CURRICULUM VITAE



**Salwa Asmat**



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|  |  | **Address:** | P1/45, Street 2, Phase 4, | | |  |
|  |  |  | Hayatabad, Peshawar-Pakistan | | |  |
|  |  | **Phone:** | +9291 / 5818889 /+92345-9160151 | | |  |
|  |  | **Email:** | Sal212@hotmail.com | | |  |
|  | **Education** | **Gender:** | Female | | |  |
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|  | 03/2011- 06/2012 | **Diploma in International Human Rights Law** | |  | |  |
|  |  | *Human Rights Centre, University of Peshawar* **(1st Position holder)** | | |  |
|  | 07/2007-02/2010 | **Master of Arts, International Relations** | | |  |
|  | 11/2006-11/2009 | *University of Peshawar*    **Degree (LL. B) Law**  *Qurtuba University* **(1st Position holder)** |  | | |  |
| |  |  |  | | --- | --- | --- | |  |  | International  Courses/Trainings | |  |  | |  |  |  | | |  |  | | --- | --- | | **International Courses/Trainings** | Bachelor of Arts  University of Peshawar | |  | | |  |
|  |  | * International Humanitarian Law and Principles for Humanitarian Professionals funded by The Finnish Red Cross/ ICRC, the German Red Cross, the Malaysian Red Crescent, Uganda Red Cross Society & ECHO- Malaysia- April 2013 (Full funded training) * Human Rights Course, Six-weeks Postgraduate Course, [International Summer School](http://www.summerschool.uio.no/courses/4310.html), University of Oslo, Norway – June-August, 2013 (Scholarship) * International Social Theory Consortium, Theme – the Social Pathologies of Contemporary Civilization - Aalborg University Denmark – Annual Conference June, 2013 * International Civilian Peace-keeping and Peace-building Training Program (IPT)- Core Course by Austrian Study Centre for Peace and Conflict Resolution (ASPR), Austria- 17 - 30 November 2013 (scholarship) * Community Driven Development –Certificate Course by South Asian Partnership and Balavikasa People Development Training Center-Nepal Feb ,2014 (scholarship) * 21st Criminal Investigations course by Institute of International Criminal Investigations (IICI) in Netherlands, June, 2014 (scholarship)   2 day training at the School for Peace Operations in Netherlands , June, 2014   * Selection for U.S. Department of State sponsored International Visitors Leadership Program (IVLP) on "Young Leaders Developing Future Women Leaders", Jan 3 - 26, 2015 in USA (Upcoming) | | |  |  |
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|  | |  |  |  | | --- | --- | --- | |  |  |  | |  |  | |  |  | **WORK**  **EXPERIENCE** |   **02/2012 - Present**  03/2012—03/2012  04/2012—05/2012  06/2012—06/2013  03/2013—08/2014  2012-2014 (various)  01/03/14—ongoing   |  |  |  | | --- | --- | --- | |  |  |  | |  |  | |  |  |  |   06/2011-10/2011   |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  |   10/2009 – 03/2011   |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  |   09/2006 – 07/2009 | |  | | --- | | Distance Learning Programs/Courses Attended   * Sustainable Human Development: From International Frameworks to Regional Policies (3 months Online Certificate Course) UNDP & Central European University CEU -Budapest, Hungary with a case-study done on “Education in emergencies (specifically in the context of drop-out children)as a means to sustainable human development”- Feb-May 2013 * Webinar Online Training Session :Education in Emergencies: Best Practices and Lessons Learned DisasterReady.org‏ -2013   Program Officer (Emergency Response-Education) KP  [Norwegian Refugee Council](http://www.nrc.no), Pakistan  NRC responds rapidly to education needs and thereby contributing to durable solutions for target groups by facilitating access to basic education and training, promoting education as a prime protection tool and by providing training or information on conflict management, human rights, reconciliation and peace building.   * Distribution of furniture and Teaching Learning Materials (TLM) to fully or partially destroyed government schools in FATA, funded by DFID. * Rapid Educational survey in128 UNHCR supported schools administered by BEFARe in Afghan Refugee Villages of KP, funded by UNHCR. * Accelerated Learning Programme (ALP) for IDPs in KPK pupils to enable them to complete their five years primary education within one year. The programme targeted children between the ages of 9-15 years, whose schooling was disrupted because of family displacement. In 2013, a total of 1507 out of 2169 learners were mainstreamed into the formal primary school system in KP, funded by SIDA. * Accelerated Learning Programme (ALP) for IDPs in KPK pupils to enable them to complete their five years primary education within one year by establishment of 50 ALP centers, funded by SIDA. * Organizing trainings for FATA and ALP Teachers through Provincial Institute for Teacher Education. * Project on Afghan children affected by displacement exercise their rights to quality and relevant educational opportunities in a safe learning environment by establishment of 40 ALP centers in KP, funded by NMFA * Educational assessment, drafting for and implemented educational activities * Monitoring , evaluating and reporting of Accelerated Learning Program (ALP) * Provided adequate and timely technical guidance, supervision, capacity building and management of ALP teaching staff for effective implementation of the curriculum * Provided daily, weekly, biweekly, monthly and quarterly reports on ALP activities , progress and results achieved in designated areas of responsibilities * Prepared weekly, monthly and yearly tentative work plans * Provided advance input on the overall program strategy * Provided leadership in learner identification and recruitment, teaching/learning activities and learner re-integration into the formal primary school system * Responsible for coordination, implementation ,expansion, monitoring and evaluation of ALP activities in collaboration with education staff and partners * Coordinated assessments, progress tracking, sensitization/mobilization and follow-up activities   *Parent-Teacher Council /Associations formation and monthly meetings.*  *Assumed Additional charge as Acting Team Leader multiple times.*  *Exchange visits within Education Units in NRC sub offices at different geographical locations*  Team Leader Emergency Response /Monitoring and Evaluation KP/FATA  Kurram Welfare Home, Pakistan   * Monitored and evaluated multifaceted projects in KWH Pakistan by making use of effective M&E instruments, tools, data collection tools and mobilization strategies; * Lead baseline exercises for new projects in line with country strategy and priority areas by developing informed assessment plans, use of statistical data analysis tools and reporting in coordination with program staff and contributed to evidence based design and implementation; * Developed and assisted in developing performance indicators in line with established OVIs and make sure effective tools in place for data collection, analysis and reporting; * Conducted field monitoring visits in coordination with M&E officer and line manager to assess the project progress towards the set indicators and implemented beneficiary feedback mechanism about the project impact * Participated in community meetings at village level to identify the priority areas for KWH upcoming projects * Reviewed the weekly monitoring work plans and Field monitoring reports (FMRs) and timely submitted to M&E coordinator for timely and quick feedback * Developed KWH monthly, quarterly and annually donor reporting calendar. * Developed Management Information System (MIS) in line with established indicators and plan of action and facilitated management in informed decision making; * Supported the project team and program development unit in proposal writing , reporting and designing formats and tools for program implementation and monitoring; * Documented best practices and lessons learned and ensured information dissemination to all stakeholders through information brochures and newsletters;   **Monitoring and Evaluation Officer KP/FATA**  **Humanitarian Welfare Organization (HWO),Pakistan**   * Developed and strengthened monitoring and evaluation procedures in the designated project areas; * Monitored all project activities, expenditures and progress towards achieving the project output; * Recommended further improvement of the logical frame work; * Developed monitoring and impact indicator for the project success; * Monitored and evaluated overall progress on achievement of results; * Suggested strategies to the management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks; * Conducted capacity assessment on existing monitoring and evaluation system; * Develop indicators and a monitoring strategy for the project; * Assisted in coordinating across the available components of the Project to ensure effective implementation of M&E instruments; * Assisted the project personnel with M&E tools and in supporting them in their use   **Educationist/Counselor**  **The Learners Primary School**, **Pakistan** |  * Implemented Teacher Performance Monitoring and Evaluation Plan including data collection, compilation, reporting & follow-up * Subject Coordinator of English Language for Grade I,II and III * Teaching & managing a class (Grade II) of 25 children (boys & girls of various nationalities and backgrounds) * Prepared and conducted lessons, classroom materials, extra-curricular activities for the class * Coordinated and led co-curricular activities, including Morning assembly for the school * Subject teacher of English, Science and Social studies for different Grade students. * Maintained records, report writing, and interacting with administration * Organized, managed functions like National Day, Sports Day, Debating Contests * Managed parent relations through regular Parent Teacher Meetings.   *I have gained sufficient experience in administration and the list of acquired skills includes activities like classroom material development, curriculum evaluation and planning, performing duties as Student’s counselor and mentoring for new teachers.*  *Certificates of Excellence and Appreciation awarded by the Learners Primary School for Active participation & Team work, punctuality and regularity, efficiency, committed faculty member and organizing the best play on Pakistan Day.*  **Volunteer Experience**   * Intern/ volunteer in the Program Development Unit at NRC (Norwegian Refugee Council) 11th October, 2011 – 26th February ,2012 * Social Worker with CESSD ( CIDA) 1st August- 30thSeptember-2006 * Interpreter & Transcriber with Neilsen International,2011 * Member of and volunteer work with Rotaract Club of Peshawar executives – 2005- Present * Member of and volunteer work with Bardasht, KPK Chapter-2012 | 1/4 |  |

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|  |  | |  | **Training/**  **Workshops** |  | | | | |  |
|  |  | |  |  | * IOM - SAIT Training -2014 * NRC- Advanced First Aid Training -2014 * NRC- Inclusive, Child-friendly Environment - 2013 * NRC- Anti corruption and community Mobilization-2013 * NRC- Advanced First Aid Training -2011& 2013 * NRC- Protection Training- 2012 & 2013 * NRC- HR Training – 2012-2013 * NRC- Rapid Security Assessments training +drills- 2013 * IOM- Surveillance Recognition and detection training-2013 * UNHCR –Basic Education, 2012 * UNICEF –INEE Minimum Standards for Education in Emergencies –11-12 July 2012 * PITE( Provincial Institute for Teacher Education)- Training Workshop on Accelerated Learning   Program, (24 days) ( Organizer & Observer)-2012   * EVAW / Alliance & Blue Veins- Training workshop on the Safety and Protection of Women Human Rights Defenders -2012(Team Leader) * Aware Girls -Political Leadership, Democracy and Active Citizenship-16, July 2012 * UNHCR –Rapid Protection Assessment Training RPA- 20-22, July 2011. (Team Leader) * PEI- HOPE - Training on Nutrition -2011 * UNHCR- Camp Coordination & Camp Management -CCCM Training-13-15 Sep, 2011 * Redr- UK- Report and Proposal writing Training course -14-16, 2012 (Pakistan) * RYLF ( Rotary Youth Leadership Forum) -Rotary International -2010 (Pakistan) * PYLF ( Pakistan Youth Leadership Forum)-Pakistan Youth -30, Dec ,2010 (Pakistan)   Seminars/Conferences/Campaigns/Open discussion forums attended   * Polio Eradication campaigning, Rotary International- 2012 * Peace Conference by Bardasht, KPK Chapter ( National NGO Promoting tolerance and a Civic rights Activist)- 2012 * Rotary District Foundation Seminar, Rotary International- 2012 * One day Consultation with CSO working on Adolescent issues on NADPF -2011. (Team Leader) * National Workshops for ‘Access Strategy’ attended at NRC-2011, 2012 and 2013 | | | | |  |
|  |  | |  | **Language Skills** | | |  |  | |  |
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|  |  | |  |  | | | **Course of Hardware Engineering and MOUS ( Microsoft Office Users Specialist)** at  at ICMS (Institute Of Computer and Management Sciences) MS Word, MS Excel, MS Power point, Outlook, database, internet and use of all IT equipment . | |  |
|  |  | |  | **Communication Skills** | | |  | |  |
|  |  | |  |  | | | I am a clear communicator who enjoys meeting new people and explaining complex issues. During my working career I have acquired strong verbal and written communication skills through professional training, writing essays as well as holding presentations. | |  |
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|  |  | |  | **Organisation** | | | In my current position I am used to tight deadlines and working on several projects | |  |
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|  |  | |  |  | | | simultaneously. Therefore, I know how to organize my work effectively. My experiences | |  |
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|  |  | |  |  | | | in projects have strongly improved my skills to work on highly complex and controversial | |  |
|  |  | |  |  | | | issues with a reasoned systematic approach. | |  |
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|  |  | |  | **Working attitude** | | | I love and enjoy my work as a Project Officer. In all my positions I was able to motivate colleagues with my creativity, dedication and enthusiasm. In my eyes there cannot be a | |  |
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|  |  | |  |  | | | more rewarding aspect of work than being in a job that I truly love, seeing myself develop and finding my career path. | |  |
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|  | |  |  |  | | --- | --- | --- | |  |  | **Leadership** | |  |  | |  |  |  | | |  | **Leadership** | | |  | | |  |

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|  | * Director of Women Empowerment and Child Education, Rotaract Club Pakistan ( Peshawar Executives, RI District 3272) * Organizer & Rapporteur- Civil Society Peace Conference- 2012 * Member of National Youth Peace Campaign (CDA and Chanan Organization) * Seed of peace, Team member, Aware girls * Organizer "Colors of Abaseen"(showcasing the basic culture and traditions of Khyber Pukhtoonkhwa Province, three days Provincial level mega event * Organizer "Peshawar Youth Conference" Provincial level three days event for Youth awareness * Organizer and architect of Face Off , an international Artist Camp to identify young talent in visual and performing arts) 2012 * Voice Over & contribution in the documentary produced by NRC-Pakistan on ‘NRC Interventions in FATA’. * Deputy Captain at LIMS (school), Peshawar. * ‘Certificate of Honor’ for being an all-rounder-2000-2001 * Position holder in many Sports Competitions at LIMS, Peshawar. * Organized and won Naat / Qiraat Competition at LIMS, Peshawar. * Position holder in Drawing Competition organized by UNICEF (child labor) at LIMS. * Won Essay Competition at ACW (College), Peshawar. * Success stories published in NRC’s newsletters and documentary with voice over for NRC.   NRC documentary Link: [www.youtube.com/watch?v=nRP\_cFE3Vfw](https://mail.nrc.no/owa/redir.aspx?C=UITdt5Z3P0ubyM4q-I3y2Io-OT9u79AIx6GCYFZnwJ_fqstEZtAGBstP2hTdSIgF3b7Z-A0yNcE.&URL=http%3a%2f%2fwww.youtube.com%2fwatch%3fv%3dnRP_cFE3Vfw)  NRC Website success story: http://www.nrc.no/?did=9184088  NRC Newsletter Link: <http://www.nrc.no/arch/_img/9681623.pdf> |

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|  |  | **References** |
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References available upon request

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