



Ejaz Shah

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Curriculum Vitae

OBJECTIVE

Key managerial position where education and experience combined with skills, initiative, and capacity to motivate others, can be utilized for the optimum benefit of the organization.

PROFILE

- Management professional with more than 8 years of experience in ensuring that technical knowledge is imparted in a sustainable manner by working closely with the counterpart, thus enabling them to maintain and replicate the developed tools and mechanisms
- Provided technical leadership by demonstrating high sense of responsibility and ability to performing and/or overseeing planning, development, and management of the various project operations.
- Seasoned decision maker, gathers relevant information before making a decision with an eye on its impact on others and on the organization
- Well-versed in promoting individual and organizational performance through planning, designing, and managing employee development and training programs/services
- Good in handling complex projects and managing human resource issues critical to project operations
- Equipped with interpersonal skills, effective communication, delivery of advice, extension of assistance to employees, clients and counterparts

EXPERIENCE

Programme Officer April 2011 to date
GIZ-ESP, Peshawar, Khyber Pakhtunkhwa

German Agency for International Cooperation (GIZ) is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). Under a support programme to Govt. of Khyber Pakhtunkhwa, it is providing technical support in the implementation of the Curriculum Reforms in the post 18th Constitutional Amendment scenario.

Under this arrangement, I extend advisory support to the Directorate of Curriculum and Teacher Education (DCTE), Khyber Pakhtunkhwa Textbook Board (KPTB), and Board of Intermediate and Secondary Education (BISE) in:

- identifying capacity development needs
- developing concept and strategy papers based on capacity gap analysis
- elaborating capacity development plans
- identifying and realizing training programmes for the stakeholders

Currently, emphasis of my input is to help create a **sustainable environment** wherein:

- The DCTE effectively performs as Competent Authority for supervision of Curricula, Textbooks and standards of education
- The KPTB facilitates teaching and learning materials development and publishing
- Private sector uses improved techniques in developing and marketing the teaching and learning materials
- BsISE develop the capability of conducting examinations/assessments as laid out in the objectives of the revised curriculum

Senior Programme Officer July 2007 to 2011
GTZ-NBF, Federal Ministry of Education, Islamabad

German Agency for Technical Cooperation (GTZ) (now GIZ) was commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). Under a support programme to the Federal Ministry of Education Government of Pakistan, it was providing technical and financial support in the implementation of the Curriculum Reforms and Textbooks and Learning Materials Policy and Plan of Action 2006.

Under this federal level arrangement, I extended technical assistance and tendered advice to the Provincial Textbook Boards, National Book Foundation, and Pakistan Publishers and Booksellers Association to help create a **sustainable environment** wherein:

- public sector (Provincial Textbook Boards and National Book Foundation) effectively promotes book readings, writing and publishing
- public and Private sectors increase investment in the development of Supplementary Reading and Learning Materials
- Pakistan Publishers and Booksellers Association becomes more active and gets itself recognized both nationally and internationally

Programme Officer February 2006 to June 2007
GTZ-CW, Federal Ministry of Education, Islamabad

National Curriculum Reform process was initiated by Government of Pakistan in 2005-2006 with a view to making Pakistan a knowledge based society. GTZ (now GIZ) had assisted the Federal Government in the realization of reform objectives. I, as Programme Officer:-

- worked closely with National Consultants for National Curriculum Review in organizing the National and Provincial workshops and mobilizing logistic support
- liaised with Curriculum Wing – Federal Ministry of Education, Provincial Textbook Boards, and departments concerned and partners to ensure good working relations
- monitored project budget proposals
- developed work plans and /or action plans for all concerned and reported the implementation status to quarters concerned

Liaison Manager July 2002 to January 2006
ESDP-GTZ, Textbook Board, Peshawar

Under this arrangement, GTZ had supported the government of NWFP (now KP) through its project “Education Sector Development Programme”. The Programme was aimed at improving the quality of school education in NWFP. In the Teaching and Learning Materials Development (TLMD) section of the Project, I:-

- ensured that administrative and financial policies and procedures were followed for the proper, effective and smooth running of TLMD
- coordinated in accounting and financial matters
- assisted in the development of workshop program, mobilization of logistic and other allied activities
- liaised with the company's senior management to determine their short, medium and long-term human resource requirements
- interacted with Foreign Missions for arranging study visit for counterparts

Administrative Officer February 1998 to June 2002
GTZ/PEP-ILE, NWFP Textbook Board, Peshawar

SKILLS

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Focuses on impact and result for the client and responds positively to feedback
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

EDUCATION

- Postgraduate Degree in Public Administration, University of Peshawar, 1995.
- Bachelors Degree in Humanities, F.G Degree College for Men, Peshawar, 1993.

TRAINING

- "Education Project and Programmes" - specific emphasis on Aid Effectiveness and Global Partnership for Education, IIEP-UNESCO Training Course, Paris, March 25-April 05, 2013
- "Result Based Management", Michael Hollander, 1-Day workshop, Islamabad, 2012
- "Change Management – Ensuring Sustainability", Michael Dipper, 3-Day workshop, Islamabad, 2012
- "Management Course – Advisory Role", Dr. Ulrich Gartner, 5-Day workshop, Islamabad, 2011
- "Capacity WORKS – Managing Sustainable Development", 5-day workshop, Islamabad, 2010
- "Best Practices", Annual study visits to Frankfurt International Book Fair 2006-2010
- "Result Based Monitoring", 5-day workshop, Islamabad, 2009
- Study visit to National Book Development Council of Singapore, January 2009
- "Monitoring and Evaluation of Projects", 3-Day workshop, SDPI-Islamabad, March 2005
- "Training of Trainers", 3-day workshop, British Council, Peshawar, 2004
- "Developing Effective Project Proposals", 2-day workshop, Islamabad, 2003
- "Project Management Based on Logical Framework", AMI Management Institute Ltd, Thailand 2003
- "Certificate in Project Planning & Evaluation", Department of Economics, University of Peshawar, 2000
- "Certificate Course in SPSS for Windows and Statistical Procedures", PEP-GTZ, Peshawar, 2000
- "Management Course", 2-month internship, ANZ-Grindlays Bank, Peshawar, October-November 1997
- "Management Internee", 8-month, The British Council, Peshawar, February – September 1997

REFERENCES

Will be provided upon request.