



Musharraf Ullah Khan

District Liaison Officer

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Satellite Town, Quetta, Pakistan

Summary

Desire a challenging position to meet my competencies, capabilities, skills, education and experience; and be an active part of qualified professionals; and to apply my talent, energy and enthusiasm for the mutual growth. An exciting and creative position where there is an opportunity to work with people in an environment of excellence, competition and passion. Make positive contribution towards the given position the organization and enhance the knowledge abilities and skill through organization by contribution.

Skills

Administrative Organization | Advisory Skills | Analytical and presentation skills | Analytical Skills | Build Strong Teams | Coordination Skills | Coordination Abilities | Cross-Cultural Communication Skills | Disaster Risk Reduction | Documentation | Drafting | End to End Project Management | Energy Supply Strategies Command | Health and Safety/ Risk Assessment | Human Resource Planning | Knowledge Management Systems | Knowledge on M&E Systems | Leadership Collections Handling | Minutes of Meeting | Monitoring and Evaluation | Monitoring and field data collection | Monitoring Skills | Negotiations Skills | Planning | Planning and Budgeting | PR and Interpersonal Skills | Proposal Writing | Report Writing | Research and Development | SPSS | Strong Organizing Planning Skills | Team Work Skills

Experience

Sep 2023 - Present

District Liaison Officer

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

- Maintain close communication with district counterparts on all technical and operational elements of the programme while managing facility workers, a community engagement worker, and the warehouse crew at the district level.
- Create a quarterly and monthly field activities plan in accordance with the authorised workplan and submit it for management approval.
- Regularly provide Provincial Office and PMU Islamabad with feedback on project activities.
- In accordance with established SOPs, detect illness trends and outbreaks in conjunction with the district health authority.
- Coordinate with the district health authority to arrange staff meetings, workshops, and training sessions on different project initiatives.
- Oversee and keep an eye on all patient data records, logistic supplies, warehouse inventories, and other project-related hardware.
- host district-level coordination meetings on a regular basis, communicate meeting notes with the PMU office, and act on issues brought up
- Ensure prompt report submission and presence at monthly meetings.
- Work together with provincial teams to carry out community outreach, surveying, and different project tasks.
- DHIS2/MIS, training, and log data programme databases must be timely maintained at the facility level.
- Ensure that non-operational facilities are fully functioning by offering technical and logistical assistance.

- Visit medical facilities for monitoring and oversight.
- Comply closely with the quarterly and monthly plans for implementing the programme.
- Create monthly reports as the programme specifies.
- Provide organised data for PMU Islamabad's quarterly progress reports.
- Complete any other program-related activities that your supervisor may give you.
- Carry out any additional responsibilities delegated by the Supervisors.

Monitoring Officer Malaria Information System (MIS)

Baluchistan Rural Support Program (BRSP), Quetta, Pakistan

- Leading and implementing the reporting processes, such as regular project updates and annual reports, including field visits
- Develop data collection and analysis tools as per requirements of (Malaria Information System) MIS and District Health Information System) DHIS-2.
- Monitoring all project activities and progress to achieve the project output
- Arrange training and orientation sessions at district and provincial level, to enhance project team on MIS, DHIS-2, data management, and filtration/validation.
- Developing and strengthening the monitoring, inspection and evaluation procedures
- Collecting Malaria Control Project data (MIS data base, FM2s and FM3s) from the 24 districts offices (14 DoMC and 10 TIH districts) of Baluchistan for the related health facilities (both in hard and soft).
- Cross verification of FM3s before sharing with donor. • Analyzing, ensuring, finalizing 1070 health facilities of 23 district to be error free and as per National reporting guide line by extending the support with districts before sharing with PR.
- To ensure that all information is accurate and correctly interpreted.
- Summary of Districts, Reported cases (PF, PV, Mix) with the APG. (Public/Private), Functional Facilities, Reported Facilities and Facilities with stock & stock out
- Provide regular feedback to logistic team on the supply of AMDs and other commodities as per result of MIS stock analysis.
- Ensure provision of data to project manager for PUDR.
- Ensuring the punched data in DHIS-2 to be error free by extending the support with districts.
- Ensure that up-to-date and appropriate data tools are in place at all level for smooth and timely flow of requisite monthly data from field to provincial office.
- Technical backstopping to all 23 districts for data punching.
- Maintain and keep MIS and DHIS-2 updated as per donor requirements.
- Provide feedback to districts as well as senior management if/where capacity issues (related to data management) identified and suggest specific actions for improvement.
- Generating of FM2, FM3 and FM4 reports from DHIS-2.
- Carry out different data analysis i.e. As Per Guideline (APG), Stocks, Annual Blood Examination Rate (ABER), Test Positivity Rate (TPR), Slides Positivity Rate (SPR) and Annual Parasite Indicator (API).
- Regular coordination with The Indus Hospital (TIH) & Directorate of Malaria Control (DoMC) country level MIS Coordinators.
- Make sure, that FM2s reports from districts received within cut-off dates, review and validate as per requirements of MIS.
- Identifying stock out at district level reported in MIS and report to logistic for provision of stock.

- Coordination with other sections i.e. Logistic, Training, Procurement, Training and BCC
- Carry-out field monitoring visits to review data flow, management and reporting approaches.
- To check that AMDs issued to Health Facilities are entered in MIS as per stock register. • Participating and facilitating PUDR verification.
- Participating in all capacity building workshop, training and seminar.
- A proper data catalog is maintained in files for the intended districts on monthly basis to ensure the easy access to the hard data when needed.
- Field visits to relevant Assigned Districts for monitoring of Health Facilities and District Office.
- Plan and execute program activities in timely and accurate manner.
- Conduct program reviews and prepare reports for management.
- Prepare meeting agenda, organize meetings and distribute minutes.
- Special tasks or official activities assigned by the immediate supervisor are to completed in time (e.g. weekly and monthly meeting minutes, BCC documents verification, data punching and meeting with district DHOs.
- Weekly, monthly and quarterly report of whole progress of project to Program Manager.
- Maintain close liaison with district counterparts on all technical and operational aspects of the program
- In the line with the approved workplan develop a quarterly and monthly field activities plan and share with manager for approval
- Provide feedback on project activities to Provincial Office and PMU Islamabad on regular basis
- In coordination with the district health authorities, identify outbreaks, disease patterns, and facilitate necessary referrals as per agreed SOPs
- In coordination with the district health authorities, organize capacity building training, workshop, meetings for the staff on various project interventions
- Supervise and monitor all the data records of patients, logistic supplies, warehouse inventory, and other project related equipment & supplies

Jun 2021 - Dec 2022

Coordinator Civil Society Campaign

Alif Ailaan Foundation, Killa Saifullah, Pakistan

Establish Local Chapters:

- Identify new local activists in targeted geographical areas and among key constituencies through different methods of outreach
- Recruit volunteers as per the goals set by the campaign through phone, email, and in person outreach through meetings and local events
- Identify opportunities for activists' capacity building, and coordinate the provision of training, mentoring and other assistance required
- Conflict management between the activists/volunteers and ensuring their adherence to the policies of the campaign

Communications:

- Equip local activists with the communications assets to conduct activities that resonate in line with Alif Ailaan objectives, themes and messages
- Establish and oversee Alif Ailaan's local online presence including developing the Facebook and Twitter accounts for local chapters
- Develop and deploy communications campaigns for events and activities to attract local, regional, national and international media coverage where

appropriate

- Develop relationships with key media representatives, bloggers, and community influencers to impact the discourse with education related information and news stories.
- Develop and implement local advocacy campaigns around Alif Aliana's main education themes, including production and dissemination of public education materials, media outreach and coordination and organizing public outreach events.

Information Management:

- Organizers will keep consistent records about the supporters they identify, the leaders they develop, the actions they plan and execute, and other information that could be useful for future organizing efforts.
- Collating information and uploading to central database and sharing relevant content to media and social media strands, working to the Civil Society team.
- Collating and providing data/information of activities for monthly and weekly reporting/updates Managing a calendar of on-the-ground activities
- Regularly hold coordination meetings at the district level, share meeting minutes with the PMU office, and take action on raised points.
- Ensure attendance at monthly meetings and timely submission of reports.
- Collaborate with provincial teams to conduct need assessments, surveys, and community interactions for various project activities.
- Maintain program databases (MIS, training, and log data) in a timely manner
- Provide technical and logistical support to ensure nonfunctional facilities become fully operational.
- Conduct monitoring and supervisory visits to facilities.
- Adhere strictly to monthly and quarterly program implementation plans.
- Prepare monthly reports as required by the program.
- Provide data in an organized manner for quarterly progress updates at PMU Islamabad.
- Carry out any other program-related tasks assigned by the supervisor.
- Complete any other tasks assigned by the supervisor.

KPI

- Immunization Coverage: Calculate the proportion of the intended audience that has received the advised vaccinations, then monitor the development of higher coverage rates.
- Evaluation of the Production of Behavior Change Communication Materials: Assess the quantity and caliber of printed, digital, and multimedia materials pertaining to vaccinations that have been created.
- Campaign and Activity Planning and Execution: Evaluate the success of efforts to work with other departments and outside partners, as well as the efficacy of behavior change communication campaigns and immunization-related activities, such as community mobilization and outreach events.
- Partnership Development: Keep tabs on the quantity and caliber of alliances formed with outside parties, such as governmental bodies, non-profits, and other groups engaged in vaccination efforts.
- Monitoring and Assessment: Track and assess the success of immunization-related behavior change communication initiatives, and make necessary adjustments to tactics to enhance results.
- Technical support and enhancing capacity: Track progress toward boosting effectiveness and building capacity by offering staff and partners technical

support and capacity building on immunization-related behavior change communication techniques and approaches.

- Evaluations from community people and program stakeholders indicate the efficacy and quality of outreach and communication tactics.
- Timely completion of administrative and logistical tasks - measure the Officer's ability to complete tasks within set timelines and ensure that deadlines are met.
- Effective management of office equipment and supplies - measure the Officer's ability to maintain an inventory of equipment and supplies, ensure their proper use, and avoid wastage.
- High-quality logistical support for meetings, workshops, and events - measure the Officer's ability to provide logistical support that meets the needs of participants and reflects the organization's professional standards.
- Efficient management of office security - measure the Officer's ability to ensure that the office is secure and that access is controlled and monitored appropriately.
- Effective communication and collaboration with other teams and stakeholders - measure the Officer's ability to work collaboratively with other staff and stakeholders to achieve common goals.
- Maintenance of accurate and up-to-date records - measure the Officer's ability to maintain accurate and up-to-date records of office activities, procurement, and financial transactions.
- Continuous improvement of administrative and logistical processes - measure the Officer's ability to identify areas for improvement in administrative and logistical processes and implement changes that improve efficiency and effectiveness.

Skills

- Understanding of research design and methodology: This involves being able to analyze research papers, recognize their advantages and disadvantages, and comprehend the various forms of research designs and methodologies that can be used in advocacy and communication, such as qualitative research, randomized controlled trials, and epidemiological studies.
- Understanding of health data sources: An advocacy and communication officer should be knowledgeable about the many sources of health data, such as health information systems, national health surveys, and other databases that are pertinent to the aims and objectives of their organization.
- Skills in data analysis: An advocacy and communication officer should be able to evaluate and interpret health data in order to use it as a basis for partnerships and decision-making.
- Informed consent, confidentiality, and the ethical principles that direct health research for advocacy and communication are all ethical aspects in health research that should be understood.
- Ability to successfully communicate health research findings to a variety of audiences, including partners and stakeholders in the health sector, is a necessary skill for an advocacy and communication officer.
- Current health research trends and themes should be kept up to date by an advocacy and communication officer. This will help to discover possible areas for collaboration and will inform partnership building activities.
- Digital literacy: The ability to use digital tools and platforms to support advocacy efforts, such as social media, email marketing, and online advocacy campaigns.

Jan 2021 - May 2021

Social Worker

Urban Basic Services Cell (UBS-Cell), Quetta, Pakistan

- Lead the team to visit various hospitals to observe waste management.

Jul 2020 - Dec 2020

Social Worker

Model Addiction Treatment and Rehabilitation Center, Quetta, Pakistan

- Monitor waste management on daily basis.
 - Arrange 2 days awareness workshop for private hospitals about waste management. ▪ Monitor and advise correct collection of hospital waste.
 - Providing red and white dustbin to the hospital for risk and non-risk waste.
 - Conduct training for the private laboratories.
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- Ensure free treatment and rehabilitation under a single roof.
 - Ensure the collective treatment for patients. ▪ Ensure clean and safe environment for patient.
 - Provide necessary support and care or advise the patients. ▪ Monitoring progress of the patients. ▪ Work under friendly atmosphere.
 - Ensure that treatment should include both medical and mental if needed. ▪ Coordinate between staff and patient.
 - Collect the data of the patients. ▪ Beside treatment address also other possible mental disorder.
 - Manage necessary tests like HIV Aids, hepatitis B and C and other infection diseases on weekly basis.
 - Conduct regular Counseling.
 - Attend all refresher training sessions and meetings with other members of the project as required.
 - Monthly report of whole progress of project to program coordinator

Sep 2019 - Jun 2020

Social Mobilizer

GHRO, Quetta, Pakistan

- Lead project team in different areas.
- Aware the masses about the family planning and danger of unhygienic food. ▪ Arrange behavioral counseling session on health and hygiene.
- Session conducted on value and benefits of good health ▪ Manage necessary visit to different areas when needed.
- Conduct awareness session in different school about health and hygiene. ▪ Conduct Free Medical Camps.
- Arrange and provide assistance for the on-going project activities.
- Weekly and monthly report of whole progress of project to program coordinator.
- Attend all refresher training sessions and meetings with other members of the project as required.
- Conduct self professionally and personally in such a manner so as to bring credit to GRHO and in no way, jeopardize its humanitarian efforts.

Sep 2017 - Sep 2017

Professional Certificates

Training and Certificates, Quetta, Pakistan

15/07/2020-7/12/2020 Karachi

Successfully completed Professional Diploma in Project Management from Pakistan Institute of Management (PIM) Ministry of Industries and Production Government of Pakistan

30/06/2017-03/01/2019 Quetta

Advanced certificate from Winsome English language center, Quetta

03/02/2023–08/02/2023 Islamabad

Attended five days training course on Monitoring and Evaluation of Developmental Projects organized by National Center for Rural development (NCRD) Islamabad.

05/04/2018–08/04/2018 Khyber Pashtoonkhwa

Participated in 4-days residential event "Young Leaders

25/03/2017–20/04/2017 Quetta

Proactively participated in Poverty Score Card "PSC" data punching for Socio-Economic Survey and received appreciation certificate from BRSP.

26/09/2015–14/01/2016 Quetta

Completed 4 months intensive training course at Baluchistan Institute of Technical Education (BITE) Quetta, Cantt in the trade of COMPUTER BASIC.

26/09/2023–27/09/2023 Quetta

Certificate of Effective Leadership & Strategic Planning from the HP LIFE

25/03/2023–20/04/2023 Quetta

Balochistan Rural Support Programme Planning, Monitoring & Evaluation and Research Section

Education

- 2023 **University of Balochistan**
Bachelors in Science , Disaster Management and Development Studies
Developmental Studies, Economics and Finance, Educational Planning and Policies, Geology and Geohydrology, Official Statistics, Urban and Regional Planning, DISASTER MANAGEMENT
CGPA: 3.8/4
- 2021 **University of Balochistan**
Bachelors in Arts , BA
History, Sociology
Grade: A
- 2019 **Winsome English Language Center, Satellite Town, Quetta**
Diploma , Advanced in English Language
English Language Teaching, Teachers of English to Speakers of Other Languages
Completed
- 2019 **Post Graduate Science Collage Jinnah Road Quetta**
Intermediate/A-Level , Pre-Engineering
Mathematics
Grade: A

Projects

Micro Merger Polio Eradication Program

The Polio Project is a global health initiative aimed at eradicating the poliovirus. It involves widespread vaccination campaigns, disease surveillance, and public health interventions. Supported by organizations like the WHO, UNICEF, and Rotary International, the project has made significant progress, reducing polio cases by over 99% since its inception. It focuses on immunizing children in vulnerable regions, monitoring the virus's presence, and responding to outbreaks. The goal is to eliminate polio entirely, ensuring a polio-free world and preventing future outbreaks, ultimately safeguarding the health and well-being of children worldwide.

Languages

Pashto
Expert

Urdu
Expert

English
Expert