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| Muhammad Asar Ul Haq  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Profile  Full life cycle, operational responsibilities for multi-million RCRC humanitarians programme in Pakistan with a multi-sectoral programme/project management and training experience acquired through ten years of progressive professional experience both nationally and internationally. Having been at lead positions bring along hands on experience in programme management, strategic and tactical planning, organizational development, representation with public and civil society organizations. Being trainer have conducted/facilitated trainings in areas such as disaster response, community based disaster risk mangement, HVCA and logistics.  **Areas of Expertise** | |
| ***Programme Management***   * Project Developemnt * Budgeting * Monitoring and Evaluation * Planning & Reporting * Resource Mobilization * Donor Coordination * Conflict Resouloution | ***Disaster Risk Management***   * Relief and Recovery * Community Based Disaster Risk Management * Logistics and Supply chain Management * RCRC Regional Disaster ReponseTeam Facilitator * RCRC National Disaster Respnse Team Facilitator * Hazard Vulnerability & Capacity Assesment Facilitator |  |

Significant Achievements

Mid term Evaluation of Federation Operations (Cyclone Sidr- Bangladesh 2008)

* Developed the evaluation regime
* Review and compilation of secondary data
* Finalization of the draft report.

Baluchistan Earthquake 2008 Operation Final Evaluation IFRC Emergency Appeal

* Team Leader
* Development of the ToR
* Team selection and orientation
* Finalization of the report
* Recommendations & follow up

**Phasing out of the Earthquake 05 Programme:**

* Rewiew of exsit strategy
* Planing and cordination
* Implemnation starategy time frame

PRCS Capacity Building in Disaster Risk Management

* Development of PRCS Strategy and Policy Frame work.
* Development of PRCS five-year DRM development Plan.
* Development of PRCS Volunteering Policy
* Establishment of nation wide network of 37 DM cells in strategic locations.
* Contingency planings.
* Establishment of PRCS Disaster Management Working Group.

**Disaster Preparedness,**

* ***Branch Disaster Response Team (BDRT) 2009***– Conducted five provincial branch level training as main facilitator and trained 150 PRCS staff and volunteers in Branch Disaster Response Team at provincial level.
* ***National Disaster Response Team (NDRT) 2008*-** Training of PRCS and the Federation staff and volunteers in National Disaster Response Team.
* ***Hazard, Vulnerable & Capacity Assesment (HVCA)*** *2008*- Conducted HVCA training for the Pakistan Red Crescent Society and the Federation staff and volunteers in Hazard, Vulnerability and Capacity Assessment as main facilatator.

**Emergency Response and Recovery Operations**

* ***IDP’s Operation 2009*-** As the operation manager developed the appropriate response and lead a multi sectorial team for the implementation of the International Federation hummanitarian assisatnce programme for the IDP,s east fo river Indus.
* ***Baluchistan Earthquake 2008*-** Carried out the Emergency assessment and led the relief efforts in the operations and successfully provided 4,000 Emergency Winterized Shelters to the affected population of district Ziarat and Pishin .
* ***Cyclone Yemyin 2007***- Led the first emergency assessment team in affected areas of district Turbat. Established the field coordination (Kech Disaster Response Forum) mechanism between the humanitarian agencies and government authorities. Supported the FACT team in planning and implementing of emergency operations. Worked as PRCS/IFRC Baluchistan operations coordinator and provided relief to 12000 affected families of district Turbat and Jhal Magsi. Worked closely with the health team to ensure integrated response.
* ***Pakistan Earthquake 2005* –** Led the efforts from the day one as DRM focal point for the first 72 hrs and worked as the focal point for FACT(DART). Supported ICRC in coordinating its efforts in AJ&K. Establishment of the Islamabad Logistics hub. Supervised the cargo handling in support of the logistics ERU at the Islamabad Airport. Coordinated with PRCS management in mobilizing resource for the operations. Arranged local funding for PRCS public appeal. Worked as relief focal point for the heli- borne assessment teams. Worked as Relief Team Leader for Allai Valley, district battagram, 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 and Federation Staff & Volunteers .
* **Afghan Refugee Operations 2002–** Supported the PRCS NHQ logistics in handling and managing the relief items at headquarters. Completed and handed over the Water supply scheme in Landi Karez camp, district Chaman, Quetta **.**

Professional Experience

January- March 2010 –Country Representative.

**International Federation of the Red Cross and Red Crescent Societies, Maldives Country Office, Male`.**

## **Key Responsibilities**

* To ensure the implementation of Federation activities in the country/region according to approved plans and budgets.
* To manage the delegation, including personnel, security, fixed assets, financial assets and other resources in accordance with Secretariat procedures and regulations.
* To promote the institutional and programme development of the host National Society through a supportive working relationship, whilst recognising that capacity shortcomings may require a more proactive Federation role in certain situations by common agreement.
* To ensure that delegation planning, budgeting and reporting is carried out in a timely and appropriate fashion in accordance with Secretariat requirements, formats and standards; provide support to the National Society in these areas when relevant;
* To represent the Federation and build good relations with national authorities, international and national organisations, donor Governments and other organisations represented in the country/region, as well as national and international media. Collaborate and co-operate where appropriate with the ICRC.
* To take initiatives to raise funds in the country of assignment in support of Federation appeals and activities, and for National Society programmes, in close coordination with the Regional Department and the Regional Delegation and with the National Society.
* To report to the Regional Department as required and agreed and to keep the Regional Delegation regularly informed on in- country developments and on the work of the Delegation.

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June- December 2009 –Country Programme Coordinator

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

## **Key Responsibilities**

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| * To lead the programme team in planning and management of PRCS/Federation programmes in the country to provide tailored and well coordinated support to PRCS. * To implement Integrated Programming Approach (IPA) where ever possible. * To provide support to the Managementinensure completion of EQ operation during 2009 as planned and priority of leading a smooth transition of the operation to PRCS. * Build and maintain a knowledge and understanding of the programmes of PRCS, including the assistance being provided by PNS, ICRC and other partners; * Ensure effective cooperation, joint planning and implementation with PNS in all relevant programme areas, in coordination with the Country Representative; * Assist Country Representative to build and maintain an active dialogue and collaboration between PRCS, Federation, PNS and non RC/RC organizations to scale up working in relevant programme areas in the country; * Assist Country Representative on the preparation, budgeting and finalize the PRCS/Federation plan 2010/2011 for Pakistan. * Monitor, analyze and recommend activities to respond to trends in relevant programme areas as they affect the work of the Movement; * Support the Country Representative in building and maintaining the image and profile of the Federation with national authorities and international organizations based in Pakistan; * Ensure that all PRCS/Federation programme planning and budgeting, including annual roll on plans 2010/2011 and emergency appeal preparation and management, is carried out when required in a timely and efficient manner in accordance with Federation standards; * In close consultation with Country Representative and Finance Delegate monitor the financial expenditure of all programmes within the EQ 05 and Flood Recovery Operation, ensuring that effective timely and effective expenditure is in place and all programmes operate within approved budgets; * Line manage the HoFO, DM, Health and Reconstruction; * Assist Country Representative to prepare regular programme and management report. |
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| Jan 2008–May 2009 | Senior ProgramManager, Disaster Management.  **International Federation of the Red Cross and Red Crescent Societies, Pakistan Country Office, Islamabad.** |
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I have been working as the focal point for the Federation’s disaster management (DM) country program since August 2005. I started as a program officer in DM and have been promoted regularly; based on performance.

## **Key Responsibilities**

* Provide support to Pakistan Red Crescent Society (PRCS)in achieving National Disaster Risk Management programobjectives through effective planning, management, delivery,monitoring and evaluation.
* To support PRCS in identification and management of projects in line with the wider program objectives.
* Work with PRCS DM staff and volunteers to conduct timely and comprehensive post disaster needs assessments in Pakistan and assist in the development of operational plans and emergency appeals.
* Support PRCS in the management of post disaster relief and recovery activities.
* Promote PRCS understanding and acceptance of the Federation’s disaster preparedness and response tools such as FACT, RDRT, ERU, DREF and DMIS.
* Strengthen capacity of PRCS by development of relevantDRM trainings and material for building strong program and project teams.
* Identify opportunities for learning and development of staff and volunteersthrough mentoringand knowledge sharing.
* Support PRCS to improve its coordination with relevant government, UN and non-government agencies and participate in interagency coordination.
* To maintain relationships with internal and external stakeholders of the program through direct contact, high visibility events, contacts and exchanges.
* To work effectively with other program teams for integrated programming approach.
* Support PRCS to implement the IFRC funded DMprogramin Pakistan in a timely manner and in line with Federation policies and procedures.
* Ensure PRCS ownership at the different levels in program planning, monitoring and evaluation as required.
* Effectively manage DM funds involving PRCS in budget planning, expenditure monitoring, and working advance management and contributing to finance reporting.
* Work with PRCS to submit timely and accurate reports in line with Federation reporting requirements.

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June 2002 – July 2005 |Finance and Administration officer.

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

I started my carrer with the Internationl Federation as finance assistant and continuted to take additional respnsiblities for adminstartvive and logistics work in the country office.

**Key Responsibilities**

***Finance***

* + Cash and bank payments and handling of receipts.
  + Scrutinize payment requests to ensure that all necessary documentation was in

Place.

* + Preparation of bank instructions and petty cash payments.
  + Maintenance of delegation accounting system (FRT/ Coda V9).
  + Data entry into FRT.
  + Responsible for month-end closing.
  + Monitoring and processing of PRCS working advance accounts.
  + Preparation of monthly pay roll for the staff.
  + Preparation of monthly submission of financial files to RFU KL.
  + Preparation of month end cash counts and bank reconciliation.
  + Manage the finances of the country office in the absence of Finance Manager.
  + Support the Finance Manager for year-end closing.

***Administration***

* Reception and dispatching of all incoming and outgoing correspondence.
* Maintain personal files for the country office.
* Make travel and accommodation arrangements for delegates and visitors.
* Maintain sufficient stock of stationary for the office.
* Ensure service and maintenance of office equipment.
* Maintain backups of all computer data.

***Logistics***

* Preparation of relevant paper work for procurement.
* Procurement and maintenance of Office equipment.

Trainings and Workshops

* **Logistic & Relief Workshop**, Islamabad, February 2003
* **Financial Management Workshop**, Islamabad, May 2003
* **Coda V9 Training,** Kula Lumpur, August 2003
* **PRA Training ,** Peshawar, Pakistan 2005
* **Writing Effectively – Report Writing**, University of Common Wealth, Canada, Oct 2004 to April 2005
* **Warehouse / Rubhall Training**, Quetta, October 2005
* **Budget Holder Training,** Islamabad, May 2006
* **Hong Kong Red Cross BTC**, April 2006
* **Community Based Disaster Risk Management,** Bangkok, Thailand January 2007
* **HVCA,** Dhaka, Bangladesh, 2008
* **Global Relief,** Geneva, Switzerland, 2008

Refrence

Will submitted upon request.