**Khalid Iqbal**

##### Personal Statement:

Master in English from Peshawar University in 1998. I have almost Twelve years of development sector experience with five years as Capacity Development Expert. Specifically in last five years. I have worked with NCHD, Marie Stopes Society, CERD and CETD as a Human Resource and Organizational Capacity Development Specialist. Currently I am working with CETD as Senior Program Manager Learning, Training and Capacity Building. At the same time I am working as Manager Child Protection Project funded by UNICEF. I bear strong interpersonal skills with pleasing personality, able to read and interpret intelligently, skilled to express ideas clearly and able to react effectively under stress and emergencies.

### PERSONAL INFORMATION

F/Name: Dost Muhammad

N.I.C #: 16102-3252584-3

Date of Birth: February 20, 1976

Domicile: Mohmand Agency

Cell No.: 0345-9281187, Ph# Office: 091-5851801-02

E-mail: [khalidsarbun@gmail.com](mailto:khalidsarbun@gmail.com)

Postal Address**:** Village: Salaak, P.O. Lund Khwar, Noor Book Agency, Tehsil Takht Bhai, District Mardan.

**ACADEMIC BACKGROUND**

* **M.Sc. Sociology** (Final Semester)
* **Masters** in English Literature in 2nd division from University of Peshawar. (1998 Session)
* **B.Ed.** in 1st division from I.E.R University of Peshawar.(2001)
* **Graduation** with English Elective in 2nd division from University of Peshawar. (1997)
* **Intermediate** (Pre-Medical) in 2nd division from Government Superior Science College Peshawar. (1993)
* **S.S.C**. (Science Group) in 1st division from Government High School Lakari, Mohmand Agency. (1991)
* **Additional** (I) Sociology at BA level (2007) (II) Political Science at BA level (2007)
* **Distinctions** (I) Got scholarships in 5th and 8th Classes (II) Passed Written and Oral Exams of CSS (2002 & 2003)

**Summary of education and experience in years**

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| **Years** | 1998 | 2000 | 2001 | 2002 | | 2003 | | 2004 | 2005 | 2006 | | 2007 | 2008 | 2009 | | 2010 | 2011 | 2012 | 2013 | Total |
| **Education** | MA Eng | B.Ed |  |  | |  | |  |  |  | |  |  |  | |  |  | M.Sc Sociology (2nd Semester) | M.Sc Socilogy (Final  Semester) | 18 Years |
| **Experience** |  |  | Lecturer | | SO NCHD | | MT NCHD | | DLC NCHD | | DLO NCHD | | | DPO MSS | PM CERD | | M-HRD CERD | PM CETD | PM Child Protection | 13Years |

**Trainings/ workshops/Seminars Attended:**

* Ten (10) days TOT by IRM (Roomi S. Hayat Signature Trainig) 8-17May, 2012 (*Declared “Best Trainee” of the training)*
* Two days training on “ Protection” by WFP
* Two days training on “Disaster Risk management” by UNHCR and DRC
* Four days on “Security Awareness Induction Training” by IOM & WFP
* Three days training on “ Camp Coordination and Camp Management” by UNHCR
* Four days training on “Participatory Assessment” by UNHCR & CWS
* Nine days training orientation on “Reproductive Health” by Marie Stopes Pakistan
* Eight days training of trainer (TOT) on “Community Business Development” by Marie Stopes
* Twelve days training of trainers (TOT) on “Micro Enterprise Development Programme” by NCHD
* Five days training on “Book Teaching Methodology and Social Mobilization” by NCHD

**Trainings Delivered:**

* Disaster Risk Management (DRM)
* Community Management Skills Trainings (CMST)
* Leadership management Skills trainings (LMST)
* Community Management Skill Trainings for Taraqiati Jargas
* CMST for Shuras at Camp Level
* Record Keeping for COs
* Three Tier strategy and LSO Management
* Camp Coordination and Camp Management (CCCM)
* Water Sanitation and Hygiene Promotion (WASH)
* Gender in Disasters
* Child Protection in Camp Sttings
* Hygiene Promotion for Hygiene Promoters
* KP Education Policy
* Water, Sanitation and Hygiene Policy of Government of KP
* Community Mobilization
* Water Quality Analysis
* Proposal Writing
* Report Writing

**International Exposure:**

Attended 13th Annual Trainer Retreat from April 27th to May 4th, 2011 held at Malaysia and Singapore, also attended the conference on “Role of Human Resource Development in the progress of Malaysia, by Dr. R. Palan and Human Resource Development during Disaster for Sustainable Development, by Uma Narayanan”

**Projects accomplished:**

* Implemented Adult Literacy Programme in Mohmand Agency (As Agency Literacy Officer)
* Implemented Reproductive Health project in District Swabi (As District Project Officer)
* Led the Food Assistance Project in District Mardan and Swat (As Hub Coordinator)
* Capacity Building of Gilgit Baltistan Disaster Management Authority (GBDMA) on camp Coordination and Camp Management (CCCM)
* Capacity Building of Political Administration and Local Organizations on CCCM
* Developed training manual for Shura and Grand Shura members
* Introduced uniform committee structures in the IDP camps
* Designed trainings for the capacity building of Government Line Agencies and Non-Governmental Organizations
* Pioneered the establishment of HRD Section in CERD and then the establishment of Center of Excellence in training and Development (CETD)

**Professional Experience:**

1. **Currently working as Child Protection Manager with Center of Excellence for Rural Development (Since 1st May 2013)**

***Major Job descriptions are given:***

* Overall supervision of the project activities
* Preparing plans for the achievement set targets
* Prepare monthly and weekly reports both figurative and narrative
* Arrange capacity building events for the team members
* Arranging capacity building events for the service providers
* Ensuring implementation of the integration plans
* Ensuring the functionality of the PLaCES
* Ensuring and reporting of the adolescent activities in the PLaCES

1. **Worked as Manager Center of Excellence in Training and Development (CETD) since 1st Oct, 2011 till April 30th, 2013. (Twenty Months)**

***Major Job descriptions are given:***

* Overall supervision and management of the organization (CETD)
* Coordination with all the project manager and higher management (CERD)
* Preparation of detailed implementation plan
* Organizing all the scheduled activities/events
* Preparation/compilation and sharing of all kinds of reports
* Proposal writing
* Facilitation as resource person
* Capacity building of the team

1. **Worked in the capacity of Manager HRD Section with Center of Excellence for Rural Development (CERD), 16th Oct, 2010 till 30th Sep, 2011. (One Year)**

***Major Job descriptions are given:***

* Preparation of training calendars
* Ensuring the implementation of training calendars
* Preparation of different training materials
* Devising strategies for the achievement of set targets
* Capacity building of the project staff for different staff
* Facilitation as resource person
* Coordination with the higher management

1. **Worked with Center of Excellence for Rural Development (CERD) in the capacity of Project Manager (Community Services) among IDPs for UNHCR (United Nations) since 1st Sep,09, till 15th Oct, 2010 (One Year)**

***Major Job descriptions are given:***

* Team building
* Preparation of detailed implementation plans
* Facilitation in all kinds of field work
* Coordination with the camp management
* Coordination with the IDPs in the camp
* Conduct all kinds meetings and preparation of reports (Weekly and monthly)
* Designing different assessment formats
* Briefing and Facilitation of the visitors

1. **Worked with Center of Excellence for Rural Development (CERD) in the capacity of Logistic Officer/ Coordinator for Food Distribution among IDPs for World Food Program (WFP) United Nations since 10th June, 09 till 31st Aug,09. (Three Months)**

***Major Job descriptions are given:***

* Coordination with WFP team at Hub-level and sharing of the progress at regional level.
* Supervision of all the team activities at Hub.
* Management and supervision of the food commodities supply.
* Ensuring the smooth distribution of food.
* Reporting of activities and progress to head/regional office.
* Supervision of the mobilization process and formation of committees at village level.
* Cross checking of the food issued to all families.
* Making arrangements for the safe storage of food commodities.
* Keeping high the moral of team members.

1. **Worked with Marie Stopes Society (MSS) in the capacity of District Project Officer (DPO) since 15th December 08 till 25th June, 09 at District Swabi. (Seven Months)**

***Major Job descriptions are given:***

#### Planning implementing, controlling and monitoring, the operations of project, according to the set standards

* Working closely with In charge Client Services and In charge Field Operations to supervise smooth functioning of the project that mainly include clinics, camps, and mobile activities and promotion.
* Supervising and developing teamwork among the staff through exemplary leadership, guidance, controlling and ensuring personal development of members.
* Contributing to RH Project, its implementation, monitoring & evaluation
* Preparing an annual work plan and budget for the project along with the project team.
* Setting and reviewing short term and long-term targets along with the project team and RMO.
* Arranging and facilitating the visits of donors, partner organizations, and the head office team.

1. **Work with National Commission for Human Development in the capacity of District Literacy Officer (DLO) since 1st August, 2006 to 30th September 08.**

**(Served in Mohmand Agency on the said post from 1st August, 06 till 29 February, 08 and from 1st March 2008 to September 2008 at District Swabi) (Two Years)**

***Major Job descriptions are given:***

* Preparation of Detail Implementation Plan (DIP)
* Preparation of Monthly Implementation Plan (MIP)
* Coordination with Line Department (Education)
* Ensuring the implementation of the above mentioned.
* Preparation of monthly progress reports.
* Monitoring of Literacy Centers.
* Facilitation of the staff in the implementation of the DIP & MIP.
* Monitoring of Teachers and Local Area Supervisors Training.
* Dealing of Financial matters.
* Reporting to concerned HDSU or GM.
* Reporting to Provincial and Head Offices.

1. **Served in National Commission for Human Development in the capacity of District Literacy Coordinator at District Malakand since 9th May , 2005 till 31st July, 2006 ( One and a Half Year)**

***Major Job descriptions are given:***

* + Community Mobilization.
  + Literacy ranking of the communities at the U/C and Tehsil level.
  + Coordination with the district level department for the establishment of literacy centers within the district.
  + Establishment of literacy centers in collaboration with the local communities.
  + Teachers Training.
  + Capacity Building of CBOs/CSOs and local government officials.
  + Involving CBOs/CSOs and local government officials in Literacy program.
  + Coordinating and Monitoring EEF-LFA (Literacy for All), Government of NWFP Program.
  + Participatory monitoring of the literacy centers jointly with the district education department and literacy department staff.
  + Reporting the progress of the literacy centers on the monthly basis.

1. **Served as Coordinator/ Master Trainer Enterprise Development Program with NCHD at HDSU Mardan.( July 2004 till April 2005) (One Year)**

***Major Job descriptions are given:***

* + - Coordinate and manage Enterprise Development Session (1. ToT & 2. EDT)
    - Conducted Sessions on Enterprise Development as Master Trainer.
    - Follow up and guidance provision to Entrepreneurs in the field.
    - Coordinate and supervise activities of Entrepreneurs in the field.
    - Reporting of Enterprise Development activities to HDSU and Sector.

1. **Worked as Social Organizer in APPNA SEHAT Mardan in UPE (Universal Primary Education) for NCHD. (from June, 2002 to June, 2003) (One Year)**

***Major Job descriptions are given:***

* + Achievement of 100% enrollment of children between 5-7 years of age in the assigned villages, ensuring their retention and facilitation in providing them quality education.
  + Open up of feeder schools with community contribution in no school locations.
  + Enrollment of children between 8-14 years in non-formal schools, ensuring their retention and facilitation in providing them quality education.
  + Enrollment of adult in basic literacy program, ensuring their retention for the estimated period.
  + Ensuring community contribution for school infrastructure improvement.
  + Data base development for skill training program.
  + Provision of quality education by motivating and facilitating teachers through regular visits.
  + Arrangement of sports events at village up to district level.
  + Writing and submission of daily diaries over daily bases.
  + Work plan development about weekly activities.

1. **Served as Lecturer in English at Qurtaba Degree College Hayatabad Peshawar. (from Sept 2000 to May, 2001) (One Year)**

**Distinctions:**

* + Has qualified Written and Viva of Competitive Examination (CSS) 2004.
* Has qualified PCS written for the post of ETO & Section Officer
* Has qualified Written and Viva of Competitive Examination (CSS) 2002.

**Computer Skills:**

* MS Office, Internet, Windows Operating System

**Languages:**

* English- Fluent in Reading Writing, Speaking and Listening Comprehension
* Urdu- Fluent in Reading Writing, Speaking and Listening Comprehension
* Native Languages- Pashto.

**References:**

* **Mr. Muhammad Zahoor**

Manger PMER –CERD (contact# 03459383388/email:xmasyp@gmail.com)

* **Mr. Ikram Ullah Jan**

HRD specialist (contact# 03018979774 /email:ikramullahjan.50@gmail.com)