**Ghazala Noreen**

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**Career Objective:**

Looking for a growth oriented position in the field of Social work, which will utilize my expertise and proficiencies. I want to work both independently and as a team player for utilizing and furnishing opportunity to grow and prosper with the organization and sharing of knowledge and experiences while working with the people rather than for the people.

**Profile:**

Having more than six years of multi-sect oral experience in humanitarian work spanning from WASH, livelihood and education and from Conflict triggered disasters to Flood response and Development, I feel confident to contribute better with excellence by bringing learning to practice. Having this multi-dimensional expertise and holistic approach with a vision of a social scientist I feel to be well equipped to understand and design more sustainable interventions.

Different areas of my expertise are as below

|  |  |  |
| --- | --- | --- |
| * Design and implement WASH programs. | * Community Development | * Social moilization |
| * Partner Management | * Monitoring and evaluation including assessments, RNA, DNAs, pre KAP, Post KAP, PDMs, Analysis, report writing etc. | * Project Integration approach |
| * Child to Child Approach (C to C) | * Master Trainer | * Community Led Total Sanitation (CLTS) |
| * Participatory Hygiene and Sanitation Transformation (PHAST) Approach | * Livelihoods Development | * Social Research |

**Work EXPERIENCE:**

**EMPLOYER: Oxfam GB**

**Project: WASH Emergency Programme KPK and Sindh**

**Position Held: Public Health Promotion Officer/ Gender and protection Focal person**

**Duration: From September 15, 2010 to 28th Fe**b **2014**

**Major responsibilities as PHP:**

* Carried out assessment of the public health risks, needs and analysis of the treats to life, health and dignity of the population affected any disaster. This includes writing up reports, recommendations and contribution to project appraisal.
* Carried out programme implementation activities working closely with local partners.
* Analyses and make the links between the public health promotion, and water and sanitation activities and to make recommendations for actions which are consistent with Oxfam policies.
* WASH activities with children in schools and child friendly spaces in IDP camps including the formation of child to child clubs and introducing CHAST approach in schools.
* Where necessary,recruit, train and supervise PH promotion partner staff. This may involve the writing of job description, work schedules, training plans and appraisal..
* Worked with partners to design and implement public health promotion programme in conjunction with public health engineers’ team.
* Ensured Accountability and Transparency at all level of the project.
* Planning, Monitoring and follow up of NFI, s distribution in camp/communities
* carried out post hygiene kit monitoring survey and develop report on the basis of collected data.
* Write regular reports for updates of project to PHP technical team leader.
* Organizing weekly planning and review meeting with Implementing Partner PHP team.
* Represent OGB in co-ordination meetings whenever required at provincial level, with the government and other key players.
* Carried out informal and formal training sessions on hygiene promotion for implementing partner Public Health Promotion team.
* Ensured that all work is carried out in the project area in a way that is sensitive to community needs and gender specific issues. In particular to promote the full and equal participation of women in all aspects of the work.

**EMPLOYER: Islamic Relief (International)**

**Project: WASH (Development)**

**Position Held: Public Health Promotion trainer**

**Duration:** From April 22, 2010 to September 13, 2010

**Main Responsibilities:**

* sensitized children & mothers on their personal hygiene on their household & school level
* formed and mobilize the orphan guardian forums.
* Conducted Health & hygiene session & campaigns in the targeted community & schools for children, mothers and school staff.
* Worked in close collaboration with the project team to ensure maximum community participation at all stages of project design and implementation.
* Conducted effective health and hygiene sessions at community and school level
* Prepared daily and monthly activity reports.
* To carried out the formal and informal trainings and sessions and follow up these sessions
* Ensure that where possible an empowering approach to working with communities is used and that hygiene promotion implementation takes into account cultural issues.

**EMPLOYER: ARC(International)**

**Project: IDP’s Emergency Response KPK**

**Position Held: Public Health Promoter**

**Duration: From July 20, 2009 to March 15, 2010**

**Main Responsibilities:**

* Ensured that WASH activities are integrated and meeting specific objectives and are implemented in a consultative, participative and gender sensitive way.
* Collected baseline information before the implementation of each intervention.
* Assist Hygiene Promotion Officer and field technical team in identification of damaged / affected and appropriate and low cost drinking water supply schemes (as per targets set in the project agreement) to meet people's domestic needs and to improve their livelihoods.
* Work in close collaboration with the project team to ensure maximum community participation at all stages of project design and implementation.
* Conduct effective health and hygiene sessions at village and school level.
* Assist Hygiene Promotion Officer in monitoring of ongoing and completed schemes to ensure the quality and timely completion of work.
* Maintain field files in an appropriate manner.
* Assist communities in resolving conflicts if any.
* Prepare daily activity reports
* Arrange trainings on the operation and maintenance of technical schemes for the concerned VG and COs and beneficiaries.
* Prepare, compile and finalize reports and forward to the HP Officer.
* Perform any other tasks as may be assigned from time to time.

**EMPLOYER: SABAWON (Plan Partner)**

**Project: WES (Development)**

**Position Held: Social Organizer**

**Duration: From March 2009 to July 15, 2009**

**Main Responsibilities:**

* Situation Analysis
* Develop strategy of community interaction for social organizer
* Identified and arranged introductory meeting with the contact persons for the programme expansion
* Held first dialogue meeting with the communities
* Prepare a profile of the village by collecting data on village statistics particularly on status of village population and division into better off, well off, poor, poorest and destitute
* Assist communities in needs identification and prioritization
* Attended and organize coordination meetings with line agencies
* Give social guidance to the organized communities
* In collaboration with HRD section developed training events for activities from community
* Prepared monthly, quarterly, six monthly and annual reports about social mobilization activities for submission to the Project Manager
* mobilize and facilitate community during different workshops, visits, at time of TOP, etc. for need assessment, need prioritization and execution of Physical Infrastructure Schemes.
* Formed Project Committees for Infrastructure Schemes
* Formed Health and Environment Committees to solve health and environment issues in community
* Monitoring of all running Infrastructure schemes
* Health and Hygiene Training to rural communities
* Carried out any other special assignment given by the Project Director and Project Manager within the field of his competence

**Others Experiences:**

* Lecturer in Jinnah College University of Peshawar from 22 Sep 2007 to 1 Feb 2009.
* 6 month experience of warden ship in new tribal girls hostel University of Peshawar.
* 2 years teaching experience in pakaims college chakwal.

**EDUCATIONAL QUALIFICATIONS:**

**M.A Anthropology** from University of Peshawar

**M.A Islamiat** from University of Peshawar

**Bachelor of Economics & Islamic studies** from University of Punjab

**FSC** in Biology**,** Chemistry& physics from Rawalpindi

**Research Studies on** “*Impact of honor killing on deceased families*”.

**Personal Skills:**

* Strong analytical skills
* Leadership and team-building
* Human Resource management and supervision
* Ability to work in a remote location in an unstable security environment,
* Have experience to work in complex emergencies and conflict-affected contexts.
* Situation analysis and stress management
* Clear vision on programme development
* Have good knowledge of international humanitarian standards and relief tools (e.g. the Sphere Standards)
* Strong analytical, written and oral communication skills
* Ability to work independently but also closely with the coordination team
* Experience in report writing
* Cultural sensitivity
* Experience in training arrangement

***PROFESSIONAL TRAININGS:***

* 05 days training on PATS (Pakistan approach towards total sanitation)
* 01 day training on AGAING and Disability in Emergencies from ADTF
* 01 day training on Oxfam’s Gender Policies
* 01 day training on OPAL from Oxfam GB
* 01 day training on Sphere Standards from Oxfam GB
* 01 day Training on Partnership Management by Oxfam GB
* 5 days training on PHSAT,CHAST by Oxfam GB
* 01 day training on Advocacy by Oxfam GB
* 01 day training on Humanitarian Protection by Oxfam GB
* 01 day training on “Public Health Promotion” arranged by Oxfam GB
* 02 days training workshop on “social Mobilization” arranged by Relief International.
* 01 day Seminar on “Women’s Human Rights and our Role” organized by BEDAARI.
* 01 day awareness workshop on “Disability and Development Program” organized by Leonard Cheshire Disability and Development Program (UNCRPD)
* 03 days training on “Gender Sensitization” arranged by SRSP Peshawar
* 01 day workshop on “Adolescent Reproductive Health” organized by SACHET.
* 01 day Seminar on “Women’s Rights organized” by BEDAARI
* 02 days training on “Disaster Management” organized by University Of Peshawar
* 05 days Training on “Community Lead Total Sanitation” by IRSP

***Diploma in Computer Science.***

Certificate in office automation courses, which includes MS Word, MS Excel, MS Excess, MS Windows, Internet and MS PowerPoint skill developed to undertake all Data punching, documentation, Reporting and presentation works.

***REFERENCES***

References will be furnished on demand.