**KALEEMULLAH**

DOB: Sept 05, 1977  
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***Key Skills***

**Program Management, NRM** **and Integrated development**

***Work Experience***

**Centre for Research and Development, November 2012 – January 2012**

***Consultant Team Leader for Baseline Survey of World Bank’s “Promoting Girls’ Education in Balochistan” Project.***

***Key Responsibilities:***

* Inputs in designing the baseline survey of 578 Government Girls Primary Schools in 12 Districts of Balochistan.
* Overall supervision of the entire study.
* Coordination with the stakeholders for smooth planning and execution of the study.
* Training of the teams and regular monitoring to ensure quality
* Supervision of data entry and analysis and Baseline survey report writing

**UNDP / RAHA Project, Regional Manager, October 2009 – October 2012**

***Key Responsibilities:***

* Over all Planning and Management at the regional office and facilitation of surveys and assessments at regional level and conducted baseline surveys through regional teams.
* Coordination with the stakeholders for both planning and timely implementation.
* Ensure implementation through government line departments and Implementing partners.
* Capacity building of government officials and Livelihood trainings and interventions for target communities through community participation.
* Planning and implementation of Community Physical Infrastructure schemes through community organizations and Monitoring of overall program interventions implemented by govt line departments, Community organizations and partner NGO’s.
* Report writing as well as identifying success stories and case studies.

***Technical Assistance in FAO’s Base line survey of Pishin, Musakhail and Sherani districts on behalf of CRD in 2012.***

**American Institute of Research (AIR), USAID / ED-LINKS project,**

**District Program Coordinator** **District Pishin** - 1st June 2008 till 0ctober 2009

***Key Responsibilities*:**

* Overall management of the office.
* Assessment of computer labs/science labs and libraries including other missing facilities in the ED-LINKS focused schools.
* Facilitation and supervision of field activities (Renovation and up-gradation of Science labs, Computer labs, classroom libraries) policy dialogues, Professional Development Forums and professional development of teachers and education department officials)
* Coordination with the district government and the other stakeholders.
* School profiling and school development planning and management.

***In*** ***addition to this, Conducted Assessment of earthquake affected schools in Pishin.***

**Research Triangle Institute (RTI), USAID/ ESRA project,**

**District Manager District Killa Saifullah – 4th October 2004 till 15th September 2007**

**Key Responsibilities:**

* Over-all management of the office including planning, implementation and monitoring.
* Coordination with the district government especially education department. Assessment of schools and their Repair/ reconstruction through Public community partnership.
* Assessment of schools and their Repair/ reconstruction through Public community partnership.
* Planning / development and implementation of District Grants with the District government.
* Coordination and integration of implementing partners’ different program activities like Public Community Partnership, Professional Development, and literacy components.
* To ensure community participation by notification of Parents teachers committees in the schools, prepare school improvement plans by the community and their implementation.

**AMDA (Association of Medical Doctors of Asia), Field Manager District Chaman,**

**1st September 2003 till 1st September 2004**

**Key Responsibilities:**

* Overall management and Monitoring of Primary health care initiatives at two BHU’s, Dara I & II Refugee camps and referral office for four Refugee camps including a T.B laboratory.
* Reporting of both the BHU’s and the Referral office including HIS reports.
* Coordination with other Govt. authorities, NGOs and UNHCR.

**Islamic Relief (UK), Teacher’s training Institute Kandahar Afghanistan**

**Project Manager –** 1st October 2002 to 5th February 2003

**Key Responsibilities:**

* Overall Supervision of the project activities.
* Coordination with the government departments and other development agencies.
* Preparation of progress reports of the project.

**Islamic Relief (UK)**, **Kandahar Region Afghanistan**

**Administration Officer –** June 2002 to 30th September 2002

***Key Responsibilities:***

* Active member of Islamic Relief (UK) Afghanistan Mission Emergency Response team
* Supported Kandahar Education Project and Free Food Distributions in the IDP camps
* Coordination with various international NGOs, government departments and United Nations agencies.
* Procurement, transportation, Warehouse Managing & safeguarding of assets and provided administrative / logistic support to the field.

***Supported JICA’s one-month base line survey of Kandahar City (Afghanistan)***

***Trainings:***

1. Project management from (LUMS) Lahore university of Management sciences

2. Attended training on Conflict Resolution arranged by Liberal forum at Quetta.

3. Financial management, Effective Communication and Project Planning from RAHA UNDP.

4. Need based planning and Management from USAID / ESRA.

5. Training on security and First -aid during my stay with RAHA UNDP project

6. Training on First Aid/Fire fighting and Defense driving by SECURE RISKS from USAID/ESRA.

7. Training on Project Management / Leader ship Management skills by USAID /ESRA at IED Agha Khan University Karachi

8. Attended workshop on “Refugee Protection” jointly organized by CONCERN, UNHCR and OUTREACH team of trainers.

**Attended following Trainings of trainees during RAHA UNDP.**

* Social Mobilization process.
* CMST Community Management Skills training and Leadership Management skills training.

***Academic Qualifications***

* Masters in Pakistan Studies in the year 2000 from Quaid-e-Azam University Islamabad. (Specialization in society and culture of Pakistan.)

***Language skills:***

English, Urdu, Pashto, Panjabi.

***Computer skills:***

Ms. Word, Excel, power point, Internet usage.