**Amna Waheed Durrani**

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H. No 146, Sector K-6, Street: 2, Phase III, Hayatabad Peshawar

D.O.B: April 07, 1984

**QUALIFICATION**

M.A Political Science 1st Div. 2005-2006

University of Peshawar Peshawar, Pakistan

B.A. 1st div. (Political Science, Law) 2003-2004

Frontier College for Women Peshawar, Pakistan

Diploma in Public Relations 2004

Islamabad Academy Islamabad

**PROFESSIONAL EXPERIENCE**

**Coordination Officer (Eqv. BPS-18) August 2011 to date**

**Provincial Commission on the Status of Women, Khyber Pukhtunkhwa Peshawar**

Responsible for assisting the Chairperson with setting strategic priorities and leadership to the Commission, conceptualizing, planning and implementing projects for review of legislation for women, planning meetings of the commission, preparing minutes and undertaking follow up on actions to contribute towards the overall aim of eliminating gender discrimination and provision of equal opportunity for women in the Province. The subject position coordinate and liaise with Govt. Departments, Members Provincial Assembly and CSOs/INGOs on women related issues/programs/policies. Administrative, staff and financial management of the Commission including budget preparation is a part of routine management.

**Program Coordinator (Peacebuilding) Islamabad Pakistan**

**Sustainable Peace & Development Organization (SPADO) Dec 2009 - July 2011**

My responsibilities included coordinating activities of the Peacebuilders Pakistan - a Network of civil society activists from across Khyber Pukhtunkhwa (KP)/FATA & Sindh provinces trained in non-violent/peaceful conflict resolution and mediation skills by United States Institute of Peace (USIP). I was responsible for following-up with mediators on conflict mediation activities and experiences within their communities in the conflict stricken areas of KPK and FATA and to promote the aims and activities of the network through print and electronic communication tools. I have also to my credit successful implementation of one year project between Pakistan & Afghanistan called Pak-Afghan Cross-border Peace-building Initiative. The activities included organizing regional and national level dialogues, liaising with technical and funding partners and maintaining coordination with project stakeholders including maliks, religious scholars, media representatives, individuals from academia and non-government organizations for research and providing facilitation for preparing recommendations to respective national governments, regional actors and international communities for brining peace in the Pukhtun inhibited areas across Pakistani tribal agencies of Bajawar, Mohmand, Waziristan and Khyber. I continue to coordinate the Peacebuilders Pakistan Network voluntarily with SPADO in a volunteer capacity (http://www.spado.org.pk).

**Monitoring & Evaluation Officer Sept. 2007 to Sep. 2009**

**Bacha Khan Trust Educational Foundation Peshawar, Pakistan**

Working with the Baacha Khan Trust Educational Foundation, (BKTEF) [www.bkefoundation.org](http://www.bkefoundation.org) as M&E Officer, I was responsible for overseeing program implementation, data collection and analysis and development of monitoring and evaluation tools for the overall educational program of the Foundation. I would coordination with donors, technical partners and community stakeholders for program implementation and conducted trainings for the resource and community mobilization team. I also wrote up “BKTEF Development Plan 2008-09”. I have also performed responsibilities as Project Officer “Youth Development Program (YDP)” in Khyber Pukhtunkhwa - a joint initiative of BKTEF and the Hanns Seidel Foundation (Germany). My major responsibilities included planning and implementation of series of trainings for the capacity building of youth, managing the team of Master Trainers of YDP & monitoring the project activities.

**REPORTS/MANUALS DEVELOPED**

* Co-developed with the consultant an Orientation Package for the District Committees on the Status of Women in the light of constitutional provisions, international conventions and commitments including CEDAW and UNSCR -1325.
* Development of a Training Toolkit on Conflict Resolution and Mediation Skills
* Developed the Annual Development Plan 2008-09 of Bacha Khan Trust Education Foundation
* Developed a number of Newsletters for Peacebuilders Pakistan Network of Conflict Resolution Mediators
* Translation of ICBL Pakistan Chapter Reports 2010 and 2011 into English

**TRAININGS & CERTIFICATES**

* Attended UN-AOC Summer School 2012 August 05-13 - Portugal
* TOT Conflict Resolution and Mediation Skills United States Institute of Peace (USIP) May 2009 - July and Dec. 2010 and June 2011
* Skills in Monitoring and Evaluation Sustainable Development Policy Institute
* TOT on Gender and Development BKTEF 2009

Democracy, Peace and Human Rights

* Understanding Gender in Society Society for Participatory Research in Asia

**SKILLS**

* Research and data analysis and sound knowledge of Logical Framework (LFA) and RBM
* Documentation, report writing, proposals & concept note development
* Conflict Resolution & Mediation Skills
* Office Administration & Management
* Translation (from English to Urdu, Pashto and vice versa)
* Communications (use of social media and development of communication tools like newsletters, brochures and leaflets)
* Computer literacy (MS Excel, Word, Publisher, PowerPoint. in-page)
* Verbal and writing lingual skills in English, Urdu, Pashto, Hindko/Punjabi, French basics

**Volunteer Engagement/Interests**

* Carried out in personal capacity a research study on “Impact of Militancy and Floods on Women-led Enterprises in Malakand Region – Assessing Scope of Opportunities for Rehabilitation”
* Mentor on *Rahbar* Program of The Citizens Foundation, Islamabad
* Volunteer - Sustainable Peace & Development Organization (SPADO)
* Member Peacebuilders Pakistan Conflict Resolution Mediators Network
* Member Board of Directors, Peace Resource Center

**REFERENCES**

1. Ms. Zubeida Khatoon Chairperson, PCSW zkhatoon2011@hotmail.com
2. Mr. Raza Shah Khan Executive Director, SPADO raza@spado.org.pk
3. Mr. Muhammad Raza Managing Director, Bacha Khan mr352@georgetown.edu

Trust Education Foundation

1. Dr. Mary Hope Schwoebel Senior Program Officer mschwoebel@usip.org

US Institute of Peace