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| **executive summary** | | |
|  | * 10 years experience of designing and implementing Community Based Disaster Risk Management and Humanitarian response Projects / Programs * Experience in managing coordination networks as playing the vital role of National Coordinator of National Humanitarian Network in Pakistan * Well versed wth the humanitarian context of Pakistan and he regional/global humanitarian reforms. * Experience in implementing stand alone and integrated DRR projects/programs with the focus of CCDRR approach * Representing NHN at ERF Advisory Board, National Assessment and Working Group, HCT, NHCM, PHFand other forums * Excellent undrstadning of humanitarian architecture in Pakistan, HFA and Sendai Frameworks along with NDRMF / DM Act of Pakistan * Experince in working relief, early recovery and rehabilitation programs in NGOs and INGOs * Excellent understanding regarding sphere standards and HAP principles, Core Humanitarian Standard and Humanitarian principles and their implementation in projects /programs – TOT graduate of Sphere * Experience of implementing HAP principles and Sphere standards at field level and having excellent understanding of International Humanitarian Standards/Principles and Humanitarian Code of Conduct * Conducted series of Trainings on HAP Standard, Sphere Standards, CBDRM, CCDRR for communities, Humanitarian workers and Govt Line Agencies in Pakistan * Excellent Communication skills in English, Urdu, Hindko, Punjabi And Pushto * Experience in launching Humanitarian operations in havoc emergency situations like Earthquake 2005, IDPs Crisis 2009 and 2010 Floods * Experince in humanitarian advocacy, lobybing and coordination being National Coordinator of NHN, the biggest civil society network of Pakistan. * Experience in partnership management and membership handling/management in National Secretariat of NHN. * Experience in capacity building and project management as manager and project coordinator * Experience of managing large teams of more than 100 people in humanitraian crisis in Pakistan * Excellent track record in business development and fund raising * Experince in leading Emergency Response Teams in Humanitarian Response Programs * Experience in work under high work load in the flood affected areas and Earth quake hit areas in district Rajanpur, Muzaffargarh, DG Khan (southPunjab), and Jaffarabad/Naseerabad (Balochistan), Mirpurkhas, Jaccobbabad, Badin, Sanghar, Tharparkar in Sindh, Mansehra, Battagram,Shangla,Kohistan and in Black Mountains (Kala Dhaka), and in Mardan, Swabi, Dir Lower in IDPs crisis. However since 2005 I’ve responded every emergency in Pakistan as the part of first responders teams with NGOs and INGOs. |
| **Experience** | | |
|  | **March 2014 to date Presents National Humanitarian Network (NHN) -**  National Coordinator – National Humanitraian Network  NHN Office based at Sungi Development Foundation Office - Islamabad  **Major Responsibities**   * Overall coordination of the Network having 177 member organizations known as NHN, the biggest civil society network in Pakistan * Overall management of the NHN Project funded by Care International as project manager. * Overall Lead the coordination of the network along with strengthening engagement with NHN members and Information management. * Make deliberate efforts in achieving NHN’s mission and vision in Pakistan. * Lead on strengthening network's engagement with PHF, UN-OCHA, INGOs, Networks, forums and DM Authorities. * Represent NHN in HCT, PHF, DRR Forum, NHCM, ERF Advisory Board, National assessment and Working Group, NDMA meetings and all coordination network meetings to make sure NHN is an integral part of humanitarian architecture in Pakistan * Maintain close liaison and coordination with NDMA, PDMAs, DRR Forum, HCT, PHF and Provincial Chapters of NHN in Pakisan   **February 2012 to December 2013 Presents Save the Children -**  Disaster Risk Redution/Management Training Coordinator –  Emergency Response and Recovery Programme –Country Office - Islamabad  **Major Responsibities**   * Conduct/Facilitate TNA, develop training manuals / modules and presentations, designing and imparting training programs related to Disaster Risk Reduction * Develop IEC materials related to DRR/CCA and training manuals for use of community on CBDRR and in integration with various sectors i.e Education, Health, CP and FSL. * Coordinate with Disaster Management Authorities at various levels including, PDMA / DDMAs and other line agencies and effectively launch training programs * Developed follow up monitoring mechanism and initiated / facilitated documentation of training impact evaluation and ensured its enhancement at field level through training officers * Prepare and send reports to senior manager DRR/EP and contribute to the project reports by inputting relevant information related to the training components * Build Capacity of all DRR staff of Svae the Children in DRR/M and Resilience Building * Supported senior Manager in proposal writing regarding stand alone and Integrated DRR projects and Resilience Building Projects for SIDA, CIDA, DIPECHO/ECHO, DANIDA and MOFA and member countries. * Identify, develop strong relationship and build coalition with similar institution/organization, various ministries, line departments and all the stakeholders ffor resilience building. * Play the vital and key role in developing disaster risk management plans at district and provincial levels and take lead in building awareness and capacity of all the stakeholders. Moreover support the partner training programs at field levels. * Working very closely with CP, Education, Health and FSL staff, DDMA, PDMA, NDMA and department of education, health and other relevant departments and its decentralized structure in promoting DRR/M.   **January 2011 to January 2012 Presents - Sungi Development Foundation**  Assistant Program Coordinator Disaster Management  Based at Head Office, Abbottabad   * Prepare Standard Operating Procedures for the Disaster Managet program activities according to the LFA and 5 years Sungi Strategic Plan by incorporating the agenda of resilience building. * Conduct monthly, quarterly and six monthly reviews with the zonal field teams to review the progress against the LFA and suggest recommendations for work improvement. * Writing proposals and concept notes on on WASH, Food security, Cash for Choice, Food Aid and Community Based Disaster Risk Management for different donors. * Monitor WASH, Food Security, Cash for Choice, Food Aid and CBDRR projects activities at field level. * Support field staff of the projects in the implementation of HAP principles and Sphere standards in project activities. * Facilitated district governments in teh working areas in contingency planning however developed contingency plan for Sungi * Presented Sungi's contribution in resilience building against HFA and National Disaster Risk Management Framework of Pakistan * Correspond with relevant staff members of Sungi e.g Manager Disaster Management and Program Coordinator Disaster Managemnent Program, Zonal Coordinators and Monitoring and evaluation unit at head office level. * Support and guide field staff in implementation of the Disaster management Program and emergency projects activities * Ensure efficient and effective implementation of Community Based Disaster Management in selected Union Councils and promoted resilience by implementing effective DRR. * Desing training packages for Capacity Building of Communities, Local government Representatives, stake holders and Staff members on CBDRM, HAP and Sphere. * Moderator of National Humanitarian Network in Pakistan * Represent Sungi in Accountability Learning Working Group at National Level. * Actively play the Role of National Moderator – National Humanitarian Network (NHN) in Pakistan in 2010, the inception time of NHN establishment.   **August 8, 2010 to November 2010 Presents Sungi Development Foundation**  Field Coordinator Disaster Management/ District Coordinator Emergency Response Operations in Rajanpur, South Punjab during flood 2010 response  **Major Responsibilities**   * Lead the entire emergency response operations in district Rajanpur * Lead and monitor assessments, distributions and field surveys * Correspond with Head Office Program staff, management and National Humanitarian Network regarding relief operations * Generate quality progress reports against the achievements and distributions * Attend cluster coordination meetings to represent the organization and update 3 W matrix for OCHA and National Humanitarian Network * Ensure close coordination with all the key humanitarian actors including district government in district Rajanpur * Monitor the quality of the relief operations in the region * Writing proposal for WASH project to be implemented in district Rajanpur and get approval from donor agency * Ensure the implementation of HAP principles and Sphere standards in the entire humanitarian assistance * Established entire emetrgency relief office in Rajanpur district and made functional at very inception level.   **October 2008 to December 2010 presents Sungi Development Foundation**  Field Coordinator-Disaster Management Program  Based at Head Office Abbottabad.  **Major Responsibilities**   * Leading the relief operations in initial response in emergency situations. * Correspond with relevant staff members of Sungi e.g Manager Disaster Management and Program Coordinator Disaster Managemnent Program, Zonal Coordinators and Monitoring and evaluation unit at head office level. * Help and support field staff in implementation of the Program activities of CBDRR/M * Assisst Program Coordinator and Program Manager in Capacity Building of Communities, Local government Representatives, stake holders and Staff members * Prepare Training Packages for community, staff and stakeholders training workshops on DRR. * Prepare different sect oral reports, Progress Reports and program events reports. * Write Quartely, six monthly, annual and project end Reports * Prepare Standard Operating Procedures for the program activities according to the LFA. * Conduct monthly, quarterly and six monthly reviews with the zonal field teams to review the progress against the LFA and suggest recommendations for work improvement. * Writing proposals in emergency situations on WASH, Food security, Cash for Choice, Food Aid. * Monitor WASH, Food Security, Cash for Choice, Food Aid project activities at field level. * Support field staff of the projects in the implementation of HAP principles in project activities. * Represent organization in coordination meetings with UN OCHA and district level meetings. * In floods - 2010 worked as district coordinator in Rajanpur, South Punjab and lead the entire emergency response activities of the organization. * Update 3 W matrix on regular basis for National Humanitarian Network established by national and local civil society.   **March 2008 to September 2008 Presents Sungi Development Foundation Pakistan**  Consultant Disaster Management Program  Worked as a consultant with Sungi  **Major Responsibilities**   * Correspond with relevant staff members of Sungi e.g Manager Disaster Management and Program Coordinator Disaster Managemnent Program * Guide and Facilitate Sungi staff in implementation of Community Based Disaster Management in selected UCs * Assisst Program Manager in Capacity Building of Communities,Local government Representatives, stake holders and Staff members * Prepare different sect oral reports, Progress Reports and program events reports   **2006-2007 Presents Church World Service Pakistan/Afghanistan**  Team Lead (equal to Program Manager) Capacity Building Program  Focusing solely on Disaster Risk Reduction  **Major Responsibilities**   * Take overall responsibility of the assigned project * Meet the targets / goals set by the management * Quarterly program activities planning with the team * Prepare budget forcast quarterly * Planning of the field Activities for the team * Training of the other Program teams on Disaster Management Related themes * Making sure team is meeting performance goals by motivating, introducing incentives, bonuses and any trainings that might be needed * Regular meetings with team to understand any changing needs * Quality and production reviews * Co ordinating with other department with in the organization as well as with the other organizations to make sure best services are provided in order to achieve targets * Regular meetings with other NGOs ,INGOs to avoid the duplication of the projects in the same area. * Undertake added responsibilities and special assignment * Identify the reporting requirements of the Donors and the management and design situation reports, quarterly progress reports, and interm reports of the program accordingly * Training and coaching of the new / existing staff * Develop Training Material and Manuals * Conduct Disaster Risk assessment in targeted areas * Organize and Conduct Disaster Risk Reduction Trainings for representatives from the communities * Follow up with the UC members about the effectiveness of the training * Establish Disaster Response Committees with coordination of UC members and stake hoders * Conduct trainings on Disaster Preparedeness for Internal Displaced People (IDPs ) in the Camps and targeted communities during earthquake response. * Conduct recreational activities with children to give them knowledge of disaster preparedeness * Conduct Training Need Assessment with staff and implementing partners * Design and organize different trainings according to the TNA and capacity building plan |
|  | **2006 Church World Service Pakistan /Afghanistan**  Monitoring and Evaluation Officer  **Major Responsibilites**   * Assessment Visits to the quake affected area and do the survey to assess the needs * Involved in the need Assessment activities in the Earthquake stricken areas of KP and Kala Dhaka. * After Assessment involved in Distribution of FI and NFI.Played an active role in distribution process and ensured distributions in dignified manner. * Involved in the development of the monitoring tools and did monitoring of capacity Building Program * For Construction Trade Training Center monitor the process of trainees selection * Monitor the interview process for the trainees of CTTC * Monitor the Exam of trainees of CTTC * On the basis of Monitoring visit provided Progress report to the Recovery coordinator and the Supervisor of the Monitoring and Evaluation Team. * After the end of the Project did the impact assessment and provided the assessment report to RC and Supervisor. * Conduct Continuing Capacity and needs assessment among communities covered by the Recovery Programme. * Coordinate with different Programme Teams in the Monitoring and evaluation of various activities. * Identify weaknesses and gaps in Programme implementation and suggest/devise means how to address the various constraints and challenges. * To interact, dialogue with the government officials, landlords, community leaders, general public for purposes of coordinating the recovery programme. * To provide weekly /regular updates on various tasks assigned to them as well as feedbacks on meetings attended. * To carry out assessment, community mobilization and distribution for winterization Programme then compile and Input data collected from the field when necessary.   **2004-5 Mishall NGO Bannu, Khyber Pakhtunkhwa, Pakistan**  Trainer and Organizer  **Major Responsibilites**:   * Survey to find out low literacy rate areas * Organize morning school for Adults’’Taleem e balagha’’ * Training for the teachers to maximize the good learning in the school for effective learning * Visit to different schools to see the methods used in the school for the growth of students * Organize trainings for students * Recreational activities for the school children * Track down the resources in the community using participatory approach |
| **Education** | | |
|  | 2010 – 2011 - Hazara University Mansehra       Masters in English  2007 – 2008 Hazara University Mansehra       BA in English Literature and Sociology  2005-2006     Board of Intermediate and Secondary Education Bannu       Faculty Of Arts  2000-2002 Govt High School Bannu.       High School (Biology, Chemistry, Physics, Mathematics) |
| **Management Skills** | | |
|  | **Management skills:** I'm leading the National Secretariat of the biggest civil society network of pakistan i.e. NHN which includes extensive and regular guide to provincial secetariats and member organizations. I’ve lead the Capacity Building Program fo CWS-P/A in Masehra during Earthquake response with the quake effectees. The project ehnaced the coping capacities of the effectees by giving them trainings on Disaster Preparedness and Disaster Risk Management. I’ve Planned various activities to implement the project and made the module which we used to train the community people. I have worked for national and international organizations which greatly diversify my experience and adaptability.  Innovation and creativity is a tool that I have used very prolifically during all the management experience. In Sungi I’ve lead the Disaster Management Program of Sungi and lead the emergency response projects of the organization which enhanced my management skills.  **Communication Skills:** This skill has greatly improved during my management experience. My experience as management involved a lot of communication with my team, peers and superiors, donors, humanitarian agencies (NGOs, INGOs). With my team through friendly chats, start up meetings, performance reviews, assigning goals and targets, motivational speeches, discussing team and individual issues, disciplining, solving problems, team building exercises, tours and trips etc. ; with peers as informal and formal meetings regarding growth of the different projects etc; with superiors in presenting reports, recommendations for promotions, presentations, projections, justifying any monetary needs and funds, progress reports etc. Being National Coordinator of NHN I'm managing the extensive communication and coordnation which is continously improving my communication skills  **Interpersonal skills:** I have worked in highly team oriented, performance and goal driven environments where interpersonal skills were indispensable for achieving revenue goals and targets. I introduced activities and team building exercises that resulted in highly proficient teams. Good professional relationship with each member of the team, one o one meetings, staff meeting, rewards, recognitions, privileges, promotions etc were some of the means to grow stronger and motivated teams.  **Report Writing**: My reports have been highly recognized as true and innovative picture of the work. In my experience of last 10 years I’m producing quality monthly, quarterly, six monthly, annual and project end reports which have been acknowldeged as quality and professionally written reports by the management in each organization I’ve worked with.  **Analytical Skills:** analytical skills are probably one of the most important skills a manager needs because that helps him/er collect information based on which s/he is going to make decision. I have been both prompt and judicious in analysis of different situations and that has helped me on projects where other executives failed. Once I analyze the situation I plan and organize strategies to solve problems and issues.  **Skills:**  Following are some of skills that I have:  Presentation skills  Performance and goal driven  Organizational goal driven  Motivational skills  Self motivated  Taking initiative  Research oriented  Planning and organization  **List of some of the Trainings I’ve Participated:**  The Trainings in which I have participated are   * Children in Emergencies (5 days training by RedR Uk) * TOT Sphere Standards (5 days Training by CWS-P/A) * Presentation Skills (2 days training by CWS-P/A) * Training of Trainers (2 days training by CWS-P/A) * Community Mobilization (5 days training by CWS-P/A) * PRA tools (5 days training by CWS-P/A) * Report Writing(5 days training by CWS-P/A) * SPSS Soft ware (1 Day Training orientation by CWS-P/A) * Recovery, Assessment and Monitoring (3 days training by CWS-P/A) * Session on Child Rights (by CWS-P/A) * Child to Child Approach as a tool for working with children (5 Days training by CWS-P/A) * Effective Communication Skills (2 Days training By CWS-P/A) * Disaster Risk Management (5 Days Training by CWS-P/A) * How to Use Sphere Standards in initial assessments (5 days training By CWS-P/A) * Child Labour Response in Disaster Management (1 Day consultative workshop by SDF) * Essentials of Humanitarian Practices (5 days training By RedR Uk Islamabad) * Effective Writing Skills (3 Days training by Sungi Development Foundation) * Project Proposal Writing Training (2 days training By RedR Uk Islamabad) * Elements of Emergency Actions (2 days training By RedR UK Islamabad)   **Trainings Conducted:**   * Conducted series of trainings and sessions on CCDRR / CBDRR/M for Save the Children staff, Sungi staff, Government Line Agencies, Humanitarian Aid Workkers, DDMAs, Journalists, Civil Society Networks and Community Partners in Pakistan. * Conducted Sphere Standards and HAP trainings for Sungi staff and its partners as lead trainer and consultant. * Conducted series of workshops on Disaster Risk Reduction for government line agencies, elected representatives and civil society groups in 9 targeted Union Councils in EQ affected areas. * Conducted Disaster Preparedness trainings for Action Aid staff and volunteers Mansehra in 2007. * Facilitated development of Disaster Risk Management Plans at UC level in EQ and Flood affected areas. * Conducted Orientation sessions for newly hired staff on Sphere Standards and HAP principles * At inception level of each project of Sungi I train and orient project staff on Sphere, HAP standards and principles, Humanitarian Code of Conduct and their implementation at field level. |
| **Computer skills** | | |
|  | MsOffice, Powerpoint, Internet |
| **Laguages**  English, Urdu, Hindko, Punjabi, Pushto | | |
| **References**  1. Shahida Arif  Senior Manager – Disaster Risk Reduction and Emergency Preparedness  ERRP – Save the Children , Islamabad  [shahida.arif@savethechildren.org](mailto:shahida.arif@savethechildren.org) , 03365566780    2. Omar Javed  Regional Coordintaor- Sungi Development Foundation  [omar.javed@sungi.org](mailto:omar.javed@sungi.org)  0345-8590551 | | |
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