

Taj kakar



Experience 6 years 2 mons
Current salary 95000
Created at 14th July, 2022
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More than 6 years of professional experience in the field of Management , Team leading , Monitoring and evaluation, research surveys, data analyzing, social development, reporting human interest stories, community mobilization, logistic , economic development and information, community based interventions; Procurement process, Agriculture and livestock development & marketing, livelihood sector and cross cutting issues, trainings , managed relief activities disasters. Experienced in social assessments, relief distribution, questionnaire surveys, and project support. Extensive regional exposure through working with different cultural groups in addressing social concerns.

Personal Information

Email	tajkakar555@gmail.com	Date of birth	1st January, 1992
Contact No#	03360016119 , 03174698670	Gender	Male
CNIC #	56302-7866719-5	Domicile City	Balochistan
Country	Pakistan	City	Loralai
Address	Loralai city and Quetta Jinnah town		

Education

NATIONAL UNIVERSITY OF MODERN LANGUAGES, ISLAMABAD
MSC (2.90 CGPA)
International Relations
2016 - 2018

Experience

MERF
DISTRICT SBCC OFFICER
2023 - 2024

I have been working in MERF as SBCC Officer in District Loralai where i have acquired valuable knowledge and enhanced SBCC skilled.
MERF SBCC Officer in Mass Registration and Distribution program funded by Malaria Control Program and Indus hospital to control malaria diseases.
Conduct regular meetings with representatives of government departments.
Conduct regular meetings with representatives of UC Level stakeholders.
Conduct regular meetings with community about SBCC Campaign.
Regular visits to the target area and directly report to the coordinator.
Supervise overall project activities and planning for achieve target timely.
Prepare monthly activities plan.
Coordination meetings with district stake holder and health departments about campaign.
Distributes mosquito nets on union councils basis.
Conduct training of volunteers and supervisors.
Meeting with district health officer ,deputy commissioner and other stakeholders.
Monitoring and supervise the all union councils registration process.
Monitoring and supervise the all union councils distribution process.

UN IOM
FIELD ASSISTANT
2023 - 2023

I have been working in UN IOM as Field Assistant in Loralai where, i have acquired valuable knowledge and enhanced field level skills during the scope of work that has given me a strong sense of analytical skills, and sound understanding about development endeavored particularly on rural development.

To mobilize and organize the community for survey about flood affected project .
Record keeping, internal saving mechanism and data collection.
To facilitate survey about project activity.
Arrange meetings with community and local stake holder.
Supervise out team on daily basis .

WFP
MONITORING ASSISTANT
2022 - 2022

I have been working in World Food Program as Monitoring Assistant in District Loralai Flood emergency Project where i have acquired valuable knowledge and enhanced Monitoring skills during the scope of work that has given me a strong sense of analytical skills, and sound understanding about development endeavors, particularly on rural development.
Direct Monitoring from donor. Will develop and strengthen monitoring, inspection and evaluation procedures of cooperative partner . Monitor all project activities, distributions, beneficiary identification process use of SNF and another PC target in all area .
Develop monitoring and impact indicator for the project success.
Assist in coordinating across the available components of the Project to ensure the effective implementation of M&E.
Assist the project personnel with M&E tools and in supporting them in their use.
Collect case studies/ success stories.

SHIFA FOUNDATION PAKISTAN
MONITORING & EVALUATION OFFICER
2022 - 2022

I have been working in Shifa Foundation as Monitoring & Evaluation Officer in District Killa Saifullah, Nutrition Benazir Nashunoma Programme where i have acquired valuable knowledge and enhanced Monitoring skills during the scope of work that has given me a strong sense of analytical skills and sound understanding about development endeavors, particularly on rural development.
Will develop and strengthen monitoring, inspection and evaluation procedures of cooperative partner. Monitor all project activities, distributions, beneficiary identification process use of SNF and another PC target in all area .
Develop monitoring and impact indicator for the project success.
Assist in coordinating across the available components of the Project to ensure the effective implementation of M&E.
Assist the project personnel with M&E tools and in supporting them in their use.
Collect case studies/ success stories.

MUSLIM AID PAKISTAN
PROJECT OFFICER
2022 - 2022

I have been working in Muslim Aid (MAP) as Project officer in Kila Saifullah where I have acquired valuable knowledge and enhanced management skills during the scope of work that has given me a strong sense of analytical skills.
Will develop and strengthen management, and leadership procedures for program.
Supervise all program activities, distributions, beneficiary identification process and
The Program Officer will be responsible for the implementation, monitoring, and reporting of the organization's program in the district . This position will require regular travel to project sites.
Duties and Responsibilities:
Conduct target area identification and area profiling to determine project needs and opportunities.
Build relationships with community members and influencers to gain their support and involvement in project activities
Mobilize communities to participate in program activities and ensure their active engagement throughout the project cycle
Identify and screen beneficiaries based on established criteria to ensure that project resources are allocated to those who are most in need
Design & development project proposals after need assessment
Develop and maintain project implementation plans, including timelines, budgets, and monitoring and evaluation frameworks
Monitor project activities to ensure that they are implemented according to plans and that results are achieved
Provide technical assistance and capacity building support to project staff and partners
Identify potential partners and coordinate with them to implement project activities
Troubleshoot problems that arise at the field level and work with project staff and partners to find solutions
Prepare accurate and complete project reports and submitted on time
Participate in regular team meetings and contribute to team decision-making.

CERBM WORLD BANK PROJECT
TEAM LEADER
2021 - 2022

I have been working in CERBM as team leader in Duki & Harnai where I have acquired valuable knowledge and enhanced geo tagging skills during the scope of work that has given me a strong sense of analytical skills, and sound understanding about development endeavors particularly on rural development.
Responsible to Train the Young Professionals for field work.
To mobilize and organize the community for Geo tagging of government assets project, Record keeping, internal saving mechanism and training.
To facilitate the young professionals about project activity.
Arrange meetings of community and local stake holder.
Facilitate district team in arranging JDDC and stake holder meetings about geo tagging of government assets .

TAMEER KHALAQ FOUNDATION
MONITORING OFFICER
2021 - 2021

I have been working in TKF as Monitoring Officer in district Loralai where I have acquired valuable knowledge and enhanced monitoring skills and also monitor Measles and Rubella Campaign. Conduct regular meetings with representatives of government departments. Regular visits to the targeted area and directly report to the coordinator. Supervise overall project activities and planning for achieve target timely. Prepare monthly activities plan. Coordination meetings with district stake holder and health departments about campaign. Support M&E Coordinator in defining and implementing the key project performance indicators (KPI) as well as monitoring them throughout the duration of the projects. Monitor project's specific activities at field and ensure timely sharing of best practices and lessons learnt with management. Develop field visit monitoring report, monthly monitoring report and analysis on overall Measles and Rubella Campaign program interventions.

**BRSP EU PROJECT DISTRICT LORALAI
DISTRICT LIVELIHOOD OFFICER
2019 - 2021**

I have been working in BRSP BRACE Programme as District Livelihood Officer in district Loralai and Duki where I have acquired valuable knowledge and enhanced Livelihood skills during the scope of work that has given me a strong sense of analytical skills, and sound understanding about development endeavors, particularly on rural development. Prepare weekly monthly and work plan report. Conduct monthly meeting with the project staff. Plan activities for the district staff. Supported 800 persons with disabilities(PWDs) in Loralai. Supported 3000 livelihood Beneficiaries in Loralai. Established Medical Camps for persons with disabilities in various UCs. Conduct meeting with the community elders. Coordination with provincial and District level leadership for implementation of project activities. Monthly visits to project districts for the supervision and proper implementation of the project activities. Ménage all livelihood materials stock and supply to the deserving area. Organized community organizations in potential sites to support self-help basis. PRA in selected Cos for basic need assessments. Validated the PC (poverty score card) and nominated for beneficiaries for assets. Develop the business plan of livelihood beneficiaries. Nomination and selection of participants for vocational and technical training. Training need assessment (TNA) of selected participants for vocational and technical training. CIF Community investment plan. Given small trade loan on union councils level per UC 20 lakh. Per beneficiaries 20000 thousands load to increase their trade setup.

**PAKISTAN RED CRESCENT SOCIETY PAKISTAN
MONITORING & EVOLUTION OFFICER
2019 - 2019**

I have been working in PRCS as Monitoring Officer in District Duki where i have acquired valuable knowledge and enhanced monitoring skills. Pakistan Red Crescent Society Baluchistan District Duki M&E in Mass distribution program funded by Malaria Control Program and Indus hospital to control malaria diseases. Conduct regular meetings with representatives of government departments. Regular visits to the target districts and directly report to the coordinator. Supervise overall project activities and planning for achieve target timely. Prepare monthly activities plan. Coordination meetings with district stake holder and health departments about campaign. Distributes mosquito nets on union councils basis. complication of report . Support staff in logistic materials, like distribution point and warehouse store. Monitoring the whole program and supervise the weaknesses in field . Conduct training of volunteers and supervisors. Meeting with district health officer ,deputy commissioner and other stakeholders. Monitoring and supervise the all union councils registration process. Monitoring and supervise the all union councils distribution process.

**BISP SURVEY PROJECT
SUPERVISOR
2018 - 2019**

I have been working in BRSP BISP Project Loralai as Supervisor in BISP Project Loralai where I have acquired valuable knowledge and enhanced mobilization skills. This role will be based in the Loralai in Balochistan, with the responsibility to implement Survey activities. The main task will include project supervision at the community level, planned resources, and timelines. Provide technical support to in setting up a system. The main task will include project supervision at the community level. The position is responsible for supervision, Mobilizing the community about survey. Perform other duties as requested by the line supervisor. Prepare daily field visit report.

**SHF ALP EDUCATION PROGRAM
DISTRICT SUPERVISOR
2018 - 2018**

I have been working in Shams Foundation Education Alternate Learning Program as District Supervisor in District Loralai where i have acquired valuable knowledge and enhanced supervised skilled.
Prepare monthly activities plan.
Coordination meetings with district Education Officer and Government departments about ALP.
Supervisor all ALP centers in district loralai.
Given Education materials logistic support to the staff.
Collect the actual data of various area about ALP Centers .
Given training to the ALP Centers Teachers .

WHO IN LORALAI SURVIVOR 2012 - 2012

I have been working in WHO as survivor in District Loralai where I have acquired valuable knowledge and enhanced monitoring skilled of POLIO campain.

Skill

**Coordination Abilities (Expert)
Excellent
Last used -**

Coordination Abilities (Expert)

**Enterprise Development Expert (Expert)
Excellent
Last used -**

Enterprise Development Expert (Expert)

**Data Collection
Excellent
Last used -**

nothings

**Micro soft office
Excellent
Last used 10th April, 2018**

nothings

**Communication
Excellent
Last used -**

No comments

Certification

**IOM Field Assistant From (Assessment)
65 - 2nd December, 2022**

**UNDSS From (Security)
0 - 3rd November, 2022**

Attended UNDSS Training in Quetta for safe and security on behalf of World Food Program.

**Planning, Monitoring, Evaluation and Learning From (M&E Training)
012 - 3rd October, 2022**

Planning, Monitoring, Evaluation and Learning training by WFP Quetta.

**Monitoring From (M&E Training)
84 - 10th November, 2021**

**Team leader From (Management)
022 - 6th July, 2021**

Monitoring From (M&E Training)

98 - 9th July, 2019

Monitoring From (M&E Training)
136 - 3rd January, 2017

References

Mr Shams Kakar
Provincial Coordinator *at* Cerbm (2 years)
Professional
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Mr Ahmed Jan
Provincial Livelihood Coordinator *at* Brsp (3 years)
Professional
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