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| **Mailing Address** : House # 13,Sultan Street I-8/4 (Ext ) Faizabad Islamabad  92-514355004 -Email: [bbsharifa@hotmail.com](mailto:bbsharifa@hotmail.com) : [bibi.sharifa@savethechildren.org](mailto:bibi.sharifa@savethechildren.org) Contact Numbers :92-342-5348632 -03449840743 **Present address**: House # 13,Sultan Street I-8/4 (Ext ) Faizabad Islamabad |

**CORE COMPETENCIES**

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| About 13 years of Professional Experience out of which 10 years in social sector in designing and conducting trainings for education managers, teachers, Child Education Support programs, Gender sensitization non-farm livelihood (honey bee keeping, dairy farming, livestock) and life skills trainings for youth. Other key competencies include;   * Strong Project/Program management skills related to Child protection, youth, women empowerment, education and skills development * Coordination with relevant government line agencies for smooth implementation of program trainings and events. * Strong leadership skills with an ability of managing 2003 to 2012 team members, building team cohesion and a sense of unity to deliver the excellent results * Reliable networking skills with an ability of promoting the program/project cause and engaging various stakeholders to the betterment of the program * Excellent report writing skills and a good insight of reviewing the financial report/progress * Effective communication skills * Innovative in program design and implementation strategies with enhanced skills on monitoring and evaluation of the program * Conduct TNAs for communities, teachers of government and private Schools and for youth educated and uneducated, develop training plans, design need based training and conduct training * Developed training modules on different topics identified through Training Need Assessment |

**ACADEMIC QUALIFICATION**

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| **2003** | **UNIVERSITY OF PESHAWER** |
| **Degree Title** | Masters in Political Sciences |
| **2002** | **UNIVERSITY OF PESHAWER** |
| **Degree Title** | Bachelor of Education :B Ed |

**COMPUTER SKILL**

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| Ms Office complete package ,In page (Urdu) MS Project and use of internet and e-mails-MIS |

**PROFESSIONAL EXPERIENCE**

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| **Position: Training Specialist**  **Organization: Save the Children**  **Duty Station: Battagram**  **Full-time: April, 2012 to Date** | **Save the Children International** |
| **Responsibilities :** | |
| Coordinate with teachers training institutions (PITE, DCTE) and provide technical input in design & implementation of teachers’ trainings and vocational trainings for youth. | |
| Provide technical support to SCI teams to design, plan, implement and evaluate trainings for community, teachers, and partner’s staff in areas of education, WATSAN, sustainable livelihoods, environment, NRM and health | |
| Identify and assess training needs of staff by conferring with managers and supervisors and lead design, implementation and evaluation of trainings for capacity building of SCI staff. | |
| Develop ToRs for teacher’s trainings through PITE and or DCTE. | |
| Coordinate with TVET and teachers training institutions (PITE, DCTE) and provide technical input in design & implementation of vocational trainings for youth and teachers trainings. | |
| Provide technical support to senior manager education to develop training & education material (outlines, text, hand outs and manuals) to use used for capacity building of teachers, government officials and community. | |
| Provide support to SCI staff in cost effective budgeting for training activities. | |
| Initiate lead and design peace education program in existing project of PEPAS for youth, PTC members, Teachers and Children. | |
| Processing of all financial and administrative requirements and documentation for the implementation of activities of trainings in Allai, Battagram and TVET training institutes | |
| Financial processing include preparing activity/event budgets, processing documentation for approval of expenditure, coordination with Admin and logistic team for the event/training, coordination with Finance Unit for processing of payments to vendors, ensuring all compliance | |
| Assist in making administrative arrangements for all training sessions including booking venue, arranging refreshments, booking accommodation, preparing training materials etc. | |
| Ensuring close liaison with event/office manager, coordinators and technical specialists in organizing training and events across the Outputs | |
| Contribute to outputs reporting, work planning and knowledge management. Plan and implement activities that capture and distribute critical knowledge in a documented form (soft/hard copy) | |
| Assure qualitative and quantitative reporting for trainings | |
| Produce training materials for in-house courses as appropriate. Amend and revise materials as necessary, in order to adapt the changes. | |
| Facilitate the execution of all training plans in office & field. | |
| In coordination with M&E staff, develop effective plans & tools for effective evaluation of training and capacity building interventions. | |

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| **Position: Sr. Training and Development Officer**  **Organization: Hashoo Foundation**  **Duty Station: Islamabad.**  **Full-time: April, 2010 to 30 March ,2012** | **HASHOO FOUNDATION** |
| **Responsibilities:** | |
| Identify and assess training needs of staff by conferring with managers and supervisors and lead design, implementation and evaluation of trainings for capacity building of staff. | |
| Provide technical support to senior manager to develop training & education material (outlines, text, hand outs and manuals) to use for capacity building of teachers, government officials and communities. | |
| Produce training materials for in-house courses as appropriate. Amend and revise materials as necessary, in order to adapt to changes. | |
| Facilitate the execution of all training plans in office & field level. | |
| In coordination with M&E staff, develop effective plans & tools for effective evaluation of training and capacity building interventions. | |
| Prepare training reports on various training activities. | |
| To supervise and provide technical support to the Coordinators, Project Managers and Supervisor regarding the training and development. | |
| To compile quantitative & qualitative updated data & reports on weekly/ Monthly basis for submission to senior management. | |
| Support program assessments, evaluations and other reviews required in the program. | |
| Supervise the youth Internship program and provide assistance to the senior for successes full implementation at Regional and Core Office Level. | |
| Design and conduct trainings for staff, interns and beneficiaries | |
| Planning and budgeting for the training and development process | |

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| **Position: Project Coordinator for Life Skills and Vocational Trainings of Youth**  **Organization: Hashoo Foundation**  **Duty Station: Chitral**  **Full-time: Oct, 2007 to Date April,2010** | **HASHOO FOUNDATION** |
| **Responsibilities:** | |
| To provide technical support in developing **Proposals, LFAs, Budgets** and develop detailed Implementation of Child Education Support Program, Social Welfare and Skills Development program | |
| Planning, managing, implementing & monitoring different skills development trainings for youth (girls and boys ) and coordinate with resource person/facilitators. | |
| To prepare annual work plan, detailed implementation plan, resource plan and monitoring plan as envisaged in the project proposal. | |
| Design conduct and supervise awareness increasing sessions about the importance of Parents Teachers Councils. (PTCs/PTAs). | |
| Design, supervises and conduct trainings for the teachers of **Govt, Private and AKES Schools**. | |
| Facilitate and guide the instructors and staff to arrange parental/guardians’ meetings and maintain its proper documentation and follow ups of action points. | |
| Develop questioners/forms and format for regular data collection amid at efficient monitoring and effective implementation of projects and programs in coordination with other departments of HF. | |
| Assure timely reporting (weekly, monthly, quarterly and annual –both quantitative & qualitative & need based. | |
| Design and conduct awareness raising program about “Academic and Career Guidance “for the **youth, parents and teachers.** | |
| Assist Regional Program Manager in developing and supervising program staff activities in relation to child education support program and Skills Development Program and **Regularly Monitor** and evaluate their progress. | |
| Maintain liaison with district administration, civil society organizations, religious scholar and community representatives for smoothly implement of the program and project activities. | |
| Monitor and evaluate the training program as per plan and some time need basis to improve the effectiveness of the program. | |

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| **Position: Academic Officer**  **Organization: Professional Development Center AKU –IED**  **Duty Station: Chitral**  **Funded by: EU**  **Full-time: March, 2005 to Sep ,2007** | **PDCC-Aga Khan University –Institution for Education Development –IED** |
| **Responsibilities:** | |
| Managing developing and implementing all academic administration and students administrative services | |
| Coordinate with **Govt Education Department, AKES and private Schools for the teachers trainings** programs | |
| Coordinate and assist the PDTs and for implementation of Schools Improvement Programs in potentials areas of Chitral | |
| Coordinate and arrange all Chitral Teacher’s Conference | |
| Preparing plan and budgeting for the academic activities including the summer camps arrangements in far flung areas of Chitral . | |

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| **Position: Gender & Development Officer**  **Organization: Aga Khan Rural Support Program**  **Duty Station: Chitral**  **Funded by: CIDA**  **Full-time: Nov , 2003 to Feb,2005** | **Aga Khan Rural Support Program** |
| **Responsibilities:** | |
| Conduct TNAs for gender sensitization trainings for the communities and for the organization satff | |
| Supervised the women empowerment program | |
| Initiate/plan poverty reduction program in poverty targeted areas of Chitral | |
| Design and conduct trainings for Govt line departments, civil society organizations and women entrepreneurs on gender sensitization. | |
| Planning & budgeting for the Gender & Development activities | |
| Conduct gender mainstreaming & gender sensitization trainings within the organization & within the communities | |
| Conduct & design training program for the communities ,specially for income generating purpose | |

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| **Position: Academic Coordinator**  **Organization: Army Public School Chitral**  **Duty Station: Chitral**  **Sponsored by: Pakistan Army**  **Full-time: Aug , 2000 to Oct,2003** | **Army Public School –Chitral** |
| **Responsibilities:** | |
| Conduct TNAs | |
| **Organize trainings for the teachers** | |
| **Organized parents teachers meetings** | |
| **Facilitate the staff to prepare plan for’ Slow learners” and monitor the implementation process** | |

**WORKSHOPS & TRAININGS**

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| TOT –Peace Education PEAD Foundation Islamabad |
| Participated in Asia Area Literacy Meeting Bangkok Thailand |
| TOT on Schools Health & Nutrition – SHN SC Pakistan Country Office |
| TOT – Literacy Boost and Numeracy Boost Program Arranged by SC US in Pakistan |
| TOT -Child Safeguarding Arranged by SC US in Pakistan |
| Preparing for Education Quality Improvement (Amersfoort –Netherland ) |
| Result Based Management ( CIDA -Islamabad) |
| Gender Responsive Budgeting ( SRSP & IUCN-Peshawar) |
| Organizational Capacity Assessment (AKRSP-Chitral) |
| Skills of successful supervision ( AKU-TNDU-Karachi) |
| Presentation Skills ( AKU-TNDU-Karachi) |
| Project Management (PIM Lahore) |
| Gender Sensitization ( ROZAN Islamabad) |
| Skills in administration (PIM Karachi) |
| Training of Trainer (TOT Hashoo Foundation) |
| Three Months Professional Diploma in HRM ( SZABIST Islamabad) |
| Interviewing Skills ( HR Forum Islamabad) |
| Emotional Intelligence ( AKU-TNDU-Karachi) |
| Compensation and Performance Management (Highly Keen Lahore) |
| Skills of successful supervision ( AKU-TNDU-Karachi) |
| Volunteer Councilor workshop ( Aga Khan Social Welfare Board) |

**TITLE RECEIVED**

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| Awarded the “Best staff of the year Title” by Professional Development Centre (PDCC) AKU-IED. |
| Awarded the “Best Teacher award “for the year 2003- by Army Public School Chitral |
| Awarded the appreciation certificate by the Hashoo Foundation in 2011 |

**LANGUAGES**

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| Good at writing and speaking English |
| Proficient level writing and speaking Urdu |
| Good at Speaking and writing of Pashto |

**REFRENCES**

|  |  |
| --- | --- |
| **Mr. Asif Masood Abbasi** | **Cell # 03369448984** |
| Project Director –(Program for Establishing Partnership and Stability- PEPAS)-Pakistan | |
| **Ms. Sadiqa Batool** | **Cell # 03335180058** |
| Project Manager British Council Islamabad | |
| **Mr. Ismail Jan** | **Cell# :03068951610** |
| Manager Human Resource Hashoo Foundation Islamabad | |
| **Dr. Mir Afzal Tajik** | **Cell # : 03003996274** |
| Director Outreach Program –Aga Khan University –Institute of Education Development Karachi | |