**Respected Sir,**

I am Munim Shah, I have done Master of Science in Development Studies and Master of Arts in English.

Based on your jobs descriptions, professional experience **I** offer my services as a potential candidate for the announced position. My expertise and skills match what you are looking for this position.

**A few highlights are as under:**

**Strategic Planning & Program Development, Program implementation, Management & Operation, Proposal development, Monitoring & Evaluation, Resource Management, LFA and Budgets etc.**

Added to this I have strong experience of extensive traveling and knowledge about the diverse cultures of Pakistan and have command on English, Urdu and Pashtu (maternal tongue). I am very confident and I can come up with good results, if given the opportunity.

Can we meet to discuss in detail how my experience uniquely qualify me for this role and am looking forward to speaking with you about how together we can exceed organization goals for this position. Your kind consideration in this regard would be a source of encouragement for me.

My resume is attached for your review please.

**With best regards,**

**Munim Shah**

**Proposed Position: Provincial Program Coordinator**

|  |  |
| --- | --- |
|  |  |
|  |  |
| 2. Name: | Munim Shah |
| 3. Date and place of birth: | 05/04/1976 |
| 4. Nationality: | Pakistan |
| 5. Personal address: | H # 969, Phase 3, A/C Colony Manki Road Nowshera +923452244646 [munim.shah@hotmail.com](mailto:munim.shah@hotmail.com), Skype: munim.shah |
| 6. Education: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Start date** | **End date** | **Degree / Diploma obtained** |
| Iqra University | 2008 | Aug.2010 | Master of Science in Development Studies |
| Gomal University | 1998 | 2001 | Master of Arts in English |

|  |
| --- |
| 7.Other training:   * Social Mobilization process * Community Based Disaster Risk Management * (M&E) Advance Level -MS Project |
| 8.Languages and degree of proficiency: (1 - excellent; 5 - basic) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Language:** | **Reading:** | **Speaking:** | **Writing:** |
| Pashto | 1 | 1 | 1 |
| Urdu | 1 | 1 | 1 |
| English | 1 | 1 | 1 |

|  |  |
| --- | --- |
| 9.Membership in professional societies: | |
|  | |
| 10.Countries of work experience: | |
| **Country** | **Period** |
| Pakistan | September 2001 - March 2002, April 2002 - October 2004, October 2004 - December 2004, January 2005 - June 2005, July 2005 - August 2008, October 2008 - August 2009, September 2009 - December 2009, August 2011 - December 2011, January 2012 - July 2012, August 2012 - Ongoing, |
| 11.Employment records: | |
| **Date:** | Aug 2012 – till date |
| **Employer:** | Qatar Charity |
| **Position held:** | Field Coordinator |
| **Description of duties:** | Qatar Charity (QC) is a Doha based International non-government organization, established in the state of Qatar 30 years back to sustain the needy communities in and out of Qatar. Qatar charity is working in Pakistan since 1992 having its country office in Islamabad and field offices in Leepa, Bagh, Muzaffarabad in AJK; Swat, Dir in KPK; Rajanpur, DG Khan and Sind. In addition to these field offices, QC operates using a network of partner organizations all over Pakistan. In Pakistan, QC is mainly working in the following thematic areas; Disaster Management, Sustainable Livelihoods, Water and Sanitation, Education & Cultural Support, Social Protection, Primary Health Care and Community Physical Infrastructure.  Being a development expert I have developed, implemented and managed long term integrated development programs for Leepa AJK, Swat and Dir in KPK with following thematic areas:  Sustainable livelihood, women children and family support, WASH, Community Physical Infrastructure (CPIs), with cross cutting theme of Social Mobilization & DRR and Adult literacy Program for entire KPK and FATA.  **Core Competencies:**  **Program Development, Strategic Planning, Program Implementation, Monitoring and Evaluation, Report writing, Proposal Development, Capacity Building, Management/Operations, Liaison, Resource Management**.  **Accumulative Accomplishments:**   * Developed and approved integrated development programs proposals for District Swat, Lower –Dir KPK Pakistan and Leepa AJK. * Prepared and approved Budget PKR-76,555,751/- * Ensured to established a network of 120 Community Organization in form of Community Organizations & Village Organizations * Ensured & Developed 64 village development plans * Supervised Program & Operations (administrative, logistical and fiscal management) * Accomplishment of 37000 olive grafts on wild olive plants * Enhanced the income sources of marginalized community through the establishment of Rural business i.e. SMEs (71). * Ensured access to safe & clean drinking water facilities through DWSS & Gravity Flow Schemes * Developed small scale village infrastructure i.e. PCC Link roads, street pavements & constructed irrigation channels, retaining walls, flood protection walls, water mills, culverts and pedestrian bridges etc. * Installation of 400 hand pumps and construction of 80 WASH-II(latrine Blocks) * Established two community vocational training Centers * Established one production center (trades of embroidery, tailoring, drafting, hand knitting, gabba saazi and home economics). * Established Six cooperative poultry farming Centers * Established two Community based veterinary centers * Established 400 Adult literacy centers in KPK and FATA * Supervised, managed and trained 36 district program managers literacy * ToT of Education/Literacy supervisors, * Establishment of one primary school unit at Jalala IDPs camp Mardan * Distribution of NFIs and FIs * Establishment of Health care unit |

|  |  |
| --- | --- |
| **Date:** | Jan 2012 - Jul 2012 |
| **Employer:** | Qatar Charity |
| **Position held:** | Program Officer-Livelihood, Acting Field Coordinator |
| **Description of duties:** | To work closely with the Field Coordinator, Regional Program Manager and LIDP Team based in Leepa AJK in managing and developing Qatar Charity’s development program in Leepa-AJK with specific focus on sustainable livelihoods.  To take forward relationships with key stakeholders and partners at both operational and strategic level, contributing to the formulation of QC strategies and goals, developing programs to achieve those goals, monitoring and review needed to implement and manage programs in line with QC values and working principles.  To manage the livelihoods component of QC in Leepa. This includes: Agriculture, livestock, savings and launching community physical infrastructure schemes, organic and conservation farming, vocational skills training, etc.  Develop capacity of partners, through delivering training, facilitating exchanges and providing technical support through ongoing accompaniment.  To work with the community to ensure that they are responding to identified needs and have the full participation of the community in the QC schemes;  Identifying and developing appropriate interventions in each community by using baseline data, community mobilization meetings, and transect walks with local communities with emphasis on female involvement;  **Planning:**  Develop work plans in conjunction with related program staff, for implementation of all related programs; oversee implementation of all program activities and ensure work plans are followed or adjusted as needed.  Plan all routine data activities on quarterly and annual basis.  Provides inputs to Field staff on monthly and quarter work plan and the Integrated Action Plan.  **Planning, coordination and management** of program activities at filed level.  **Monitoring and Evaluations**:  Supervised developments in field and assess local contextual needs with the view of new program development.  Ensured consistent high quality outputs and comprehensive monitoring, documentation and evaluation of all activities and their impacts with a focus on quality control of material and construction.  Monitor the progress of individual projects and the wider impact of QC’s programs,  **Problem Solving:**  Mitigates team conflicts and communication problems.  **Proposal writing:**  Development of related project proposals and budgets.  Development of concept notes. |

|  |  |
| --- | --- |
| **Date:** | Aug 2011 - Dec 2011 |
| **Employer:** | Qatar Charity |
| **Position held:** | Liaison Officer |
| **Description of duties:** | Liaison Officer based in Muzafarabad and Leepa was providing support to field offices in AJK in accordance with QC guidelines and was responsible for working with different stakeholders and Govt. of AJK - agencies and partners on different program activities. Liaison Officer was the focal liaison person for establishing network with organizations and communities and to design local projects in accordance with QC vision, mission and objectives and support the current projects in Leepa AJK. |

|  |  |
| --- | --- |
| **Date:** | Dec 2009 - Aug 2011 |
| **Employer:** | National Commission for Human Development |
| **Position held:** | Regional Program Manager |
| **Description of duties:** | While working with NCHD as Regional Manager, was responsible for day to day **field operations, program planning, monitoring & Evaluations** field activities in Khyber Pakhtunkhwa and was providing immediate technical support to field staff throughout the province. **Planning program** interventions with Provincial Coordinator, based on program designed, ensuring that all program interventions are properly implemented and are results bearing, TNA of project staff and to make sure that all program staff works together as an integrated program unit. |

|  |  |
| --- | --- |
| **Date:** | Sep 2009 - Dec 2009 |
| **Employer:** | Trust for Rural Uplift and Community Education |
| **Position held:** | Project Coordinator |
| **Description of duties:** | Project Coordinator at Head Office Islamabad was responsible for leading the project team and coordinating the project matters related to project content, ensuring the effective preparation and delivery of all project events and meetings, ensuring flow of information between team members, participants in project activities, and ongoing evaluation of projects activity and reporting on projects progress to Chairperson. |

|  |  |
| --- | --- |
| **Date:** | Oct 2008 - Aug 2009 |
| **Employer:** | Khubaib Foundation |
| **Position held:** | Program Officer, Camp Coordinator |
| **Description of duties:** | Furthermore I worked as a Program Officer and Camp Coordinator with Khubaib Foundation at Mardan-Head Office Islamabad and was responsible for managing and supervising Medical Camp, Food distribution and Primary School unit established at Khubaib Camp for IDPs. Whereas Program Officer was responsible for Program coordination with all Project Managers, Financial Management, Monthly Progress Reports, Compilation of project Reports and Monitoring and Evaluation of program. |

|  |  |
| --- | --- |
| **Date:** | Jul 2005 - Aug 2008 |
| **Employer:** | National Commission for Human Development |
| **Position held:** | District Program Manager |
| **Description of duties:** | **Implementation** of program activities at district level; Liaison with all stakeholders; Preparation of technical documents i.e. monthly, fortnightly and weekly progress reports; Preparation of Detail Implementation Plan for Human Development program; Allocation of resources to activities; Area selection for Basic & Post literacy program in coordination with EDO School & Literacy; **Coordination** with line department officials; **Monitoring and Evaluation** of program, proposing Budget allocation to activities and tasks; **Capacity Building** i.e. Coordinators, Supervisors-Monitors and volunteers on understanding, implementation and Monitoring of program at community level. |

|  |  |
| --- | --- |
| **Date:** | Jan 2005 - Jun 2005 |
| **Employer:** | National Commission for Human Development |
| **Position held:** | District Coordinator |
| **Description of duties:** | Facilitation in Capacity building of CSOs; Monitoring and Evaluation of Adult literacy Centers; Facilitation in identification of volunteers within the community; Facilitation in identification of learners with the support of volunteers; Facilitation in identification of teachers with the active support of community; Social Mobilization at the grass root level for adult literacy Program. |

|  |  |
| --- | --- |
| **Date:** | Oct 2004 - Dec 2004 |
| **Employer:** | National Commission for Human Development |
| **Position held:** | Trainee Education Consultant |
| **Description of duties:** | Social Mobilization Process (SMP).Monitoring and Evaluation M&E.Recording and Reporting. |

|  |  |
| --- | --- |
| **Date:** | Apr 2002 - Oct 2004 |
| **Employer:** | SEA Foundation |
| **Position held:** | Field Coordinator |
| **Description of duties:** | Was responsible for supervising field activities done by right persons in right time.  Ensuring deadlines, reporting and coordination with high ups. |

|  |  |
| --- | --- |
| **Date:** | Sep 2001 - Mar 2002 |
| **Employer:** | SEA Foundation |
| **Position held:** | Social Organizer |
| **Description of duties:** | To introduce the concepts and methodology of project to the community. Identify activists, leaders and early adopters.  Educate and motivate the community. Prepare and develop local cadre. To organize meetings-conferences-training workshops for stake holders. |
| **References:** | Taimoor Saqib  Program Manager Qatar Charity  Cell # 03335383831 |
| Mr.Habib ullah Khan  National Program Coordinator(NCHD)  Cell # 03005614403 |

|  |  |
| --- | --- |
| 12.Detailed tasks assigned: | Program Development, Strategic Planning, Program implementation, Monitoring and Evaluation, Report Writing, Proposal Development, Log Frame,Budget, Capacity Building, Coordination & Liaison, Resource Management |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |