### Ghias M Khan

Independent Short-term Expert for GFA's project – "'TVET Reform Support Program" at GFA Consulting Group GmbH, Hamburg

ghiasmkhan@gmail.com

## Summary

An experienced Team Leader with the ability to initiate/manage and lead cross-functional and high performing teams and multi-disciplinary projects/programs under tough deadlines and expectations. A strong player who has service orientation – a "people person" and a team player who has organizational abilities, multi tasking skills and can adapt and be tolerant to stressed situations. Possess excellent personal communication skills with influencing, leading, negotiating and delegating abilities. An efficient and capable problem solver, who has creativity and forethought in anticipating and solving complex issues, critically think, plan, organize, and make decisions.

## Experience

## Independent Short-term Expert for GFA's project – "'TVET Reform Support Program" at GFA Consulting Group GmbH, Hamburg

February 2013 - Present (7 months)

To assist and support the study teams to carry out field research, liaise with partner institutions and to support organization of regional and national workshops and provide support and other research w.ork to be organized to support implementation to implement surveys of the studies.

Specific objectives of the assignment

- Assist and facilitate the preparation of meetings, workshop and conferences in their assigned areas.
- Support the identification and preparation of the workshop venues
- Provide logistical support, in particular to follow up invitations of participants to workshops and conferences; follow up by phone to make sure, that the invited participants appear in the events.
- Attend workshops and conferences on demand of the study team and provide logistical assistance
- Support the implementation of surveys and other enquiries
- Onsite completion of research docs with institutions in assigned region (Sindh and Baluchistan)
- Travel within the assigned region (Sindh and Baluchistan)
- Prepare summarized reports and documents, as outlined by the study teams

### **Team Leader - AJKCDP Impact Assessment Study at Infra Development Consultants** September 2012 - February 2013 (6 months)

As Team Leader carry out an Impact Study of Government of AJK's Community Development Program, a Program financed by IFAD to see outcomes and impact of the program activities on the target group. The study will be a random sample of minimum 900-1200 households in the villages. The study may include quantitative household level surveys and AJKCDP's Results and Impact Management System (RIMS) indicators based Impact Survey.

The main objectives of the Study are (a) To assess changes in the livelihood, poverty levels and household assets since the project Baseline in 2004 by collecting and analyzing household level data from the target-households through use of RIMS Survey and the Specific Household Study for studying the changes resulting from the program interventions; (b) To assess changes in the malnutrition rates (stunting, wasting, and underweight) of children in the project (height, weight, and age) of under-five-years-old children in surveyed household; and (c) to assess changes in the values of outcome and impact indicators since Baseline (2004).

Main responsibilities as Team Leader are to:

- 1. Preparation for the survey, to include:
- a. Revision, testing, and finalization of the AJKCDP-Specific Household Survey questionnaire attached at Annex 3
- b. Enumerator training for both the RIMS Impact Survey and the AJKCDP-Specific Household Survey;
- 2. Collection of all necessary data on project outcomes and impacts through both quantitative and qualitative means;
- 3. Entry of all collected data into computers;
- 4. Analysis and interpretation of the collected data, and
- 5. Preparation of a comprehensive Outcomes and Impact Study Report detailing results of the surveys in terms of outcomes and impacts as well as findings from the qualitative assessments as discussed below.

## Consultant (Communications, Media and Mass Awareness). at Sindh Revenue Board, Government of Sindh

February 2012 - June 2012 (5 months)

- a) Advise the SRB as well as colleagues within on media and campaign strategy and action
- b) Draft press releases as easily as arrange interviews.
- c) Communicate effectively through modern means of communication, e.g. internet, e-mail and social media.
- d) Keep a keen eye for developments in his/her field and explore new developments. So as to translate into people, images, messages and other means of communication that enhances the profile of the SRB.
- e) Working as part of SRB team and assist in developing programmes/proposals and implement the SRB activity;
- g) Prepare regular reports and attend client meetings as and when required by the SRB management;

- h) Write and distribute press releases to targeted media;
- i) Assist in the production of SRB publications, such as in-house magazines and be responsible for promoting and publicizing SRB events
- j) Assist in SRB Events management and logistics with the support from relevant team members, including press conferences and promotional events; attending and promoting SRB events to the media;
- k) Assist the SRB management in developing an annual events calendar and ensure timely progress of each event
- 1) Attend and participate in SRB meetings, including staff meetings and provide regular briefings and work reports to the senior management of SRB. as and when required.
- m) Attend trainings as necessary in order to meet changing needs, new technology developments and service requirements.

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#### Consultant (Team Leader Survey) at SEBCON

December 2011 - January 2012 (2 months)

Conduction and supervision of Baseline Survey in 6 Union Councils of Taluka, Sujawal, District Thatta for Plan Pakistan's Country Strategic Plan CSP III

### Consultant (Sociologist) at SEBCON/M.M.Pakistan

October 2011 - November 2011 (2 months)

Conduction and supervision of Host Population Survey in 8 Sectors of Shah Latif Town, District Malir, Karachi living up to 1km area in the fully/partially/slightly built up areas surrounding the resettlement site of Project Affected Persons as part of the JICA funded Feasibility Study of the Resettlement Site for the Revival of Karachi Circular Railway Project for Karachi Urban Transport Corporation, to know the existing situation of host population and their views about the development of housing facilities at the vacant land. neighboring the resettlement site.

## Project Coordinator Union Council Based Poverty Reduction Project – Tharparkar and Jacobabad at Sindh Rural Support Programmes Consortium

February 2010 - October 2011 (1 year 9 months)

- a) Liaised with PMU of the Government of Sindh in the Planning & Development Department
- b) Develop Contracts/Agreements to be signed with the RSPs with a social mobilization and gender component for UC Based Project in District Tharparkar and Jacobabad
- c) Ensured conduction of an assessment of the economic and social conditions of households by the RSPs and based upon findings assist the RSPs in development of work plans
- d) Formulate a social mobilization strategy with a focus on gender mainstreaming as per project requirements.
- e) Develop strategic and implementation guidelines for equitable distribution of project funds in all project interventions.
- f) Develop M&E indicators for social mobilization, capacity building and distribution of inputs components for and their effective integration M&E system at both project and at provincial level.
- g) Monitor the implementation of the social mobilization and gender strategy and work plans in the field and feed back and feed forward in the process for its effective implementation by the RSPs
- h) Provide necessary information and data to be fed into the M&E framework and system of the Government of Sindh.

- i) Contribute to the vulnerability and livelihood assessment surveys and design similar surveys for the project, if need be.
- j) Report on the social mobilization, capacity building, distribution of inputs and gender components of the project as per project requirements
- k) Provide accurate information and advice to the GoS PMU in a timely fashion so that all required technical and financial reports can be submitted;
- l) In concert with the GoS PMU, facilitate monitoring and evaluation of Project progress, impacts and lessons and social economic analyses.
- m) Prepare presentation materials and briefs summarizing methodology, findings and recommendations for meetings with Government of Sindh officials, stakeholders' workshops, press/media events, and publication on a web-site.

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- h) Provide necessary information and data to be fed into the M&E framework and system of the Government of Sindh.
- i) Contribute to the vulnerability and livelihood assessment surveys and design similar surveys for the project, if need be.
- j) Report on the social mobilization, capacity building, distribution of inputs and gender components of the project as per project requirements
- k) Provide accurate information and advice to the GoS PMU in a timely fashion so that all required technical and financial reports can be submitted;
- l) In concert with the GoS PMU, facilitate monitoring and evaluation of Project progress, impacts and lessons and social economic analyses.
- m) Prepare presentation materials and briefs summarizing methodology, findings and recommendations for meetings with Government of Sindh officials, stakeholders' workshops, press/media events, and publication on a web-site.

### Coordinator Consortium at Sindh Rural Support Programmes Consortium

May 2008 - October 2011 (3 years 6 months)

- a) Liaise with Planning and Development Department and Line Departments of Government of Sindh
- b) Assisting member RSPs in project formulation and implementation
- c) Assisting member RSPs in preparation of annual operational plans and their consolidation for approval by Government of Sindh
- d) Securing and releasing funds to member RSPs for implementation of developmental activities.
- e) Financial management and reporting of RSPs activities to Government of Sindh
- f) Monitoring of activities in member RSPs
- g) Carrying out internal audit in member RSPs
- h) Overseeing and supervising all Special Projects being implemented in SRSO

## **Team Leader, Polio Awareness Programme at Sindh Rural Support Programmes Consortium** May 2011 - July 2011 (3 months)

- a) Awareness Raising Amongst Urban Communities of Karachi for Polio Vaccination of Children
- b) To inform every household in the seven high risks union council of Karachi about the polio campaign of June 2011
- c) Financial management and reporting of Project activities to RSPN
- d) Monitoring of activities in target Union Councils of Karachi
- e) Overseeing and supervising all awareness raising activities through selected teams in the target Union Councils

### Team Leader – BISP Survey Sindh at Rural Support Programmes Network (RSPN)

August 2010 - July 2011 (1 year)

- 1. Overall leadership and management of the poverty score card survey in all selected districts for the cluster.
- 2. Liaison with the BISP, NADRA, RSPs and other stakeholders for smooth implementation of the project.
- 3. Development of project strategy and
- 4. Guide staff on day to day activities.
- 5. Overall supervision of project implementation

## Project Coordinator Landless Harees Project at Sindh Rural Support Programmes Consortium

March 2009 - June 2011 (2 years 4 months)

- a) Liaise with Board of Revenue Department of Government of Sindh
- b) Develop Letter of Agreements to be signed with RSPs with social mobilization and gender component for empowerment of the Landless Harees
- c) Ensure conduction of an assessment of the economic and social impact of practices by the RSPs and based upon findings provision of recommendations for improvement of existing practices for land development and agricultural sowing during different crop seasons.
- d) Formulate social mobilization strategy with focus on gender mainstreaming of Landless Harees allotted land.
- e) Develop strategic and implementation guidelines for gender mainstreaming of Landless Harees in all project interventions.

- f) Ensure integration of activities related to empowerment of Landless Harees.
- g) Prepare inception report which will include methodology, identification Crops to be sown, agricultural inputs to be distributed and planning of activities;
- h) Develop M&E indicators for social mobilization, capacity building and distribution of inputs components for empowerment of Landless Harees and their effective integration M&E system at both project and at provincial level.
- i) Monitor the implementation of the social mobilization and gender strategy and work plans in the field and feed back and feed forward in the process for its effective implementation.
- j) Provide necessary information and data to be fed into Sindh Govt Network
- k) Contribute to the vulnerability and livelihood assessment surveys and design similar surveys for the project.
- l) Report on social mobilization, capacity building, distribution of inputs and gender components of the project.
- m) Provide accurate information and advice to the GoS PMU so that all required technical and financial reports be submitted;
- n) Facilitate monitoring and evaluation of Project progress, impacts and lessons and social economic analyses.
- o) Prepare inception, draft final and final reports on the implementation of project activities.

### Manager (Finance & Human Resources)/Manager Special Projects at SRSO

August 2005 - April 2008 (2 years 9 months)

- Preparing budgets and forecasting annual/quarterly requirements
- Ensuring disbursement of all the payments as per the approved financial rules and regulations of SRSO
- Approving all the payments and acting as Group "A" Signatory for all the SRSO and SRSO Projects bank accounts.
- Monitoring and overseeing delivery of funds against the approved and available budget
- Reporting of utilized funding to the donor agencies
- Preparing and monitoring all the lease and contractual agreements
- Supervise and administrate all the non-programme staff of SRSO
- Approve and supervise the procurement of all the equipment and supplies and monitor their efficient use for official purposes
- Developing and monitoring administrative and financial systems for efficient operation of SRSO
- Developed the HR Rules and Procedures for SRSO
- Preparing advertisements for new recruitments, take part in shortlisting and holding of interviews for the incumbents
- Issuing contracts for all the staff and consultants and subsequent renewal as per official requirements
- Act as the Company Secretary for the SRSO Board of Directors
- Perform any other task assigned by the Chairman and Chief Executive Officer of SRSO.

#### Manager (Finance & Human Resources)/Manager Special Projects at RSPN

March 2004 - July 2005 (1 year 5 months)

• Preparing budgets and forecasting annual/quarterly requirements

- Ensuring disbursement of all the payments as per the approved financial rules and regulations of RSPN
- Approving all the payments and acting as Group "A" Signatory for all the RSPN and RSPN Projects bank accounts.
- Monitoring and overseeing delivery of funds against the approved and available budget
- Reporting of utilized funding to the donor agencies
- Preparing and monitoring all the lease and contractual agreements
- Supervise and administrate all the non-programme staff of RSPN
- Approve and supervise the procurement of all the equipment and supplies and monitor their efficient use for official purposes
- Developing and monitoring administrative and financial systems for efficient operation of RSPN
- Developed the HR Rules and Procedures for RSPN
- Planning, arranging and administrating logistics for conduction of all the capacity building events for RSPN
- Preparing advertisements for new recruitments, take part in shortlisting and holding of interviews for the incumbents
- Issuing contracts for all the staff and consultants and subsequent renewal as per official requirements
- Supervising and ensuring the running of the local area network and the RSPN intranet.
- Supervising and reporting on the financial aspects of special projects executed by RSPN with ADB, UNDP, World Bank, DTCE, etc
- Act as the Company Secretary for the RSPN Board of Directors
- Assist in the preparation of RSPN Phase II Project Document including preparing the 5 year budget for this Phase
- Assisted in the preparation of the concept, PC-1 and budget for the Prime Minister's Initiative for Livestock to be implemented by RSPs

### Manager - RSPN-USAID District Innovations Project at RSPN

April 2003 - March 2005 (2 years)

- # Allocate and distribute Provincial grants to partner RSPs
- # Hold and conduct introductory workshops in each Province
- # Review of project proposals and shortlisting for grant consideration
- # Plan, hold and get conducted Provincial Steering Committee Meetings in collaboration with partner RSPs
- # Participate on behalf of the Project and RSPN in the Provincial Steering Committee Meetings for approval of project proposals
- # Monitor release of funds for projects to each Provincial partner and subsequent physical progress of projects
- # Monthly financial and physical progress reporting to donors

# Regional Coordinator for UNDP funded South Asia Social Mobilisation Network (SASMoN) at RSPN February 2002 - March 2004 (2 years 2 months)

• Closely interacting with the members of the SASMoN Executive Council and the Country Focal Points (CFPs) in order for to form, develop and strengthen country level networks of NGOs/CBOs and others involved in social mobilisation strategies for poverty alleviation. Thus operate and implement activities of SASMoN essentially as a Network of Networks.

- Assist the CFPs and SASMoN member organisations in acquiring quality guidance and advice for the formulation and implementation of their programmes in various sectors and facilitating their human resource development.
- Providing CFPs, SASMoN member organisations and other organisations with a networking forum for policy discussion and strategic planning.
- Documenting, collecting and disseminating best practices of SASMoN member organisations between them and to other interested stakeholders.
- Helping the CFPs in initiating action for building national level networks.
- Holding consultations with CFPs and SASMoN member organisations to develop an inventory of best practices, lessons in social mobilisation, training modules and tools for dissemination amongst the members.
- Establishing a SASMoN website and taking interest in updating and enriching SASMoN's website.
- Obtaining requests from SASMoN member organisations through their CFP for the sectors in which support is needed.
- Assisting SAPAP RSU in holding regional annual conferences of representatives of the poor from the South Asia Region to capture their perceptions and aspirations, and for interfacing with policy makers.
- Providing regular feedback on the activities being undertaken and the progress achieved for attaining SASMoN objectives.
- Being responsible for all SASMoN accounts and assets

#### Special Officer to Chairman and CEO NRSP at NRSP

January 2001 - February 2002 (1 year 2 months)

- Assist the Chairman and Chief Executive officer in monitoring of NRSP activities
- Assist the NRSP management in the development of MIS for Social Mobilisation and overlook its implementation in the field
- Assist the NRSP management in the conduction of social audits of NRSP Regions and field units
- Prepare proposals and PC-1s for different sectors for being sent to donors for implementation of activities by NRSP including those for NRSP-Khushhalibank partnership
- Actively participate and assist the NRSP management in planning of activities for different sectors and programmes
- Assist the management in the preparation of advocacy material pertaining to different sectors and programmes.

# Regional Monitoring Officer for South Asia Poverty Alleviation Programme Project at UNDP-UNOPS December 1994 - December 2000 (6 years 1 month)

- Reviewing and providing feedback on country work plans;
- Preparing and submitting program progress reports and receive feedback thereupon;
- Assist in convening annual technical review meetings/workshops and conferences;
- Assist in planning and conducting regional training events;
- Preparing briefing materials for Principal Sub Regional Adviser (PSRA) for Social Mobilisation for use on official trips, visits to project areas in SAARC member countries or special meetings;
- Receiving, screening, logging correspondence, attaching necessary background information and preparing relevant replies and maintaining a follow-up system;

- Participating in staff meetings or special meetings and taking notes/minutes if required;
- Maintenance of accounts on a regional and countrywise level and exercising budget control by providing reports on financial status, procedures, exchange rates, costs and expenditures and potential funding problems;
- Preparing regional and countrywise detailed cost estimates and participating in budget analysis and projections;
- Maintaining financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and reports;
- Selecting and entering data from documents, verifies their accuracy by checking sources, make necessary calculations and assure inclusion of all the data;
- Advising and assisting senior Project staff in the area of office management;
- Performing personnel work including interpretation and processing of entitlements and maintenance of personnel records and files;
- Analyzing and maintaining an overview of the work of the Project to ensure that timely administrative support was provided in general and specialized tasks;
- Performing general administration responsibilities, supervising activities concerned with office maintenance, security, transport and similar services;

# Regional Monitoring Officer for South Asia Poverty Alleviation Programme Project at UNDP-UNOPS December 1994 - June 1998 (3 years 7 months)

- Assisted the UNDP Programme Officer for Poverty Alleviation in the Country Office in monitoring of budget and expenditure for 5 UNDP NEX projects.
- Assisted the UNDP Public Affairs Officer in advocacy and communication activities;
- Assist the RAS/96/600 Pakistan component in Lachi and its followup project PAK/99/004 in preparation of workplans, monitoring of budget, expenditure, and MODs.
- Independently drafted project document for Lachi Poverty Reduction Project (PAK/99/004) including preparation of funding budget and work plans for 5 years. This project had cost sharing of US \$ 4.2 million from DFID and UNDP TRAC inputs of US \$ 1.6 million.

#### Senior Programme Officer at FAO-UNDP

September 1987 - December 1994 (7 years 4 months)

- Preparing all types of technical, progress, budgetary and administrative reports such as technical reports, project performance evaluation reports; working papers for tripartite review meetings; evaluation mission and meetings with counterpart officials;
- Drafting and preparing of technical booklets, brochures and working papers;
- Maintaining and handling of imprest account and petty cash disbursement;
- Entering of project data pertaining to implementation of standardization activities, fibre testing, inventory, budget, etc., operation and use of computer as word processor.
- Arranging study tours for counterpart staff and others related to various Project activities.
- Actively participating in planning, conduction and holding of seminars, workshops and training programmes.
- Screening and replying of all the Project correspondence;

- Maintaining and updating of all the official files, records and documents;
- Ordering equipment and supplies worth US \$ 1,000,000 and follow-up after placement of orders; controlling of project stores and maintaining of their relevant records and inventories;
- Management, handling and supervising the operation of fleet of 22 project vehicles;
- Assisting international and national experts/ consultants in the performance of their assignments.
- Performing protocol and liaison duties for senior FAO/UNDP and government functionaries visiting the Project and other FAO Projects in Karachi.
- Independently drafted project document for FAO with US \$ 4.6 million from UNDP for setting up the Cotton Standards Institute, which was part of the AsDB's US \$ 80 million Cotton Development Project

## Special Assistant to Chief Technical Advisor at FAO-UNDP/Cotton Export Corporation

April 1984 - August 1987 (3 years 5 months)

- Preparing of all types technical, feasibility, progress and budgetary reports;
- Ordering of equipment and supplies worth US \$ 500,000 and their follow-up after placement of orders; controlling of project stores and maintaining their relevant records and inventories;
- Screening of all official correspondence, drafting and putting up their replies;
- Maintaining all the official files, and updating all the records and documents;
- Performing a variety of other secretarial and administrative duties.

#### Assistant to Chief Technical Advisor at FAO-UNDP

February 1979 - December 1983 (4 years 11 months)

- Screening of all the official correspondence, drafting and putting up their replies thereof;
- Assisting in preparation of reports;
- Maintaining and updating of all project files and records;
- Ordering of equipment and supplies worth US \$ 1,000,000 and their follow-up; controlling of project stores and maintaining their relevant records and inventories;
- Preparing and maintaining monthly accounts profiles for the imprest account and petty cash disbursement.

### Finance Assistant at Pakistan Public Works Department, Government of Pakistan

April 1975 - February 1979 (3 years 11 months)

- Official correspondence with different offices/contractors relating to various completed and on-going construction projects;
- Preparation of annual budgets, and disbursement of allocations for various projects;
- Handling imprest account, petty cash disbursement, disbursement of monthly salaries and overlooking account matters in general, specially putting up replies to advance and draft paras to the Audit.

## **Projects**

## World Bank RSPN-BISP Nationwide Poverty Targeting Survey for National Targeting System, Government of Pakistan.

August 2010 to July 2011

Members: Ghias M Khan, Fida Karim, Amar Sham Khangharani, Ovais Yazdani, Fazal Ali Saadi

Under the aegis of World Bank group the Government of Pakistan in partnership with RSPN introduces this intervention to reform the targeting process to minimize the inclusion and exclusion errors and identify the underprivileged through a transparent, impartial and objective mechanism; and also give equal chance to each one for applying to social support Programmes for enrollment for cash and various other benefits.

Based on successful completion and learning of Test Phase of Poverty Targeting Survey in 16 districts in 2009, the GoP with the help of RSPN has launched the "National Poverty Targeting Survey Project" in remaining 131 districts including 13 FATA/PATA Agencies. The programme was being implemented through in 92 districts grouped into five clusters: Cluster-A (Upper-Punjab & AJK), Cluster-B (South Punjab), Cluster-C (Sindh), Cluster-D (Khyber-Pakhtunkhwa & Gilgit-Baltistan) and Cluster-E (FATA and PATA).

### **Landless Harees Programme - Government of Sindh**

April 2009 to September 2011

Members:Ghias M Khan

One of the Government of Sindh's successful programmes

## Languages

#### Urdu

### Skills & Expertise

Resource Mobilization
Project Planning
Project Management
Project Portfolio Management
Team Leadership
Team Management
Team Building
Office Administration
Financial Analysis
Financial Reporting
Strategic Financial Planning
Strategic Planning
Capacity Building
Capability Development
Proposal Writing

**Proposal Generation** 

**Government Proposals** 

**Technical Leadership** 

**Project Delivery** 

**Programme Delivery** 

Full project lifecycle experience

**Managing Project Budgets** 

**Project Scope Development** 

**Project Status Reporting** 

**Coordinating Skills** 

**Project Co-ordination** 

**Training Co-ordination** 

**Community Development** 

**Human Resources** 

**Procurement** 

Leadership

Management

**International Development** 

**NGOs** 

**Qualitative Research** 

**Training** 

**Analysis** 

**Non-profits** 

**Report Writing** 

**Policy** 

**Program Management** 

**Managerial Finance** 

**Poverty Reduction** 

**Event Management** 

**Organizational Development** 

**Budgets** 

Coordination

Research

**Leadership Development** 

**Public Relations** 

### Education

### University of the Punjab, Lahore

Bachelor of Arts (B.A.), Sociology, 1975 - 1977

Grade: B

### Cathedral High School, Lahore

O' Levels, Biology, Physics and Chemistry, 1959 - 1971

#### Honors and Awards

Designed, planned, got conducted and attended the following national and international seminars/ workshops:

- a) International training on silage and hay making
- b) National trainings for the training of Cotton Field Officers in Cotton Export Corporation
- c) National Trainings for the training of Cotton Field Officers in Cotton Standards Institute
- d) Provincial seminars on Cotton Classing and Grading
- e) Arranged International trainings and exposure visits for Cotton Field Officers in USA, UK, Germany and Egypt.
- f) International Conference on Pakistan Cotton Standards for grading and classification of seed cotton and lint
- g) International Workshop of SAARC Region UNDP Resident Representative on Institutional Development at the Grassroots
- h) International Training on Institutional Development at the Grassroots for professionals and staff from SAARC Region
- i) Exposure visits for delegations from the SAARC Region on Participatory Development
- j) International Training on Social Mobilization

#### Interests

Scouting, Stamp Collecting, Travelling, Reading, Cooking

## **Ghias M Khan**

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Contact Ghias M on LinkedIn