

Ms. Shazia Mughal

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EXECUTIVE SUMMARY

An accomplished, versatile and results-driven 9 years of successful advice in diverse projects providing technical health services to vulnerable people across community health facilities, government schools, district training, and development levels relied upon by senior colleagues to develop strategic planning, manage key stakeholder relationships and work closely with health professionals, senior managers, and trainers to deliver educational tools and clear guidance to ensure project interventions provide best practice quality assurance standards and policy compliance. A confident leader, training and mentoring staff to achieve technical excellence, generate successful results, and meet all project goals.

Expertise in

- Training & Development
 - Data Analysis
 - Monitoring and Evaluation.
 - Documentation
 - Report Writing
 - Qualitative/Quantitative Research
 - Monitoring and Evaluation in Polio Campaign
 - Primary health care services
 - Quality Assurance
 - Working with Vulnerable Peo
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PROFESSIONAL EXPERIENCE

Monitoring, Evaluation & Learning Officer Punjab & KPK. (July 2022 to November 2023)

Responsibilities:

➤ Strategic and Annual Plan Implementation

- Perform quantitative analysis to identify project requirements, priorities, and recommendations to improve performance
- Support in the development of project metrics/tracker to review performance on regular basis and identify gaps to inform strategic decision making

➤ MEL Planning and Implementation

- Ensures program data are collected, stored, and managed timely in the relevant database as per the overall project framework
- Support in the establishment of project review and reporting mechanisms to timely identify, monitor, track, report, and resolve the critical dependency issues
- Develop an advanced-level dashboard to monitor and report progress regarding initiatives and activities to the management on a regular basis
- Actively participates in national/province-level quality technical working groups to frame the future of quality intervention in the assigned country. Shares program experience and lessons

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➤ Data Collection and Management

- Compile databases and provide key results to the senior management for strategic planning and decision making
- Support in implementation of robust data management systems and develop tools to ensure data quality
- Support/Liaise with government DHIS focal person/data entry persons in the compilation of service delivery data, training database, and other relevant databases for tracking and reporting
- Provide regular coaching and support to the government's DHIS focal persons during the action period for implementing and piloting digital data systems. Develop and build the capacity of key staff and skills for coaching.

➤ Project Evaluation, Report writing, Proposal Planning and Documentation

- Contribute to the development of project annual reports
- Maintain an inventory of successful strategies and approaches
- Support in planning, designing and execution of project evaluation study/need assessment study
- Support in documentation of implementation learnings, project best practices and lessons learned through collaboration, learning and adaptation framework

District Consultant,(UNICEF) Layyah. (September 2021 to November2021)

Responsibilities:

- Facilitated all the campaign activities at district level during per-campaign, intra campaign, post campaign phase including trainings, meetings, awareness activities at different levels and report on proposed corrective measures taken. **Ensured that:**
 - All micro plans are updated & complete and slums, high risk areas and underserved areas are included.
 - Trainings plans are developed & implemented and all components (Equity, ACSM and vaccine and logistics, reporting) are well addressed during the trainings
 - ACSM and community engagement activities are incorporated in plans and micro plans
 - Cold chain, vaccine and logistics availability and timely distribution at all level
 - Regularly monitor and ensure that the resources provided for pre-campaign activities were used for the intended activities at district level as per the micro plans.
 - Conducted field visits and ensure that the planned activities have been executed to the required level and quality with adherence to the SOPs.

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- Reported to the province of the real-time data on daily basis on agreed format (e.g. Kobocollect, NEOC).
- Facilitate all the programmatic activities at district level during campaign phase and report on proposed corrective measures.
- Developed a comprehensive district report of the campaign (narrative & supported by data), first by developing the format and agreed by UNICEF.
- Supported the districts in post campaign evaluation survey

Communication Associate ,Health Education Branch DGHS Office Punjab, Lahore. (March 2020 to June 2022)

Responsibilities:

- Collaborated with the Health Education team to develop comprehensive communication strategies aligned with public health goals and priorities.
- Assisted in the creation of communication plans to effectively disseminate health education messages to diverse audiences.
- Generated engaging and informative content for various communication channels, including print materials, websites, social media, and newsletters.
- Coordinated the development and maintenance of content repositories, ensuring accurate and up-to-date health information.
- Established and maintained relationships with media outlets to facilitate the coverage of health education initiatives.
- Drafted press releases, and responded to media inquiries to enhance public awareness of health campaigns.
- Coordinated and participated in community outreach programs to promote health education initiatives and encourage community engagement.
- Organized and managed events such as workshops, seminars, and health fairs to amplify the reach of health education messages.
- Worked closely with internal teams, government agencies, NGOs, and community partners to align communication efforts and amplify the impact of health education programs.
- Engaged with stakeholders to gather feedback, address concerns, and ensure the relevance of communication materials.
- Implemented systems for monitoring the effectiveness of communication strategies and campaigns.
- Conducted regular evaluations to assess the impact of communication efforts on public awareness and understanding of health issues.
- Managed social media platforms, including content scheduling, community engagement, and performance analytic.
- Explored innovative ways to leverage digital media for health education, incorporating multimedia elements to enhance messaging.
- Prepared regular reports on communication activities, summarizing key metrics, achievements, and areas for improvement.
- Maintained detailed documentation of communication materials, outreach initiatives, and media coverage.
- Provided training sessions for internal staff and external partners on effective communication strategies and messaging techniques.
- Contributed to building the communication skills of team members to ensure a cohesive and effective approach.

District Oversight Consultant.(UNICEF) D.G.Khan. (September 2018 to January 2019)

Responsibilities:

- Supported and guided the respective District Health Authority in the understanding of the financial breakdown of the measles budget and on the modalities of expenditure as per agreed rules between UNICEF and Govt of Punjab.

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- Kept a continuous liaison between district health authorities and Provincial EPI team through Provincial UNICEF Office.
- Participated in the Orientation workshop facilitated by UNICEF CO and Field office teams and develop work plan for the assignment
- Conducted an orientation session with the district health authority for the modalities of HACT expenditure.
- Ensured that the resources provided for pre-campaign activities were used for the intended activities at district level as per the micro plans.
- Facilitated all the activities at district level regarding measles SIA, both programmatic and financial during pre-campaign phase including trainings and meetings at different levels and report on proposed corrective measures.
- Ensured that the planned activities have been executed to the required level and quality and in accordance with the planned budget.
- Report to the province of the real-time data on daily basis on agreed format (e.g. Rapidpro, excel etc).
- Facilitated all the activities at district level regarding measles SIA, both programmatic and financial during campaign phase and report on proposed corrective measures. Post-Campaign Phase
- Supported the respective district in the complete and proper compilation and submission of the vouched accounts to the provincial office within stipulated time.
- Facilitated all the activities at district level regarding measles SIA audit by third party, both programmatic and financial
- Supported the third-party validation of campaign coverage to be conducted by WHO
- Supported the UNICEF Provincial Office in any other assignment related to EPI during this period.

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JHPIEGO Program Assistant (August 2016 to August 2017)

Responsibilities:

- Working in close collaboration with District Health Department and provide support for District assignment & tasks as per project requirements
- Arrange the project activities as per work plans and ensure implementation of the activities and responsible for all field activities
- Work in close collaboration with other stakeholders to execute the trainings / supervisions and monitoring and provide support in compilation and conduction of workshops & trainings at health facilities
- Ensuring that all activities are carried out and that all deadlines and targets are met
- contributing to the reporting requirements of the project
- Participate in and/or coordinate the timely collection and analysis of all program performance data and reports
- Participate in various activities and meetings at different levels as and when required
- Arrange to the documentation of program events such as meetings, workshops, etc
- Undertake visits to the Islamabad office or to the project sites as needed to support and/or supervise data collection or verify data quality
- Ensure compliance of Jhpiego rules and regulations at each level
- Meet regularly with SBAs, nursing staff, recovery room and ward staff for quality.

Assistant District Coordinator D.G.Khan, IRMNCH & Nutrition Program, Punjab

February 16,,2010 to August,2016

Key Responsibilities:

- To provide support to District Coordinator in documentation, correspondences, filing, maintaining communication in and outside the Program and Project of Program in collaboration with UNICEF and WFP, monitoring supply and cash assistance and maintaining data/information for the Program and Projects.
- Assist District Coordinator National Program (LHW Program) to follow-up with counter-parts on outstanding cash advances, review vouched accounts upon submission for liquidation.
- Support District Coordinator and in preparing necessary project documents, correspondence and ensure its correctness and carries out specific control tasks for project implementation.
- Arrange appointments; receive visitors, place and screen telephone calls, answer queries with discretion, responds to routine requests for information and assist in making Monitoring arrangements.
- Makes monitoring trip as and to follow-up project progress on monthly basis.
- Assists in the arrangements of meetings/workshops/Trainings/Seminars/Walks/weeks etc. organized by National Program in collaboration with UNICEF/ WHO/WFP and different NGOs. Takes notes at meetings and prepares & circulates minutes after approval
- Maintains office records and reference files on various subjects. Carries out data entry and retrieves information.

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- Maintains and keeps current registers and control plans on the status of
- Projects at the formulation, implementation and operational stages.
- Receives and screens correspondence and attaches relevant background information and alerting the District Coordinator on the pending deadlines.
- Processes and examine the information and data in accordance with instructions received, making necessary abstracts and computations.
- **WASH**
- Design and manage assessments and studies in order to identify WASH needs in target communities.
- Working with the WASH Officer – Hygiene Promotion, manage assessments/evaluations in order to identify key strengths, limitations of community structures managing WASH facilities In cooperation with other WASH staff.
- Support implementation of hygiene promotion activities appropriate to the context in close collaboration with the WASH Officer – Hygiene Promotion to ensure that technical and social aspects of water and sanitation programming are integrated.

EMOnC (MNCH) Of IRMNCH in collaboration with UNICEF Monitoring & Evaluation Officer (April 2011 to May 2012)

Key Responsibilities:

- Provide specialized expertise on formative research (qualitative and quantitative) that can support the identification and prioritization of problems, as well as project design
- Support the development of M&E frameworks and research plans to guide research and M&E activities pertaining to each pilot project.
- Develop a set of key performance indicators and means of assessment against these indicators for the Innovations Project and the ideas identified and selected for implementation.
- Identify and assess suitable human resources to undertake key monitoring and evaluation assignments, reviews, mid-term evaluations and final evaluations of the projects selected for implementation
- Arrange and/or adapt practical monitoring and reporting tools for Facilities.
- Liaise with UNICEF (Innovations project strategic partner) and other Innovations staff on a regular basis to ensure that high standards of research, monitoring and evaluation are developed and maintained
- **Research:**
- Arrange the research and analysis of MNCH service delivery problems and priorities.
- Arrange the design and oversight of action research related to innovative MNCH solutions.
- Provide and/or source technical support to District Coordinator with respect to operations research issues.
- Participate in relevant research and Field Monitoring activities within UNICEFs Management unit.

CMAM (Nutrition) Monitoring & Evaluation Officer (July 2010 to April 2011)

Key Responsibilities:

- Support District Coordinator in preparing necessary project documents, correspondence and ensure its correctness.
- Maintains office records and reference files on various subjects. Carries out data entry and retrieves information.
- Makes monitoring trip as and when required to follow-up project progress.
- Receives and screens correspondence and attaches relevant background information and alerting the District Coordinator on the pending deadlines.
- Processes and examine the information and data in accordance with instructions received, making necessary abstracts and computations.

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- Assists in the arrangements of meetings/workshops etc. organized by National Program
- Draft Vision related documents and strongly follows up.
- Takes notes at meetings and prepares & circulates minutes after approval.

PROFESSIONAL TRAINING ATTENDED

- Spreadsheet
- word processing
- Power point & presentation skills like MS Office.
- Internet Searching
- CMAM(Community Management of Acute Malnutrition),UNICEF (7 days)
- CBDRM (Community based Disaster Risk Management) UNICEF 5 days.
- EPHS/MSDS(minimum Services Delivery Standards) Health Department 3 Days.

PROFESSIONAL SKILLS AND ABILITIES

- Team Player
- Ability to do multitasking
- Ability to change
- Time Management
- Innovative and creative

EDUCATION & PROFESSIONAL AFFILIATIONS

- **MSC Anthropology**
- **Master in Public Health**
- **M Phil Public Health (Thesis in progress)**

REFERENCES

Will be furnished on demand.