

CURRICULUM VITAE

PERSONAL DATA

NAME	AKMAL NAVEED		
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	Country of Citizenship	Pakistan	
	Home Phone Number	(++92-91) 5828860	
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GENDER	Male		
MARITAL STATUS	Married		
LANGUAGES	Speak	Read	Write
English	√	√	√
Urdu	√	√	√
Pushto	√	√	
NATIONALITY	Pakistani		
COMPUTER SKILLS	MS Word / Excel / Power Point / EPI INFO		

EDUCATION

DEGREE	INSTITUTION	YEAR	MAJOR SUBJECTS
MPH—Master in Public Health	Executive Development Centre, Gandhara University, Peshawar, Pakistan	2008	Public Health, Epidemiology, Biostatistics, Nutrition, Reproductive Health, Health Management, Health Management Information System, Primary Health Care, Health Planning
MPH—Master's Primary Health Care Management	National Institute of Health Rome, Republic of Italy	1996	PHC Policy and Experiences, Management of Human, material and financial resources, Principles of health planning, Research Methodology, Programme Evaluation, Health education, Field Operational Research
MBBS—Bachelor of Medicine and Surgery	Khyber Medical College, University of Peshawar, Pakistan,	1986	Medicine, Surgery, Community Medicine, Gynaecology, Obstetrics, Physiology, Pathology, Anatomy, Biochemistry, Forensic Medicine, Ophthalmology, Paediatrics, ENT

FOR REFERENCE

NAME	DESIGNATION	CONTACTS	
Professor Arshad Javaid	Chief Executive, Head pulmonology Department, Lady Reading Hospital, Peshawar, Pakistan, Ex-Dean Postgraduate Medical Institute	Tel #.	(++92-91) 9211430-9
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Prof. Mukhtiar Zaman Afridi	Head of Pulmonology Department, Khyber Teaching Hospital, Peshawar	Tel #.	(++92-91) 2590039
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Dr Faqir Muhammad Anwar	Country Head Mercy Pakistan	Tel#	(++92-91) 2650969
		Mobile	03008580905
		Email	anwarfaqir@hotmail.com

WORK EXPERIENCE

TITLE	DURATION		ORGANIZATION	ADDRESS
	From	To		
Director	Jan-2001	To date	Association for Community Development (ACD), A national civil society organization registered in Pakistan working in the field of TB and Malaria funded by GFATM, IUATLD, UNHCR	24/1, Circular Road, University Town, Peshawar Phone: ++ 92-91-5701426, 5840514
Deputy Programme Coordinator	May 1997	Dec-2000	Italian Cooperation for Development (ICD), a bilateral technical cooperation programme funded by the Ministry of Foreign Affairs, Government of Italy. ICD supported TB control programme in NWFP for both the local and refugee communities in the entire province	80-E, Old Bara Road, , University Town, Peshawar Phone: ++92-91-41496, 5843854
Field Medical Supervisor	Apr-1990	Dec-1995	Italian Cooperation for Development (ICD), a bilateral technical cooperation programme funded by the Ministry of Foreign Affairs, Government of Italy. ICD supported TB control programme in NWFP for both the local and refugee communities in the entire province	80-E, Old Bara Road, , University Town, Peshawar Phone: ++92-91-41496, 5843854
Medical Officer	Apr-1987	Jul-1989	International Rescue Committee (IRC), an INGO. IRC provided health care services to about 200,000 Afghan refugees residing in 13 refugee camps in NWFP. Project was funded by UNHCR, BPRM, ECHO, EU, USAID	P.O. Box 504, Peshawar, Pakistan. Phone :++92-91- 41845, 41274

TRAININGS / WORKSHOPS / SEMINARS

Year	INTERNATIONAL TRAININGS / WORKSHOPS / SEMINARS
2012	Participated in Project Management Professionals (PMP) Certification Course from 17 th to 21 st December 2012 in Malaysia, organized by the Project Management Academy, subsidiary of Bridgit Sdn Bhd, Malaysia
2008	Participated in International Course on Management, Finance and Logistics for TB Control from 4th to 16th February in Jaipur, India, organized by International Union Against Tuberculosis and Lung Diseases
2007	Participated in International Course on Budget Planning and Project Management for Tuberculosis Control from 3rd to 15th September in Bangkok Thailand, organized by International Union Against Tuberculosis and Lung Diseases
2007	Participated in International Course on Management of Managers for TB Control from 16th to 29th July in Makati City, Philippines, organized by International Union Against Tuberculosis and Lung

	Diseases
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Year	NATIONAL TRAININGS / WORKSHOPS / SEMINARS
2010	Completed Training of Master Trainers Workshop on TB Drugs Management organized and conducted by the Green Star Social Marketing from 21 st to 22 nd September 2010
2009	Participated in ToT workshop organized by National TB Control Programme Pakistan from 2 nd to 4 th February 2009 for Developing Outcome Indicators for Advocacy, Communication and Social Mobilization component of the Global Fund supported project in Pakistan
2005	Participated in Financial Management Workshop organized by UNHCR from 26th to 29th September and conducted by A.F Ferguson and Co a member firm of Price WaterHouse Coopers
2003	Participated in Health System Management and Research Course from 08th to 26th September 2003, organized and conducted by Department of Community Health Sciences, Agha Khan University, Karachi, Pakistan
2003	Attended training workshop organized by the Center for Executive Development, Islamabad from 28 th to 31 st January 2003 on Report and Technical Writing Skills
2002	Attended training workshop organized by the Pakistan Academy for Rural Development from 22 nd to 23 rd May 2002 on Role of NGOs in Rural Development
1999	Trained for UNHCR Health Information System (HIS) developed by International Emergency and Refugee Health Branch, U.S Department of Health and Human Services, Centre for Disease Control and Prevention
1994	Trained as a Master Trainers on "Managing Tuberculosis at District level" by WHO and Federal Ministry of Health, Pakistan.

CONSULTANCIES

Year	CONSULTANCIES
2006	Worked as Short Term Consultant for GTZ/AGEG supported "Strengthening TB Control Programme NWFP & FATA" for writing annual activities report for TB control programme
2005	Worked as Short Term Consultant for GTZ/AGEG supported "Strengthening TB Control Programme NWFP & FATA" developing TB education booklet for members of NGO workers
2005	Worked as resource person for GTZ/AGEG supported "Strengthening TB Control Programme NWFP & FATA" training district supervisors and managers on laboratory supervision and monitoring
2004	Worked as Short Term Consultant for GTZ/AGEG supported "Strengthening TB Control Programme NWFP & FATA" for evaluation of TB laboratories and development of Quality Assurance Guidelines.
2001	Worked as Short Term Consultant for WHO Pakistan for Emergency Preparedness Programme in FATA after September 2001 incidence.

1999	Director and Facilitator for Master Trainers Workshop on "Managing Tuberculosis at District Level", for Program Managers and Field Supervisors working in Afghan refugee Health Programs in Pakistan. Organized by UNHCR and Italian Co-operation for Development.
1998	Facilitator for Master Trainers Workshop on "Managing Tuberculosis at District Level" organized by WHO, Italian Co-operation for Development and NWFP Directorate of General Health Services. Served as a resource person and trainer for the Provincial Directorate of General Health services, and Provincial Health Services Academy.

PUBLICATIONS / PRESENTATIONS

1. Shah S.K, Naveed A, Ghafoor A, Khalil L, Poster Presentation "TB care in Refugees: Pakistan Experience, 34th IUATLD World Conference on Lung Health, Paris, France, 29 October-02 November 2003.
2. Naveed A, Afghan refugees TB Control Programme, Activities Report presented in 5th Biennial Conference on Chest Health, held in Peshawar from 15-17 March 2002.
3. Naveed A, Mantellini P.V, Bano N, Panazai S, Tuberculosis Prevalence among the Somali Refugees in Pakistan, Pakistan Journal of Chest Medicine, Vol 6 (2), April—June, 2000
4. Macor G, Jadoon MA, Naveed A, Habibi G.Q Analysis of Case Finding and Outcome of AFB Positive Patients Diagnosed and Treated by Tuberculosis Control Program Among Afghan Refugees in NWFP, 1985-93. Proceedings of the First Biennial Conference on Chest Diseases and Tuberculosis, Peshawar, March 1994.
5. Macor G, Jadoon MA, Naveed A, Saadat A. Analysis of AFB Positive Patients Treated with HR or HT in the Maintenance Phase of the Short Course. Proceedings of the First Biennial Conference on Chest Diseases and Tuberculosis, Peshawar, March 1994.
6. Macor G , Jadoon MA, Naveed A, Habibi GQ, Saadat A. Multiple Resistance to Tuberculosis Drugs and Retreatment Regimen Outcome Analysis Among Afghan Refugees in NWFP. Proceedings of the First Biennial Conference on Chest Diseases and Tuberculosis, Peshawar, March 1994.

DESCRIPTION OF RESPONSIBILITIES AT VARIOUS POSITIONS:

1. DIRECTOR

- o Coordinate and establish liaison with the government authorities, donors, UN agencies, civil society organizations and other partners to achieve project goal and objectives.
- o Provide technical inputs to government and non-government partners for TB control interventions, quality control issues and standardizations of the protocols
- o Need assessments, setting priorities, strategies development, planning interventions, proposal writing and budgeting in collaboration with the government and non government partners
- o Continuously monitoring progress in terms of the status of the plan and the budget and report back to the donors as per their requirements.
- o Supervise financial management of the available resources and budgets for optimal utilization, carry out financial analysis and report variances if any to the donors
- o Identify, analyse and manage potential and actual issues and risks, taking corrective action by tackling day-to-day issues, review risks and their possible impact on scope, schedule, quality and cost of the project
- o Conduct meetings and give presentations to the donors and government authorities
- o Perform regular supervision, monitoring and evaluation of the programme performance, assess the gaps, optimize the available resources and give feedback to the stakeholders involved.
- o Recruitment and appointment of all staff particularly senior and technical staff. allocation of duties and responsibilities, implementation of employment conditions and entitlements in accordance with any conditions, rules and regulations or other decisions made by the board of governors of ACD.
- o Estimate programme needs, develop procurement plan and manage supplies of medicine, laboratory material and other items necessary for the implementation of the programme.

- o Delegation of tasks and authorities to administrative and technical staff as may be required to achieve the objectives of the project and organization in general.
- o Preparing and presenting proposals and budgets to the donors and board of governors
- o Monitoring and reviewing policies and procedures of the organization and seeking external advice and consultation for improvement if required.
- o Participate in development of training curriculum and guidelines with the national and provincial health authorities and programmes.
- o Develop partnership with the national and international authorities, civil societies, NGOs, community based organizations, community representatives elders and media representatives etc.
- o Preparing annual work plans and ensuring its timely implementation
- o Preparing and submitting annual programmatic and financial reports for donors, board of governors and others as required.

2. DEPUTY PROGRAMME COORDINATOR

Italian Cooperation for Development (ICD), a bilateral technical cooperation programme funded by the Ministry of Foreign Affairs, Government of Italy. ICD supported TB control programme in NWFP for both the local and refugee communities in the entire province. As a deputy programme coordinator my responsibilities included;

- o Provide technical support to the design, implementation and sustainability of strategies for TB projects
- o Planning and implementation of the project activities in order to accomplish its goals and objectives.
- o Preparing quarterly work plans and ensuring timely implementation and coordination with the partners.
- o Manage supplies of medicine, laboratory material and other items necessary for the implementation of the programme.
- o Using the national surveillance system analyze the data, generate monthly / quarterly reports and give feed back to the stakeholders.
- o In collaboration with the government and non government partners assess training needs, develop and facilitate implementation of training plans for different cadre of health staff
- o Implement work plans for advocacy, communication and social mobilization with the health authorities
- o Facilitate and implement External quality assurance (EQA) for TB laboratories by training laboratory personnel, improving infra-structure, implementing blinded rechecking and onsite evaluation and also ensuring regular supply of laboratory materials .
- o General supervision and coordination of all the staff and programme activities, attending relevant meetings and providing advice and consultation.
- o Motivating and assisting the technical and field teams to focus on the work towards the objectives of the project.
- o Supporting and supervising trainings organized as part of project activities in consultation with the technical team and other partners.

3. FIELD MEDICAL SUPERVISOR

Italian Cooperation for Development (ICD), a bilateral technical cooperation programme funded by the Ministry of Foreign Affairs, Government of Italy. ICD supported TB control programme in NWFP for both the local and refugee communities in the entire province. As a field medical supervisor my responsibilities included;

- o Provide technical support to the for TB control interventions to the implementing partners.
- o Supervise and monitor TB control program activities in an average of 15 Hospitals 100 Health Centers and 20 Peripheral Laboratories.
- o Assist in the quality assurance of laboratories doing TB microscopy using blinded rechecking of slides and panel testing
- o Establish a supervision plan for supervision of health facilities with the directorate of health, UNHCR and partners
- o Check patients related documents and information mentioned in the cards and registers for correctness and verify by cross checking the record.
- o Provide technical support for data collection, analysis and reporting on case detection and treatment outcome of TB patients
- o Organize, facilitate and evaluate training of trainers on TB diagnosis and case management
- o Prepare and Disseminate ACD monthly/quarterly progress reports
- o Participate in and facilitate the quarterly planning and review meetings

4. **MEDICAL OFFICER:**

As a Medical Officer working with the International Refugee Committee (IRC), I was responsible to provide curative, preventive and health promotive services to Afghan Refugee community in district Hangu. The services mainly include:

- o Planning and organization of all Primary Health Care activities at the BHU level
- o Monitoring and supervising of community based health related PHC activities
- o Implementation of TB DOTS in the refugee camp Clinics in district Hangu
- o Organize and monitor outreach visits of lady health visitors and community health workers at field level
- o Participation in various co-ordination meeting
- o Provision of EPI services to children and child bearing age women
- o Conducting health education sessions for community and individual
- o Diagnosis and treatment of common illnesses,
- o Training of community health workers and conducting meeting with them on the issues related to the common illnesses
- o Participation in mass campaigns to enhance EPI coverage

Professional Societies and Honours:

2011 to date	Member Provincial MDR TB Coordination Committee Khyber Pakhtunkhwa Member Provincial Advocacy , Communication and Social Mobilization steering committee Khyber Pakhtunkhwa Member Provincial PPM steering committee for TB Programme Khyber Pakhtunkhwa
2008 to date	Executive Secretary, NWFP Stop TB Partnership (Now Khyber Pakhtunkhwa)
2010	Member organizing committee 9th Biennial Conference on Chest Health, Bhurban, April 2010.
2008 to 2010	Joint Secretary Pakistan Chest Society (center), Pakistan
2006 to 2008	General Secretary Pakistan Chest Society, NWFP
2003 to date	Member board of governors, Frontier Primary Health Care, Mardan
2002-2004	Vice President Pakistan Chest Society, Pakistan
2002	Member organizing committee 5th Biennial Conference on Chest Health, Peshawar, March 2002.
1998-2000	Secretary General Pakistan Chest Society, NWFP.
1999-2001	Secretary Information Pakistan Anti-Smoking Society
1994	Member organizing committee 1st Biennial Conference on Chest Diseases and Tuberculosis, Peshawar, March 1994.
1986 to date	Member of the Pakistan Doctors Association.