***CURRICULUM VITAE***

***Personal Details***

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Date and place of birth : 21st November 1981, Mansehra, N-W-F-P, Pakistan

Nationality : Pakistani

Sex : Male

***Qualifications***

Matric : 1998, Board of Intermediate & Secondary Education Abbottabad

Intermediate : 2000, Board of Intermediate & Secondary Education Islamabad

Bachelors : 2002, Peshawar University, Islamabad

MBA (*In Progress*) : 2010, COL- Allama Iqbal Open University, Islamabad

***Certification***

Diploma in Disaster Risk Management : 2010, Preston University Islamabad

**Professional Experience** *(in chronological order starting with most recent*)

**DRR Senior Officer (Dipecho) for Pakistan and Afghanistan** 1st Nov 2009 to 15th Feb 2010

Together with Country Delegation’s other colleagues, the Disaster Risk Reduction Officer (DRRO) has provided technical support to the national society for achieving the following expected results of the project:

* Risk Reduction systems and tools have been disseminated and are used by the National Society and DIPECHO partner agencies in the country.
* Learning between organisations, NGOs/ iNGOs, UN agencies and government within the country has been enhanced and a more systematic approach of knowledge sharing has been set up.
* Networking and coordination among RC/RC NS, DIPECHO partners, governments and other DM stakeholders has been enhanced to enable all involved to gain and contribute from the cooperation.
* Adapted and adopt the regioanl DRR framework/ guidelines.

Provide technical support to the DM team of NS in close coordination and consultations with the DM delcolleagues in the Country Delegation and other key stakeholders including the DIPECHO partner agencies. The DRRO with the direct technical guidance from the Regional DRR Project Manager has performed the following responsibilities:

* Facilitated in translation of CBDRR training material (4 books) into local language and get printed
* Country level consultation process to adapt and use the curriculum.
* Organised country level workshop to assess how integration of CBDRR into country programmes can be done.
* School level competitions to learn and spread message of DRR.
* Assisted to organize relevant DRR training programmes, workshops, seminars and meetings planned under the project
* Collected or compile of success stories, good practices and case studies of DRR programme from DIPDECHO partner agencies
* Guided and support the DM Department’s colleagues in NS to implement the Country level activities of this project
* Assisted to implement other country level DM activities as suggested by the DM delegate and senior Management of the Country Delegation

* Maintain good working relationships through appropriate management lines with:
  + DM Colleagues and other Staff member working in Country Delegation
  + DIPECHO partner agencies colleagues in the country
  + Colleagues working with PNS
    - Ensure promotion and adherence to Code of Conduct, Sphere Standards and Principles and rules for disaster relief and any such standards subscribed by Federation
    - Produce Monthly progress reports
* **DRR Senior DRR Officer** 1st Jan 2008 to 15th Feb 2010

1. Assist PRCS in provincial and national level assessment of prevailing/ frequent disaster risks, vulnerabilities and capacities in order to identify priorities for disaster preparedness and assist them in developing relevant programs.

2. Assist PRCS in local, in-depth analyses of the risks, vulnerabilities and capacities in high risk zones/ in high risk communities.

3. Assist PRCS to develop training programs and training materials that address major threats and appropriate prevention/ coping mechanisms within the most vulnerable segments of the population.

4. Assist PRCS to develop training programs and training materials addressing disaster response related operational procedures.

5. Facilitate the establishment or improvement of PRCS contingency stocks and adequate communication and transport systems for disaster response while thoroughly assessing options for sustaining them.

6. Establish links and work towards co-ordination and co-operation between other relevant NS in the region.

7. Assist PRCS to improve its co-operation with the relevant line ministry as well as in liaising with international agencies and organisations.

8. Provide regular, accurate and timely information for reporting purpose for the Federation and for donors.

9. DM Manager has the ***overall DM responsibility*** and is therefore ***accountable*** for the actions and activities regarding disaster management activities supported by of the Federation.

10. The DM Manager is accountable to the line manager at the Federation Delegation. Overall plans, key decisions etc. must therefore be agreed with the line manager.

11. In case of disaster situation in country, mobilize team to response immediately. Conduct assessment and prepare information bulletin and emergency appeal if needed.

12. In the case of emergency relief operation, manage the coordination with PRCS relief team in the planning, implementation and management of the relief programmes.

13. Undertake regular field trips in order to monitor and assess the progress of the programmes.

14. To provide support and facilitate winter planning process & implementations.

15. To ensure that DM planning, budgeting and reporting is carried out in a timely and appropriate fashion in accordance with PRCS and the Federation requirements, formats and standards; provide support to the PRCS branches in these areas when relevant.

16. Act as Federation Delegation DM focal point in South Asian Region under the supervion of his/her line manager.

* **DRR Officer** 1st Jan 2008 to 31st Dec 2008 (IFRC-Dipecho)

### Key tasks and responsibilities

To provide technical support to the PRCS DM Department in close coordination with the Sr. DM Manager (Country Delegation) and other key stakeholders including the DIPECHO partner agencies. The DRRO with the direct technical guidance from the Regional DRR Project Manager has the following responsibilities:

* Development and updating of the PRCS DRR methodologies, materials and tools (including issues of recovery and climate change)
* Provide technical support to PRCS DM department for developing or standardizing / harmonizing of Community Based DM programmes
* Strengthening of the PRCS DM Programme’s knowledge sharing, good practices and lessons learned process
* Increase awareness amongst the PRCS DRR practitioners regarding the Federation’s DM standards, HFA priorities, recovery strategies and issues pertaining to climate change, and the process of incorporating these into their overall CBDM/CBDP programmes of the PRCS
* Provide technical support to the PRCS DM department for developing/ updating DRR Curriculum (methodology, materials and tools)
* Compile, collect or develop Informational, Educational and Communicational (IEC) materials used and produced by various DRR agencies in Pakistan
* Collect or compile of success stories, good practices and case studies of DRR programme from DIPDECHO partner agencies
* Support the PRCS DM Department’s colleagues to implement the Country level activities of this project
* Assist to implement other country level DM activities as suggested by the Sr. DM Manager.
* Maintain good working relationships through appropriate management lines with:
  + PRCS DM Department’s Staff
  + DIPECHO partner agencies colleagues in Pakistan
  + Colleagues working PNs
    - Ensure promotion and adherence to Code of Conduct, Sphere Standards and Principles and rules for disaster relief and any such standards subscribed by Federation
* **DM Officer** 1st May 2007 to 31st Dec 2007 (IFRC)
* Assist DM Manager in the assessment of PRCS provincial and national level assessment of prevailing/ frequent disaster risks, vulnerabilities and capacities in order to identify priorities for disaster preparedness and assist them in developing relevant programs.
* Support DM Manager in developing training programs and training materials for PRCS that address major threats and appropriate prevention/ coping mechanisms within the most vulnerable segments of the population.
* Facilitate the establishment or improvement of PRCS contingency stocks and adequate communication and transport systems for disaster response while thoroughly assessing options for sustaining them.
* Support DM Manager in providing regular, accurate and timely information for reporting purpose for the Federation and for donors.
* The DM Officer is accountable to the line manager at the Federation Delegation. Overall plans, key decisions etc. must therefore be agreed with the line manager.
* In case of disaster situation in country, assist DM Manager in mobilizing teams to response immediately. Conduct assessment and prepare information bulletin and emergency appeal if needed.
* To support DM Manager in DM planning, budgeting and reporting in a timely and appropriate fashion in accordance with PRCS and the Federation requirements, formats and standards; provide support to the PRCS branches in these areas when relevant.
* **Relief Officer (**Jan 2007 to April 2007) **Relief Assistant (**July 2006 to December 2006) (IFRC) **Relief Volunteer / Team Leader** Nov 2005 to June 2006 ( PRCS)
* Preparation of Assessment and Distribution plan and allocation of the resources
* Allocation of man power
* Assessment/ survey of the villages (Selecting vulnerable ) of earth quake area
* Distribution of relief items to the vulnerable of earth quake area
* Attended cluster meetings organized by the local Government
* Coordinating with NGO’s for Information sharing
* Monitoring and evaluation of the relief operation
* Daily activity reporting
* Ware house management (Goods receiving, stocking, Goods Dispatch)
* Distribution site selection designing

**Emergencies/Disaster Response Experience** (*in chronological order starting with most recent*)

* **2009 IDPs Operation** 1st June 2009 to 15th Feb 2010
* **2008 Earthquake Baluchistan** 30th Oct 2008 to 18th Jan 2009
* **2007 Floods JhalMagsi Baluchistan** 8th Oct 2007 to 10th Dec 2007
* **2007 Floods Turbat Baluchistan** 25th June 2007 to 30th Sept 2007
* **2005 Earthquake NWFP** 20th Nov 2005 to 30th April 2007

**Training Courses**

**International**

**Facilitated/Organized**

* **Community Based Disaster Risk Reduction(CBDRR-2) Curriculum Field Testing Training** (1st – 8th Sept 2008), Srilanka

**Participated**

* **Cross Regional** **Disaster Risk Reduction DRR workshop** (16th – 18th Sept 2009), Phuket, Thailand
* **Community Based Disaster Risk Reduction(CBDRR-18) Training** (31st August – 11 Sept 2009), Bangkok, Thailand
* **Cross Regional** **Disaster Risk Reduction DRR workshop** (26th – 31st March 2008), Kathmandu, Nepal
* **National Disaster Preparedness and Response Mechanism NDPRM Workshop** (1st Oct 2007 to 5th Oct 2007), Colombo, Srilanka
* **RDRT** **in Logistics** (6th August 2007 to 9th August 2007), Bangkok, Thailand

**National**

**Facilitated/Organized**

* **Provincial Branch Disaster Response Team (BDRT-Punjab) Training**  (7th – 13th April 2009), Lahore, Pakistan
* **State Branch Disaster Response Team (BDRT-AJK) Training**  (22nd – 28th March 2009), Muzaffarabad, AJK-Pakistan
* **Provincial Branch Disaster Response Team (BDRT-Sindh) Training**  (23rd – 28th Feb 2009), Karachi, Pakistan
* **Provincial Branch Disaster Response Team (BDRT-Baluchistan) Training**  (12th – 18th Jan 2009), Quetta, Pakistan
* **National Disaster Response Team (NDRT) Training**  (27th May – 2nd June 2008), Islamabad, Pakistan

**Participated**

* **Training on Leadership and Gender Based Budgeting & Planning** (21st – 23rd April 2009), Islamabad, Pakistan
* **Planning, Monitoring, Evaluation and Reporting (PMER) Workshop** (19th – 22nd Jan 2009), Balakot, Pakistan
* **Community Based Disaster Risk Reduction(CBDRR-1) Curriculum Field Testing Training** (2nd – 8th August 2008), Islamabad, Pakistan
* **MS Project Management Training** (21st – 22nd April 2008), Islamabad, Pakistan
* **Vulnerability & Capacity Assessment (VCA)** “***Learning by Doing***” **National Level Training** (3rd April – 12th April 2008), Islamabad, Pakistan
* **First Aid -ToT** (4th June 2007 to 9th June 2007), Balakot, Pakistan
* **National Disaster Response Team (NDRT) Training**  (9th July 2006 to 15th July 2006), Mansehra, Pakistan
* **Monitoring, Assessment and Reporting Training** (2nd May 2006 to 7th May 2006), Mansehra, Pakistan
* **Cross- Cluster Assessment Training and Practice** (26th Jan 2006 to 30th Jan 2006), Mansehra, Pakistan

**E Skills**

* Planning ability, Self-confidence and determination in taking initiatives.
* Adaptation to situation, flexible, motivated and team player and have ability to motivate staff effectively and able to work with limited resources.

**Languages** *(level of proficiency: written/verbal/comprehension & if possible Berlitz rating)*

English (fluent spoken/written),

Urdu (fluent spoken/written),

Hindko (mother tongue)

**Computing skills**

Word processing (Microsoft Word 2007)

Spreadsheet (Microsoft Excel 2007)

Presentation (Microsoft Power Point 2007)

Internet Browsing, searching

Installation of Computer Hardware and Software