**Humera Hussain**

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| I hold multi disciplinary career and have worked with various national & international charities and UN agencies in Pakistan and Afghanistan. Grants management, project management, monitoring & evaluations, management of organizational partnership and communications (internally and externally) are my key professional skills. In the client perspective, I have managed grants and communications with USAID, DFID, CIDA, NORAD, AusAid, Dutch Embassy, European Commission and with a range of royal and business trusts. Representing my employers at various professional networks, working groups & thematic clusters; are my strengths. |

**Fellowships**

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| **Fellowship** | **Professional Body** | **Country** | **Year** |
| Women in Security Conflict Management and Peace | The Foundation of Universal Responsibility | India | 2007 |
| Professional Diploma in Project Management | Centre for Advance Studies in Engineering (CASE). | Pakistan | 2006 |
| Gender Based Violence- Communicating Good Practices to Policy Makers | University of Mahidol, Thailand | Thailand | 2005 |
| LUMS – McGill Social Enterprise Management Program on NGO Management | Lahore University of Management Sciences (LUMS) | Pakistan | 2003-04 |

**Professional Experience**

**Current Assignments**

* Carrying out End Term Review of Aurat Foundation, Legislative Watch Programme as External Evaluator, commissioned by The Royal Norwegian Embassy, Islamabad.
* Reporting Specialist, UNDP Electoral Cycle Support Project to Election Commission of Pakistan, June 2012 till date.

**FullTime Work**

**Head of Grants & Communications, Turquoise Mountain (The Prince’s Charity), Kabul from Dec 2010 till August 2011:**

My key responsibilities were:

* Manage relations and communications with the donors (CIDA & USAID), media and government stakeholders to reflect our work in the threefold objectives; urban regeneration, creating livelihood for local Afghans and reviving traditional art & architecture to build national pride.
* Preparation of programmatic reports, planning and monitoring and evaluation of programmes for the USAID, CIDA and other donors’ programmes.
* Build capacity of sub grantees on quality assurance and reporting to donors.
* Contractual compliance for all projects including reporting procedures, branding departmental liaison and data collection.
* Work closely with finance department to ensure smooth functioning of donor relations.

**Programme Officer - CEDAW, United Nations Fund for Women (UNIFEM), Islamabad from August 09 to Dec 09:**

My key responsibilities were:

* Assessing the implementing capacity of UNIFEM partners for project management and monitoring especially from Result Based Management (RBM) approach and providing technical support to bridge the required gaps
* Developing proposals for uplift of women social status in Pakistan.
* Managing Provincial Gender Equality Advisors, supporting Provincial Governments for mainstreaming international commitments to uplift the status of women made under UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)
* Coordination with Provincial and Federal National Women Machineries (NWMs) to provide technical support for implementing CEDAW and other women rights frameworks
* Supporting Senior Gender Advisor UNIFEM to extend technical support to MOWD for its repositioning

###### **Programme Manager Education, Voluntary Services Overseas (VSO), Islamabad, from Sept 2006 – July 2009:**

###### My key responsibilities included:

* Assessing programme partnership for providing small grants and technical support to the organizations working in Education sector in Punjab and NWFP
* Developing funding proposals for scaling up VSO Education programme activities in Pakistan and extending small grants to partners for implementing their EFA related activities.
* Developing learning & review framework for education programme and ensuring that programme is going in alignment with the approved country programme strategy.
* Taking lead on developing programme strategies with emphasis on girl child education and ensuring compliance with VSO corporate Education objectives and policies
* Taking lead in devising country advocacy strategy with support from Programme learning and Review team based in London

**Programme Manager, Sahil (against Child Sexual Abuse), Islamabad, from September 2002 to August 2006:**

My core work was around leading a team for the implementation of diverse programme activities, including:

* Overseeing Programme designing, development, M&E, quality assurance and implementation on child rights and protection as cross cutting theme
* Liaison with the donors, government departments and other civil society stake holders on policy advocacy and child rights
* Supervision of Sahil print & electronic media campaigns on child protection

###### **Community Development Officer, Plan International, Vehari (Punjab), April 2000 to August 2001:**

###### My key responsibilities included:

###### Programme Coordination in five domains: Health, Education, Institutional Building, Environment and Learning.

* Community mobilization and Community Capacity Building for project management and community led project monitoring
* Promote linkages with NGOs and Line departments for promoting child centered community development approach in the above mentioned 5 domains
* Producing product reports for international offices based in USA, UK and Japan

###### **Social Organizer, National Rural Support Programme, Vehari (Punjab), Sept 1998 to March 2000:**

###### My key responsibilities were:

* To make contact with women in local communities and organizing them in the form of women organizations (WOs) and to strengthen their linkages with CBOs and government line departments of the area for finding sustainable development solutions.
* To train local women in maintaining institutional records and developing plans for acquisition and utilization of skill training at the grass root level.
* To manage for the interventions such as micro credit, natural resource management, human resource development and Social Services activities such as mother & child health and non-formal education programme.

**FreeLance Work**

* Carried out Mid Term Review of Norwegian Embassy’s Gender Research Programme (GRP) in Pakistan as third party (Independent Consultant), September – October 2011.
* Senior Researcher, to carry out formative research for Women Social Enterprise Gilgit – Baltistan, a project implemented by Aga Khan Foundation on behalf of The Researchers (third party) commissioned by Royal Norwegian Embassy, Islamabad (Jan to Sept 2010)
* Deputy Team Leader, for Assessment of Social Mobilization Component of Rural Support Programmes in Pakistan (Oct – Nov 2010)
* Communication Expert, for National Tuberculosis Programme (July – Aug 2008) to develop Behavioral change manual for health practitioners’ on treating TB DOTS.

###### Provincial Coordinator for Community Information & Epidemiological Society (Sept 2001 to March 2002) for carrying out Social Audit on Violence Against Women in Pakistan

**Academic Qualifications**

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| **Name of Qualification** | **Level** | **Year** | **Institute / Organization** |
| Masters in English Literature | Masters | 1996 | Bha u Din Zakriya University, Multan |
| Bachelors in Education (B.Ed) | Bachelors | 1999 | Allama Iqbal Open University, Islamabad |
| Postgraduate Diploma in Women’s Studies | Diploma | 2001 | Allama Iqbal Open University, Islamabad |

**Computer skills**

Well versed in Ms Office, spread sheets and managing corporate database

**References**

Will be furnished on request.