

CURRICULUM VITAE

PROFESSIONAL SUMMARY

To work in an environment where appreciation and satisfaction furnish my skills and progress. To seek a professional, challenging, and gender-sensitizing environment, significant training opportunities, and a rewarding career in an organization. The flexibility of adopting different environments uplifts me to take on any challenges.

MUNIBA RIAZ

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WORK EXPERIENCES

Independent Program Monitor

Currently working as independent field monitor under the EPI program in Micromerger PVT Ltd. funded by federal directorate of immunization.

Job Responsibilities:

- will need to carefully review monitoring plans assigned to you on regular basis by the field coordinator. Such plans would include details on sites to be visited, focal persons to whom you need to coordinate your plans, and travel details. Once reviewed, you need to confirm your plans with your supervisor.
- will prepare in advance before each field visit by making sure you understand the checklists and scope of work to be carried out.
- During the field monitoring visits, you should mostly contain yourself to the scope of monitoring (already approved checklists, etc.) but you should also take note and report material deviations outside the agreed scope of monitoring.
- Especially for reporting something outside the scope, use careful language.
- Before every field visit, you need to make sure that your equipment is ready and up to the mark. Make sure your cell phone battery is charged, and you are able to take pictures and/or videos when required. Your stationery is adequate you carry yourself in a culturally appropriate manner. Exercise caution while traveling with opposite-sex team members and demonstrate culturally appropriate behavior. Do not make unnecessary stops while traveling.

Livelihood officer

Worked as a livelihood officer in SRSP (sarhad rural support program) Under the LASIP-II project funded by PPAF. From 1st sept 2023 to 31st Oct 2023.

Job Responsibilities:

- identification of beneficiaries according to the set criteria as outlined in the proposal document for enterprise development training in line to the capacity of the beneficiaries and trades of training

- Identification and registration of beneficiary individuals/households for off farm livelihood training's
- Conduct needs assessments in the operational areas for off farm livelihood & skill development interventions
- To implement off farm training's activities under the project plan
- Management of beneficiary tracking sheet
- Development of resource materials for different off farm livelihood training.
- Produce/manage technical feasibility and verification record
- Ensure that activities are aligned with Detailed Implementation Plan
- Document in a timely manner, all progress, challenges, and learning for future implementation of similar projects and accountability.
- Conduct regular field visits to verify quality/ progress of vocational & skill development program interventions and provide technical guidance and advice
- To ensure that project quality is adhered
- Organizing events for projection of project interventions
- Regular follow-ups and monitoring visits to training centres.
- Conduct market assessment for off farm livelihood training/toolkit and to develop market linkages
- Prepare training module for the training of Enterprise Development.
- Ensure the training material availability for the training.
- Ensure training means of verification (MoV).
- Prepare training completion report and timely submission to project team.

Senior WASH Hygiene Promotion assistant

Working in UN-IOM from 29 December 2022 to till date under the project of Recovery piolet DIkhan.

Job Responsibilities:

- conduct community events to raise awareness about key hygiene issues and their implications on the health of the community and in coordination with IOM Implementing partners.
- Assist in preparing IEC Materials to be used at the community level.
- Ensure the accurate convey of hygiene and sanitation messages.
- Prioritize community-level hygiene awareness campaigns and prevention of water Born disease
Coordinate training for community representatives on Hygiene, sanitation, and Cholera control.
Plan and ensure the accurate distribution of Hygiene Kits and Household purification supplies
- Work in collaboration with IOM Implementing partners to ensure accurate implementation of the interventions
- Produce activity progress reports as per the preset reporting schedule and submit them to the National WASH officer
- Support the Implementing partners in facilitating community participation during the emergency
- Conduct continuous monitoring and evaluation of project activities with relevant Implementing partners
- Identify, compile, and maintain training materials for users.
- Provide information on technical problems and feedback to the technical team on time.
- Support the implementing partner in conducting surveys(i.e. baseline, KAP)
Any other duties assigned by the National Officer WASH.

THIRD-PARTY FIELD MONITOR

Worked With EYCON Pvt Ltd Organization from 17 December 2016 to 30th May 2018 under the polio program throu UNICEF.

Job Responsibilities

- Coordinates with Provincial Filed Coordinator and conducts field monitoring of the implementing partners (different departments for which a third party is providing funds for projects).
- The Field Monitors will move into their earmarked geographic area. However, each of the field monitors can be asked to work in any district in the province.
- Field Monitor will follow the checklists prepared in coordination with third-party and will report back daily (or as agreed with third-party) to the Monitoring & Reporting Officer and Provincial Field Coordinator with findings, as per the approved schedule of reporting and field visits.
- The field monitors will be deployed in the field in form of teams with each team comprising preferably a male and a female member. Each team will be earmarked a geographic/thematic area for working in consultation with the supervisor for this assignment.
- Field Monitor will not be permanently district/program restricted and will move across the districts as and when required, according to the need of the program.
- The key output of field monitoring will be duly filled checklists that will be shared with related program staff for review and follow-up. The field Monitor will also arrange video and audio recordings of key events in the field, evidence of development interventions, gaps/issues in the program activities, and perceptions of the beneficiaries and key stakeholders regarding the overall program.
- All the data will be submitted to PFC & MnRO in the office and no one will be allowed to keep personal backups. Stealing information, and transmitting information else than the communication hierarchy will be considered a criminal offense under the cybercrime act.
- Field Monitor will religiously follow the given checklist in their full honesty and will not interfere in any financial checks/transactions of the Implementing Partner in the field. Field Monitors act in accordance with the highest standards of ethics and code of conduct.
- Field Monitors are not permitted to take any corrective measures or interfere in the additions of any monitoring findings or take any action other than those outlined in a given agreement without written notification from management.
- Teams will document a case study, lesson learned, or any good practice in their respective area (one for each month). All these documents will be shared with PFC and MRO every month.
- You will follow the HR and Other Company policies delivered to you via e-mail. Non Compliance with any point of the HR policy will entail the organization terminating you without any prior notification.
- Your gadgets being used for official purposes can be audited, and checked by the management.

THIRD-PARTY FIELD MONITOR

Worked With Micromerger Pvt Ltd from 1 JUN 2018 to 31st OCT 2022 under the polio program through UNICEF.

Job Responsibilities

- Coordinates with Provincial Filed Coordinator and conducts field monitoring of the implementing partners (different departments for which a third party is providing funds for projects).
- The Field Monitors will move into their earmarked geographic area. However, each of the field monitors can be asked to work in any district in the province.
- Field Monitor will follow the checklists prepared in coordination with third-party and will report back daily (or as agreed with third-party) to the Monitoring & Reporting Officer and Provincial Field Coordinator with findings, as per the approved schedule of reporting and field visits.
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- Your gadgets being used for official purposes can be audited, and checked by the management.

MASTER TRAINER

Worked with SRSP (sarhad rural support programs) under the education project of the KPK government from 16 september 2015 to 30 May 2016.

Job Responsibilities:

- To build the capacity of PTC, S(parent and teacher councils) in all Government Schools of the district
Dear Ismail khan
- Reactivate the PTC,s
- Reporting.

CITIZEN OFFICER

Worked with HDO (Humdum Development Vrganization) from 14 July 2015 to 15 September 2015. Under the project of (Engaging civil society to promote Democratic local governess in Dera Ismail khan Khyber Pakhtunkhwa) funded by RSPN-USAID.

Job Responsibilities:

- Introduce the project concept and develop a long-term vision of the project in the proposed communities
- To conduct the networking of selected youth, stockholders, and communities and continue to monitor social change and new social information relevant to community empowerment
- To identify potential youth for stakeholders; To motivate and encourage potential youth stakeholders to talk to their fellow community about unity and self-reliance;
- To initiate action aimed to break down passivity, apathy, and attitude of letting others do things for them; to raise awareness that youth themselves move each community, and to show them ways they can do this for themselves
- To assist youth and communities to identify needs and generating solutions identifying priority issues and analyzing their problem according to the project ;
- To develop trust and tolerance among youth & communities ;
- To encourage the simulation full participation by all community members with spatial attention to those who are usually forgotten, marginalized, and overlook communities' decision-making;
- To assist the community I obtain information and knowledge that may be available through IEC material and other sources;
- To assist the community in developing their capacity and strength to the point where they no longer need the services of you the mobilizes ;
- Help in monthly review and planning meetings with HDO staff and monthly work plan against project activities;

- Provide information for monthly reports as per the agreed reporting format and submit to the project manager;
- Participate in implementing activities at the field level according to the work plan
- Accept any other assignment
- project given by the project manager;

MASTER TRAINER

Worked with The Johanniter international organization from 23 September 2014 to 15 May 2015. In project multi sartorial project to improve the living style of IDP, S/TDP, S in Dikhan KPK.

Job Responsibilities:

- To develop weekly /monthly plan for WASH team.
- Regular field visits with the field team and assists the implementation of WASH activates the highlight gaps/ issues and challenges and report to the line manager for its solution.
- To ensure maximum community participation in the WASH program and keep an attendance record of participants.
- Organize community hygiene promotion sessions at the community level as well as the school level.
- Conduct training needs assessment before training and assist mobilize in any field activity.
- To identify the water supply scheme/sewerage system for rehabilitation and assist the coordinator in the selection of a suitable village for wash intervention.
- To guide staff in every stage wherever needed for building their capacity
- Follow-ups in deadlines commitment-made actions are taken and coordination of Ensuring descent and professional coordination with all staff members.
- Collection and summation of reports to relevant head/ department.
- To ensure participation in every meeting held at the community level and developed close contacts with local stack holders to arrange appointments and meetings and/or minutes and provide such information to the line manager.

FIELD OFFICER

Worked with The Relief International Organization under the project of WASH and livelihood project of IDP,S of NWA from 20 July 2014 to 22 September 2014.

Job Responsibilities:

- Planning of activities overall (Over all descending to weekly)
- Briefing of IDPs Applicants
- Supervise registration activity
- Supervise distribution activities
- Accountable to supervisor for all assigned responsibilities
- Keep checking on NFI in and out movements
- Staff debriefing

HYGIENE PROMOTER & TEAM LEADER

Worked with Social Efforts For Education and Development [SEED] Organization From 3rd, April, 2012, to 1st, March,2013 under the project of Pakistan approach to total sanitation [PAT, S] project, Dera Ismail khan funded by UNICEF

Job Responsibilities:

- To facilitate the team members.

- Identification of key persons, stakeholders, activists, and focal persons for interaction in the community.
- Villages profiling
- Conduct PRAs in target villages.
- Social Mapping,
- Develop Community Action Plan
- Identification and formation of Interest Groups in the target community.
- Focus Groups Discussions (FGDs)
- CLTS/PRA in the community and SLTS in schools.
- Applied PRA tools and techniques.
- Identification, selection, formation, and proper training of VSC are in the community.
- Formations of children's wash clubs in schools

SOCIAL ORGANIZER

Worked with FIDA Organization from 1st July 2012 to 30 September 2012 in SGAFP-NRSP Project Alternative Rural Energy through Community-Led Biogas Job

Responsibilities:

- Identification of Activist Household Assessment
- Formation of CO(Community Organization)
- Identification of beneficiary
- Community Mobilization Household Assessment
- Identification of Activist
- Formation of VBC (Village-Based Committee)
- Identification of beneficiary
- Community Mobilization
- Conduct Capacity building and awareness sessions.
- Reporting & Documentation according to all activity

PUBLIC HEALTH PROMOTER

Worked with FID Organization from 15th OCT2010 to 25th April 2011 WASH Project by UNICEF.

Job Responsibilities:

- Rapid assessment in Community/Vulnerable Group
- Conduct KAP (Knowledge Attitude and Practices) Survey
- Conduct Sessions with the local Community to aware them of Health & Hygiene
- Formation of Community Based Organization (CBO)
- Site Selection for implementations of Hardware Components.
- Capacity Building of CBO

TEACHING EXPERIENCE

- **2 years working experience as a Teacher in Khyber grammar school Deal rod Di khan.**

TRAININGS & SKILLS

- GOT training On WASH Introduction in Emergencies by Save the Children International.
- Got training on Pervention of sexual Exploitation and abuse (PSEA) by UNICEF.

- Got training for 3weeks under the Youth project of RSPN on the formation of social organization/ Mobilization in Rural areas and awareness and assessment in calibration and coordination with FIDA foundation in District Mainawali and Wan BachrLSO.(local sport organization)
- One-day orientation workshop organized by UNFPA at Peshawar on GBV.
- 5 days of training on PATS/Social mobilization UNICEF through RSPN.
- 2 days of training on first aid through PRCS(Pakistan red crescent society)
- 5 days of training on disaster preparedness and response jointly organized by national disaster
- Multi-sectorial rapid assessment MIRA training through Management Authority, Pakistan PDMA Khyber Pukhtunkhwa, and the united nation, Pakistan
- 20-24 January 2014 in D.I.Khan
- 3 days staff capacity building workshop on (Mobilization, CBDRM, WASH, and HEALTH & First Aid) held from 18th to 20th November 2014 at the Johan niter filed office D.I.Khan.
- Got one-day training of trainers,s(TOT) from SPO (stenting program organization) on date 4/6/1015

QUALIFICATION

S.#	Degree	Marks	Percentage	Institute	Year
1	M.A (Islamite)	628/1100	57%	Gomal university D.I.khan	2014
2	P.T.C	601/900	66%	A.I.O.U. Islamabad	2012
3	B.ED	597/1200	50%	Gomal University D.I.Khan	2008
4	B.A	267/550	48%	Gomal University D.I.Khan	2006
5	F.A	564/1100	51%	B.I.S.E Board	2004
6	S.S.C	446/850	52%	B.I.S.E.Board	2002

Computer Skills

- MS word
- MS Excel
- Power point

LANGUAGES CAN SPEEK

URDU, English, Pashto, Panjabi, sariki

PERSONAL INFORMATION:

Father's Name: *RiazHussain*
Date of Birth : *06th, March 1986*
Gender : *Female*
Nationality : *Pakistani*
N.I.C : *12101-7537251-4*
Domicile : *D.I.Khan*
Marital Status: *Married*
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Professional References

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Name : *Samar Jabeen*
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Name : *Habib Anis*
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