

Shazia Ashraf
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Personal Statement

An enthusiastic and conscientious social worker with over thirteen years' experience in the social sector, specifically in providing a professional service to youth and communities in gender equality and mainstreaming, child protection and sponsorship, monitoring, master trainer, livelihood, literacy, primary education and social mobilization with national and international organization of Pakistan. Motivated and driven to provide the best service to the vulnerable person.

Core skills

- ✦ Facilitation and Training Skills
- ✦ Organizational and Coordination Skills
- ✦ Analytical and Report Writing Skills
- ✦ Communication and Interpersonal Skills
- ✦ Public Speaking Skills
- ✦ Programme Planning, Implementation, Monitoring and Evaluation
- ✦ Advocacy and campaigning
- ✦ Advanced Computer Skills

Employment history

Provincial coordinator voluntarily-Youth Action Pakistan

- Selection of Divisional and District Coordinators
- Planning of monthly activities with Divisional Coordinator
- Orientation to newly joined staff
- Monthly zoom meetings with Divisional and District Coordinators for upcoming events

PSEA coordinator-UNFPA

(February 2023 to till date)

- ✦ Conducting PSEA awareness raising session with Government department, CSOs, NGOs and community members
- ✦ Deliver PSEA trainings to IPs staff
- ✦ Made PSEA risk assessment tool
- ✦ Conduct PSEA risk and CBFM assessment in flood effected 6 district of Sindh
- ✦ Made report of Risk assessment
- ✦ Formation and mange PSEA network Sindh chapter
- ✦ Capacity building of PSEA network members

Divisional Coordinator- IRD Pakistan

(January 2019 to February 2022)

- ✦ Advocacy and Liaising with primary stakeholders of division level
- ✦ Plan and coordinate District committee meetings at division level, ensuring that all stakeholders are involved effectively in planning and execution of MDA activities at district level
- ✦ Initiate with the management in implementing a peer-to-peer dialogue with primary stakeholders, non-governmental organizations, religious leaders at district level
- ✦ Responsible for monitoring, managing District Coordinators and ensuring that they working according to work plan

Quality Assurance Officer – Punjab Commission on the Statues of Women

(May 2018 to Nov 2018)

- ✦ To help team in reviewing of questionnaire and manual of survey
- ✦ Be a part of enumerator interviews which was conducted throughout Punjab
- ✦ Part of TOT and observed trainings of enumerators and supervisor
- ✦ Monitoring of enumerators during data collection at Punjab
- ✦ Responsible of interviews observations and also back checks of enumerators
- ✦ Responsible for observation of private sector and monitories teams of data collection
- ✦ Review performance of teams during data collection
- ✦ To follow the data collocation protocol to assurance quality of data
- ✦ Conducting youth awareness seminars of harassment act at different districts of Punjab

Gender mainstreaming Officer – Plan International, Pakistan

(February 2014 – December 2018)

In youth economic empowerment project more than 600 youth was trained in traditional and non-traditional trades, job placement was done, loan was also provided those who want to establish their business. Youth with disability also address in this project. Providing gender equality and gender sensitization session to the youth and communities of Youth Economic empowerment project selected villages at district Chakwal

Duties

- ✦ To develop a gender mainstreaming plan and identify/develop tools and methodologies to support the implementation of the gender mainstreaming plan
- ✦ Deliver gender equality sessions with Youth, parents and community members of project
- ✦ Selection and capacity building of Gender Equality Monitors(volunteers)
- ✦ Organized and facilitate gender equality trainings for Plan, partner staff and Gender equality monitors
- ✦ Monitoring of gender equality monitors gender sessions at community level
- ✦ Training need identification of youth for TEVTs enrolment
- ✦ Restructuring and capacity building of youth forums on gender equality
- ✦ Facilitate District youth network in organizing Advocacy events
- ✦ Giving support to Pink rickshaw project at Chakwal
- ✦ Liaising with Social welfare department for Youth economic empowerment project and registration of youth forums

Livelihood officer of Program unit Chakwal (Acting)-Plan, international Pakistan

(January 2014 to June 2015)

- ✦ Responsible for Sarban activities implementation according to proposal
- ✦ Monitor Partner activities in field
- ✦ Submitted work Plan and monthly progress report of partner to Program unit manger
- ✦ Giving technical support to partner staff to achieving targets
- ✦ Responsible to prepared and maintained project Budget outline
- ✦ Documented livelihood activates and progress in phase out report of program unit Chakwal (from 2001 to 2015)

Community Development Facilitator – Plan international, Pakistan (PU Chakwal)

(August 2010 – January 2014)

Responsible for social mobilization and advocacy of programme unit core programme and project activities in Plan partner communities

Duties

- ✦ Responsible for sponsorship of Program unit of Chakwal
- ✦ Build the capacities of CBOs in record keeping, proposal writing , child protection and CBO registration(1 women and 12 CBOs registered)
- ✦ Social mobilization for Health (MNCh and RIHA), livelihood, sponsorship ,education(ECCD and non-formal education) and WES project in programme unit Chakwal
- ✦ Formation of CP protection committees and build their capacities on Child protection
- ✦ Conducting training of children and youth on the Child rights of CRC
- ✦ Facilitate communities to registers PWD with social welfare department
- ✦ To facilitate UC secretaries for Union council Development planning

Markaz Coordinator – National commission for human development (Attock)

(February 2010 – July 2010)

- ✦ Arrange and facilitate primary teachers refreshers at UC level
- ✦ Conducted students assessment of learning achievements with collaboration of education department
- ✦ Facilitate AEO/LCs in their regular visits in schools
- ✦ Arrange parents teacher meeting and SMC meetings on quarterly basics
- ✦ Identification and capacity building of volunteers to support weak students in their studies
- ✦ Facilitate teachers for regular community coordination to prevent drop out at village level and preparation and submission of monthly Goshwara

Working as Master Trainer with Complete Human Resource Solution at Kashmir

- ✦ Deliver Community management Skill trainings to community based organizations
- ✦ Deliver community management skills trainings to water management Committees

Literacy and Vocational Trainer – World Vision International (Mansehra)

(October 2007 – February 2008)

Economically empowerment of women through literacy and skills in earthquake effected area, for that purpose organization established literacy centres and trained these women in vocational trades and made market linkage to sell their products through women empowerment through education and livelihood project.

Duties

- ✦ Identification of 20 learners aged 18 to 40 years from selected communities
- ✦ Create awareness and importance of education and vocational skills in community through mobilization
- ✦ Ensure the quality of education given in non-formal education centre
- ✦ Conducted assessments for ensuring quality of education
- ✦ Identified vocational trainer and build her capacity according to manual
- ✦ Giving session on Business management skills to the participants of vocational skills trainees
- ✦ Develop linkages with local market for products for vocational skills trainees
- ✦ Responsible to assist project coordinator in writing weekly & monthly reports about project

Literacy Coordinator – National Commission for Human Development Attock

(February 2007 to September 2007)

Establish non-formal educational centres for girls and women at Tehsile level.

Duties

- ✦ Identified teachers and learners through social mobilization at community level
- ✦ Build the capacities of literacy teachers and local area supervisors on curriculum
- ✦ Conducting weekly/monthly meetings of area supervisors for progress sharing of literacy centres
- ✦ Monitoring of local area supervisors
- ✦ Conducting 25% of assessment of all books

Social Organizer – Ghazi Brotha Tariqati Idra Attock

(July 2006 to January 2007) **Duties**

- ✦ Social Mobilization
- ✦ Formation of community origination
- ✦ Facilitation on PITD in COs
- ✦ Facilitation on Vocational Trainings of CO members
- ✦ Facilitation at conducting community management skills trainings for co members
- ✦ Facilitation at conducting Leadership management skills for co members
- ✦ Insurance of CO members from Adam G
- ✦ Intervention of Natural Resource management in COs
- ✦ Credit disbursement and recovery
- ✦ Facilitation on subject specific trainings of COs members
- ✦ **Social Organizer of UPE – National Commission for Human Development Attock**

(February 2004 to June 2006)

- ✦ Conducted broad based community meetings for UPE
- ✦ Conduced community meetings for enrolment of 5 to 7 years children
- ✦ Ensure the data collection of 0 to 39 years with help of community volunteer
- ✦ Produce the monthly, quarterly and annual reports
- ✦ Identification and registration of volunteers
- ✦ Conduct corner meetings for feeder schools
- ✦ Identification of the places for feeder schools
- ✦ To arrange donor's visit
- ✦ Combined visits of schools with education department
- ✦ Facilitation of teacher refresher trainings
- ✦ Ensure 100 % enrollment of 5 to 7 years out of school children
- ✦ Ensure 0 % drop out
- ✦ Organize and facilitate teacher training on quality education
- ✦ Reorganized the SMC with help of teachers

OTHER AFFILIATIONS

1. Member of Punjab Bar council
2. Board member of VTI Chakwal

Education

University of Punjab

(2006– 2007)

MA Political Science

University of Peshawar

(2007– 2010)

LLB