

Muniza

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EDUCATIONAL QUALIFICATIONS:

Bachelor of Gender Studies

Fatima Jinnah Women University Rawalpindi, Pakistan

(2019)

Fellowship, Atlas Corp Virtual Leadership Program

(Feb 2023-August-2023)

- Leadership and International Development
- Leadership and Global Social Change
- Global Networking -Leadership and Management

PROFESSIONAL EXPERIENCE:

Assistant Monitoring & Evaluation

May 2023 to date

National Emergency Operation Center (NEOC), Pakistan

By effectively capturing and refining meeting minutes, I contribute to streamlined communication and accountability within the organization, facilitating the achievement of monitoring and evaluation objectives.

- Proficiently managed the task of capturing accurate and comprehensive meeting minutes during various stakeholder meetings and discussions.
- Skilfully drafted and refined meeting minutes to create clear, concise, and professional documents suitable for circulation among relevant parties.
- Collaborate closely with team members to accurately capture action items and commitments arising from meetings, contributing to effective follow-up and accountability.
- Displayed strong attention to detail while reviewing meeting minutes, action points, and drafts to ensure accuracy and adherence to organizational standards.
- Maintained confidentiality and discretion while handling sensitive information discussed during meetings, upholding the integrity of organizational communications.
- Contributed to developing monitoring strategies to ensure that outcomes and outputs are accurately documented and assessed in relation to predefined objectives.
- Provided assistance in campaign report writing, conducted data analysis for post-campaign evaluations, and contributed to the preparation of campaign review presentations.

Assistant Monitoring & Evaluation Officer

March 2023 to April 2023

Rozan, Pakistan

Under direct supervision of the M & E manager, I am responsible for monitoring and evaluation of training on GBV and Child Sexual Abuse projects, Some of the key responsibilities and achievements include:

- Led and provided oversight support for project activities, including monitoring and evaluation, reporting, and communication.
- Prepared pre- and post-evaluation questionnaires for training, workshops, and case management.
- Designed and implemented project monitoring plans for fieldwork and project activities.
- Designed and employed Training Needs Assessments for various capacity-building training.
- Managed team performance, quality assurance, and capacity building of project staff on different themes including gender and gender-based violence.
- Coordination with donor agencies on various tasks
- Prepared mid-reviews of projects, minutes of meetings, and data tables.

Field Supervisor for LQAS**February 2023 to March 2023***WHO, Pakistan*

Under the direct supervision of Master Trainer, I have accomplished the following tasks as a responsible and dutiful supervisor

- Lot Quality Assurance Monitoring
- Supervised data collection of LQAS.
- Led rapid assessment teams on the field.
- Regulated field teams and provided technical assistance in coordination.
- Provided feedback to the monitoring team for designing effective pre & post evaluation

District Field Monitor**January 2023 to February 2023***Shifa Foundation Islamabad, Pakistan*

As a Field Monitor, I was responsible for monitoring Vitamin A, training, and reporting for monitoring and evaluation.

- Led on monitoring of VAS campaign, distribution, and entry
- Monitored and Evaluated Polio and VAS training
- Interacted with Union Council Medical officers (UCMOs), Area In-Charge (AICs), and Front Lady Health Workers (FLWs) for performance monitoring of the VAS campaign in the region
- Reported methodical delivery of Vitamin A by health professionals and service deliveries
- Communicated and coordinated with DHO, Health coordinators, and LHS to identify PSUs for VAS distribution
- Evaluated the tally sheets including 2A and 2B forms and built report consisting of Tool1, Tool2, Tool3 and Tool4
- Communicated with DC to give feedback on the whole process of the campaign

Student Organizer**August 2021 to December 2021***Curiosity Junior School Islamabad, Pakistan*

- Delivered individual and group counselling to address academic and personal matters.
- Collaborated with administrators, teachers, parents, and students to unpack the needs of students.
- Facilitated workshops and presentations on academic manoeuvres including stress management and working under pressure, and conflict resolution.
- Reviewed formative and summated assessments of students identified for remedial take-up.
- Arranged monthly awareness sessions for female students on personal hygiene management.

Trainee Officer**June 2018 to October 2018***Aga Khan Rural Support Program Chitral, Pakistan*

As a trainee officer, I was responsible to assist in the implementation of rural development projects, training and workshops, and reporting for monitoring and evaluation.

- Responsibly assisted the WASH team in the implementation of project activities and provided a technical arm in mobilizing the society for training, sessions, and consultations.
- Implemented activities to increase access to communities, women, and girls to safe water, sanitation, and hygiene.
- Analysed training sessions/material and reports to ensure gender responsiveness for gender-specific goal attainment.
- Facilitated field works for training and awareness sessions.
- Assisted in monitoring and evaluation to measure the success of training conducted, and drafted final and midterm reports for various activities.

Personal Hygiene and Reproductive Health**April 2016 to October 2017***British Council of Pakistan Islamabad, Pakistan*

- Coordinated participation and arranged awareness training sessions on menstrual hygiene and reproductive health for young girls at Tench Bhatta Government School Rawalpindi.
- Trained young school girls in manufacturing homemade sanitary pads.

- Evaluated the perceptions of teachers and young girls on reproductive health issues and methods for personal hygiene.
- Designed and steered Saharah-e-Bezuban; a project for awareness of child abuse and harassment, specially designed for disabled children.
- Ensured participation of women and disabled persons as beneficiaries of the project.
- Accumulated data and organized data entry list.

Organizer

January 2016 to January 2018

Chitral Heritage and Environment Protection Society, Pakistan

- Responsible for leadership, management, and mentoring of Islamabad-based environmental activists and youth in Chitral.
- Worked to strengthen the organizational membership and Liaison with external stakeholders.
- Advocated for a clean and green Pakistan through environment-friendly activities.
- Carried out advocacy and undertook collective action with private and public sector stakeholders for a green and sustainable environment.
- Facilitated awareness raising on multiple platforms for environment protection and eco-friendly practices.

TRAINING & OTHER EXPERIENCE:

1. Lots Quality Assurance Sampling-World Health Organization, Islamabad
2. Gender Inclusivity in Peace Building lessons conducted by the United States Institute of Peace
3. Migration and Health: Enhancing Intercultural Competence and Diversity Sensitivity Trainings developed and designed by WHO
4. The Entrepreneurial Scientists Serving Society and Science-Participant
5. National Youth Led Policy 2019: School of Leadership Foundation in collaboration with UNICEF and UNDP- Participant
6. Head for Student Affairs-Student Council Fatima Jinnah Women University
7. Member of Gender and Queer Society-Fatima Jinnah Women University
8. Member and Leader-Girls Scouts, Local Council Buni, Upper Chitral (ITREB).

Computer Skills:

Advanced user of MS Office, Data Analysis, and Statistical Software (SPSS) Outlook.

Languages:

Full proficiency in written and spoken English and Urdu, and Native Khowar speaker.

Reference will be provided if need be.