**RABIA BATOOL**

**Phone:** **Mobile:** +092-3335600970

**E-mail:** rabi8710@yahoo.com

**Address**: Street 8,House # 4,Siri Chowk, Barakahu,Islamabad

|  |
| --- |
| **Summary of Experience:**I have 13 years of experience in the development sector, contributing to a wide range of initiatives aimed at social empowerment, community development, and sustainable change.Dedicated and results-driven professional with a strong background in research, communication, statistics, data analysis, child protection, education, report writing, manual development, and training. Experience in collaborating with government agencies, national and international organizations, child protection institutes (included child marriages, abduction,child sexual abuse,missing children and gender based violence), educational institutions, and local communities to execute diverse projects effectively. Proficient in training and facilitation, focusing on creating positive learning environments. Possess excellent interpersonal and communication skills, with the ability to adapt seamlessly to new teams and settings. Demonstrate proven track record of meeting tight deadlines and delivering high-quality results. Committed to contributing expertise and enthusiasm to a dynamic, progressive organization focused on growth and development. |
| **CNIC:** 6110107374416 | **Nationality:** Pakistani | **Marital Status:**  Married |
| **Education:** MSc. Anthropology | University of Arid Agriculture Rawalpindi  |
| **LANGUAGE SKILLS:** (1 - EXCELLENT; 5 - BASIC) |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| Urdu | 1 | 1 | 1 |
| English | 1 | 1 | 1 |
| Punjabi | 1 | 1 | 1 |
| Saraiki | 1 | 1 | 1 |
| Pashto | 3 | 3 | 3 |

 |
| **PROFESSIONAL SKILLS** |
| | Research and Communication |Field Monitoring | Monitoring and Evaluation | Data Management | Reporting | Data Collection |Statistics and data analysis|Report writting|Handouts and manual development | Training**COMPUTER SKILLS** | Microsoft Office | In-Page | LIMS |Publisher | Quick book |Net Sufring | Designing |
| **CERTIFICATES & TRAININGS** |
| * Training on Aflatoun Social and Financial Education From (Sahil NGO)
* Team Building Training From (Sahil NGO)
* Training of Trainer (TOT ) on child protection From (Sahil NGO)
* Trauma Buster Technique (TBT) From (Rehana Webster)
* A two days training on violence against women From (WORLD)
* One day training session on (Meri Hifazat) child protection From (Sahil NGO)Sahil
* Certificate on early learning and development standards (ELDS) validation study From (Eycon - Unicef)
* A twelve days training on women health (reproductive)
* A one day training on adolescence health behavior problems
 |
| **PROFESSIONAL EXPERIENCES**  |
| *Solidar Suisse | CHS Alliance***Field Monitoring Officer****Solidar Suisse, International** **December, 1st 2023 to till date….****Project: Strengthening of learning and protection of children living in the slum areas of Islamabad.*** Education and protection from all forms of abuse, including child marriage and gender-based violence (GBV), are crucial components of a comprehensive child protection strategy within an organization. By providing education, we empower children and young people with knowledge about their rights, helping them understand the dangers of child marriage and the importance of consent. Educational programs also create awareness about gender-based violence, equipping individuals with the tools to recognize, prevent, and report abuse. An effective protection framework ensures safe environments where children can thrive without fear of exploitation or violence, fostering a sense of dignity, respect, and equality.
* Foster an inclusive workplace by implementing strategies that ensure equal opportunities, support diversity, and address barriers to participation for individuals from marginalized or underrepresented groups
* Steadfastly oversee activities aimed at enhancing learning and protection of children within assigned locations for implementation and improvement of the Program.
* Create monthly work plans following the provided template.
* Organize logistics for project activities and events.
* Conduct regular field visits to organize and monitor school and community level activities, including women's support groups, awareness-raising sessions, and capacity building activities for children, women and communities.
* Strengthen school committees to address challenges related to access and quality of education.
* Mobilize communities to actively address issues related to child education and protection using participatory methodologies.
* Ensure the timely procurement and distribution of project resources.oversee schedules and arrangements for meetings, workshops, and other related activities.
* Support the development of training agendas, outlines, and programs. Prepare detailed training reports, including interesting quotes from teachers.
* Conduct pre and post training evaluations to assess participants' learning. Maintain records of participants’ feedback for continuous improvement.
* Maintain consistent communication with project stakeholders, including team members, community members, and external partners.
* Regularly update the Project Manager on the project's status, issues, and risks.
* Maintain comprehensive records of project data, including activity and beneficiary data, attendance sheets, project targets vs achievements, and achievement against indicators.
* Draft and maintain project documentation, including meeting minutes, status reports, and project plans.
* Collect data for assessments, learning, and reporting purposes. Provide input to the office reporting system and present data. Maintain close linkages with stakeholders for information sharing and building synergies.

**C:\Users\Admin\Downloads\WhatsApp Image 2024-07-18 at 5.17.34 PM.jpeg**logo-eng**National Coordinator (Communication and Media)** **Sahil, Islamabad****May 2022 to November,2023****Project: Project on Child Marriages, Abduction, Missing Children, Child Sexual Abuse, and Gender-Based Violence (GBV)*** I have extensive experience working on issues related to child marriages and gender-based violence.
* During my experience working on child marriage prevention initiatives, I collaborated with community stakeholders, advocacy groups, and government organizations to address this critical issue. My role included organizing awareness campaigns, providing education about the legal and social implications of child marriage, and supporting at-risk individuals and families. This work deepened my understanding of the multifaceted challenges involved and the importance of culturally sensitive approaches to achieve sustainable change.
* In my role within the organization, I actively contributed to addressing Gender-Based Violence (GBV) through comprehensive programs and initiatives. This included designing and implementing awareness campaigns, providing support services to survivors, and advocating for policy changes to prevent GBV. I collaborated with stakeholders, trained community leaders, and facilitated workshops to promote education and empowerment. My work focused on creating safe spaces, ensuring access to resources, and fostering a culture of accountability and respect.
* Develop and maintain statistics on child abuse by monitoring newspapers and collecting data on child sexual abuse cases across Pakistan. Analyze this data to understand trends and facts.
* Send offer letters to victim families, providing information on free legal aid and counseling services. Maintain compassionate and timely communication with affected families.
* Compose the annual "Cruel Numbers" report on child sexual abuse cases (CSA). Prepare and release press statements to disseminate the report's findings.
* Organize and coordinate events for the launch of annual CSA report, ensuring engagement from stakeholders and community.
* Create and publish four quarterly magazines annually, focusing on child protection issues, organizational activities, and relevant news.
* Conduct media campaigns to raise awareness about child protection. Manage all social media inquiries and coordinate with police and journalists on child abuse cases.
* Recruit and coordinate volunteers passionate about child protection. Ensure volunteers are properly trained and engaged in meaningful activities.
* Empower community groups and individuals with leadership training, project management, and advocacy skills. Secure funding and resources for community projects through grant writing, fundraising campaigns, and partnership development.
 |
| logo-eng**C:\Users\Admin\Downloads\WhatsApp Image 2024-07-18 at 5.17.34 PM.jpegNational Coordinator****Sahil, Islamabad****(April 2014 to May 2022)****Working against child sexual abuse and for the protection of all children in Pakistan from all kinds of abuse*** Prioritized ensuring that interventions were accessible and responsive to the needs of all individuals, regardless of gender, age, ability, or background. By fostering partnerships with diverse community groups and integrating intersectional perspectives, I contributed to creating programs that empowered marginalized voices and promoted equality. This commitment to inclusion strengthened the impact and sustainability of our GBV prevention and response efforts.
* Handle employee requests regarding HR issues, rules, and regulations. Provide guidance and support to staff on various HR matters, including job requirements and descriptions.
* Obtain NOCs for events, manage rent agreements for member accommodation, and coordinate events and training programs to ensure smooth implementation.
* Prepare budgets by providing relevant data of staff salaries, overtime, medical expenses, EOBI, provident fund, etc. Handle office daily petty cash and ensure all expenses are within the assigned project budget.
* Report to the General Manager and provide decision support through HR metrics. Ensure timely development and submission of work plans and relevant reports.
* Deal with government and private sector entities for various administrative purposes, ensuring compliance with regulations and effective coordination.
* Oversee fleet management to ensure the efficient use of vehicles, including maintenance and scheduling.
* Manage requests for interns from organizational departments, collect data on volunteers’ activities related to child protection programs across Pakistan, and coordinate the Volunteer Recognition and Awards Program.
* Arrange and coordinate awards presentation events, communicate with winners, and ensure recognition of volunteers' contributions. Maintain effective communication with stakeholders and ensure successful event execution.
 |
| **C:\Users\Admin\Downloads\WhatsApp Image 2024-07-18 at 5.17.34 PM.jpeg**logo-eng **Program Officer Trainer****January 09,2012 to April 2014****Working against child sexual abuse and awareness program for child protection*** In my role within the organization, I was actively involved in capacity-building programs designed to enhance skills and knowledge among staff, community leaders, and stakeholders. This included organizing training sessions, workshops, and mentorship initiatives focused on improving competencies in key areas such as advocacy, service delivery, and resource mobilization. By fostering collaboration and knowledge sharing, these programs strengthened organizational effectiveness and empowered participants to drive impactful change in their respective roles.
* Develop an Annual Training Plan and Training Calendar for national service participants and the broader community, aligning with organizational goals and objectives.
* Identify training and development needs within the organization through job analysis, appraisal schemes, and regular consultations with program managers and the HR department.
* Design and expand training and development programs based on organizational and individual needs, ensuring they address current and emerging issues in child protection.
* Organize events, workshops, and activities that foster community engagement, strengthen social ties, and enhance understanding of child protection issues.
* Work collaboratively with program managers, accounts, and senior management to develop training programs that meet the needs of all stakeholders and maintain high standards of quality.
* Consider the costs of planned programs, ensure they stay within budget, assess the return on investment for training programs, and review and approve payment of training bills.
 |
| ReferencesReference will be provided on request |