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Experience

Feb 2009- Feb 2010: Emergency Shelter Development Manager

**International Federation of the Red Cross and Red Crescent Societies, Pakistan Country Office, Islamabad.**

**Key Responsibilities**

* Ensure the development of plans and specifications for an winter emergency shelter (WES) prototype;
* Liaison with partners from humanitarian sector and national authorities to built consensus in the development of WES;
* Liaison/coordinate on technical issues with Shelter Department Geneva and Kuala Lumpur;
* Setup pilots for different short listed WES options;
* Represent need for the development of WES with humanitarian actors, appropriate Governmental representatives, donors and other key stake holders on prioritization, resource mobilization and advocacy when required;
* Provide leadership in the innovation process of WES;
* Work in partnership to prevent and reduce shelter-related morbidity and mortality;
* Ensure evidence-based actions and sound coordination;
* Analyze existing emergency winter shelters in DP stocks and plan/strategize replacement of these with new WES;
* Ensure WES adequately cover the needs and challenges faced by gender and of vulnerable groups;
* Ensure that the development of WES is guided - to the extent possible - by relevant policy guidelines and technical standards, comply with Sphere Standards;
* Design/develop training module/materials for the use and erection of the developed WES;
* Preparation of a short summary report at the end of the assignment;
* Lead the Country Delegation shelter related activities and guide assistance of shelter programme in the ongoing IDP operations, 2009;

October 2008- Feburary 2009: Shelter Coordinator

**Emergency Shelter Cluster-Baluchistan Earthquake 2008 International Federation of the Red Cross and Red Crescent Societies, Pakistan Country Office, Islamabad.**

**Key Responsibilities**

* Identify key humanitarian partners, national and provincial authorities for emergency shelter response, respecting their respective mandates and programme priorities;
* Ensure appropriate coordination with all humanitarian partners (including UN agencies, national and international NGOs, the Red Cross/Red Crescent Movement, IOM and other international organizations), as well as with national authorities and local structures;
* Ensure the establishment/maintenance of appropriate sectoral coordination mechanisms, including working groups at the national and, if necessary, local level;
* Promote the integration of the IASC’s agreed priority cross-cutting issues, namely human rights, HIV/AIDS, age, gender and environment, utilizing participatory and community based approaches;
* Secure commitments from participants in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities, with clearly defined focal points for specific issues where necessary;
* Promote/encourage participants to work collectively, ensuring the complementarity of the various stakeholders’ actions;
* Promote emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns;
* Ensure effective links with other sector working groups;
* Represent emergency shelter needs in discussions with the UN Resident Coordinator, appropriate Governmental representations, donors and other key agencies on prioritization, resource mobilization and advocacy;
* Act as focal point for inquiries on emergency shelter response plans and operations;
* Needs assessment and analysis, ensuring beneficiary participation including adequate attention given to the needs and challenges by gender and of vulnerable groups;
* Developing/updating agreed response strategies and action plans ensuring that these are adequately reflected in overall emergency response strategies;
* Utilizing lessons learned from past activities and beneficiary feedback to revise strategies and action plans accordingly;
* Developing the transition from emergency shelter to longer-term shelter recovery programming, in close consultation with UN Habitat as the focal agency for early recovery, and the handover of the coordination role to other agencies;
* Development and promotion of simple, user-friendly reporting formats in consultation with the local authorities, providers of shelter assistance and other key stakeholders;
* Gathering and collation of data on emergency shelter needs and assistance being provided in a timely and efficient manner, including feedback and/or issues raised by the affected population;
* Identification and reporting of any gaps in emergency shelter assistance to the Shelter Cluster;
* Ensure that the shelter response is guided - to the extent possible - by relevant policy guidelines and technical standards, as well as relevant commitments that the Government has undertaken under international human rights law;
* Ensure adequate monitoring mechanisms are in place to review the impact of the sector coordination and progress against implementation plans;
* Ensure adequate reporting and effective information sharing, with support from the UN Resident Coordinator or other UN OCHA – appointed overall cluster coordinators;
* Identify core advocacy concerns, including resource requirements, and contribute to key messages on broader advocacy initiatives;
* Advocate for donors to fund participants to carry out priority activities in the sector concerned, while at the same time encouraging participants to mobilize resources for their activities through their usual channels;
* Promote and support training of humanitarian personnel and capacity building of humanitarian partners;
* Preparation of a short summary report at the conclusion of the assignment on lessons learned.

**July 2007-September 2007: Field Coordinator**

**Pakistan Red Crescent Societies, Field Office-Jhal Magsi. Pakistan**

**Key Responsibilities**

* Participate in the cluster coordinaion meetings and update the operations coordindinator on IASC priority areas;
* Report on overall field operations and activities for donor reporting, inclusion in the Internal Bulletin and Operational Update;
* Link with PNSs to identify areas where support is needed;
* Conduct field visits to ensure understanding at all levels, of various guidelines or directions given by the Operations Coordinator;
* Collate, analyze and synthesize information from field visits, as directed by, and for the use of Operations Coordinator, and all sectors;
* Establish links and work towards cooperation and coordination with other relevant PNS, the UN and NGO's to promote effective use of resources, and avoid duplication and overlaps;
* Collect information related to the overall operation to assist the Operations Coordinator in decision-making processes;

**January 2007-June 2007: Programme Officer**

**Pakistan Red Crescent Societies, Field Office-Mansehra, Pakistan**

**Key Responsibilities**

* Organize and coordinate weekly Programme staff meetings;
* Coordinate and maintain weekly Programme manager and delegate meetings;
* Maintain organizational charts and contact information for the Programmes;
* Serve as a communication link to PRCS partners and related local governments, and NGOs;
* Arrange logistics and meetings for PRCS management, PNS's, media, and other visitors to project sites;
* Maintain and update contact information and program information for INGOs, local NGOs, and other humanitarian actors in the earthquake area;
* Actively participate in developing excellent relations between IFRC and local PRCS Branches at all times;
* Responsible for directly managing office administration in the Field Office;
* Conduct daily administrative tasks for PRCS teams;
* Collect and review travel forms, requisitions, program documents and other related documents.
* Prepare weekly and monthly reports

***Pakistan Earthquake 2005* -** Started as a volunteer with PRCS for the relief operation in Balakot. Later given a contract by PRCS as Field Officer for Allai Valley, NWFP. Established and managed Banna base camp. Provide NFI and warm shelters to 10,000 families of Allai Valley. Managed a team of 40 PRCS Volunteers. Supported the Relief Delegate in Besham to for conducting relief operations

**Competencies**

***Coordination***

* Coordination with National Society, movement partners, UN agencies, other participating actors and local/provincial and national government officials;
* Built consensus on need based solution for shelter preparedness and response.

***Reporting***

* Preparation of operational reports (narrative and financial) for PRCS management to be presented to the donors;
* Preparation of weekly and monthly reports for the PRCS management;

***HR***

* + Line management of 50+ staff members and 40+ volunteers of different projects(Health, WatSan, Relief) and support staff(admin, security, logistics, finance) during a single assignment;
  + Supervision of 50+ volunteers for the implementation of relief activities.

***Finance***

* + Verification and payment of invoices, salary slips, perdiem sheets and daily wage sheet;
  + Handling of funds transfer and petty cash.

***Logistics***

* Administration, location identification/preparation, communication and management of loading/unloading slings during winter relief heli operation;
* Preparation of relevant documentation for procurement;
* Procurement and maintenance of office equipment.
* Keep track and prepare records for the NFI in pipelines

Trainings Participated

* Planning, Monitoring, Evaluation and Reporting Workshop – Mansehra, Pakistan Jan, 2006;
* National Disaster Response Team – Mansehra, Pakistan – May, 2006;
* Shelter Technical Training – Doha. Qatar - Nov, 2009

Skills

**Personal attributes**

* **Intellect** – able to analyze critique and synthesize information in order to resolve problems.
* **Willing to learn** – and continue learning throughout life.
* **Flexibility and adaptability** – respond to change, to pre-empt change and ultimately to lead change.
* **Self-motivated** – being a ‘self-starter’, resilient and determined.
* **Self-assurance** – self-confidence, self-belief, self-sufficiency, self-direction.

**Interactive attributes**

* **Communication skills** – able to communicate, formally and informally, verbally and in the written form, with a wide range of people both internal and external to the movement.
* **Interpersonal skills** – ability to relate to, and feel comfortable with people at all levels and to be able to make and maintain relationships as circumstances change.
* **Team work** – ability to [work effectively in teams](http://asp.wlv.ac.uk/level4.asp?level4=3964), often more than one team at once, and to be able to readjust roles from one project situation to another in an ever-shifting work situation.

**Education**

* **MSC Disaster Management** – Coventry University, United Kingdom (Research in progress)
* **Bachelor Computer Sciences**  - University of Punjab, 2004
* **Intermediate of Computer Sciences**- Government College-Faisalabad, 2000
* **HSSC** - Faisalabad Higher secondary Board, 1998

**Personal Information**

* **Residence Address :** 28-D Askari-3, Rawalpindi, Pakistan
* **DoB :** 22 Sep 1978
* **Nationality :** Pakistani
* **Marital Status :** Single

**References**

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