1. Dr. Abdul Majeed Jaffar

Advisor Malaria (Policy & Strategy)

Directorate of Malaria Control, PMU (The Global Fund Grant), Islamabad

Contact: 0321-8038644

1. Dr. Muhammad Ishaq Panezai

Provincial Coordinator (PC)

Expended Program on Immunization (EPI-Balochistan)

Contact: 0300-2101975