

Ms. NEETU POKHAREL

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PERSONAL INFORMATION

Sex: Female

Marital Status: Single woman

Nationality: Nepali

Permanent Address: Amaraut VDC, Ward 1, Nawalparasi District, Nepal

ACADEMIC QUALIFICATION

S.N	Level	Institution	University /Board	Passed Year
1.	Masters in Conflict, peace and development Studies Ongoing thesis topic: Challenges of social reintegration: a case of Maoist female ex-combatants as VMLRs.	Central College Tribhuwan University (Nepal) and Ruhuna University (Srilanka) under the NOMA(a Norwegian) Scholarship.	Tribhuwan University (T.U.)	2008-2010
2.	Masters in Business Studies(M.B.S.)	Shankerdev Campus, kathmandu	T.U.	2005
3.	Bachelor in Business Studies(B.B.S.)	Tribhuwan Multiple Campus, Palpa	T.U.	2001
4.	Intermediate in Commerce (I.Com.)	Tribhuwan Multiple Campus, Palpa	T.U.	1997
5.	S.L.C.	Pavan Secondary School	S.L.C Board of Nepal Govt.	1995

PROFESSIONAL EXPERIENCE

Present Position: **Peace Program Coordinator**

Organization: **WOREC Nepal, Kathmandu** [WOREC Nepal is an NGO working in the field of Women Rights basically based on two campaigns, one is economic, social and cultural rights and another is Violence against women campaign.]

Roles and responsibilities:

- Documentation of the human right violations cases from central to the local level. (i.e. Discharged Ex- Maoist Combatants , conflict affected women , violence affected women)
- Conduct training for women working for peace at district and community level
- Conduct training for women affected by violence and conflict at district and community level.
- Advocacy for sustainable peace and conflict transformation in community level.
- Lobby with Policy makers, politicians and Law makers for peace, constitution and other legal reforms.
- Coordinate with Peace Ministry, local peace committee and other stakeholders.
- Psychosocial counseling to the victim and the families of victims in the cases of human rights violations.
- Involve in the capacity buildings of the stakeholders.
- Organizing and conduct different meetings, workshops.
- Work as a facilitator in the training related to conflict and peace.
- Writing proposals and reports.
- Co-ordinate and co-ordinate at district level activities.
- Visiting to the communities and conduct training for them
- Monitor the peace process of district and local level.
- Monitoring the branch offices.

Position: **Programme Officer**

Organization: **Balkshetra Nepal** [Balkshetra Nepal is an NGO active in the field of children and women development.]

Tenure: **August 2005 to Sept. 2009.**

Roles and responsibilities:

- Identified pocket of potential area for the selection of target groups (needy children and women).
- Designed/developed and implemented program activities for target groups, such as: educational and technical support to the children and also to the teachers,

facilitation to disadvantaged women for acquiring vocational training and income generation; implementation of training and skill development activities for children, women, and other target groups; organizing the recreational activities for children; conducting the activities to strengthen the capacity of production groups.

- Made frequent field visits, organized interaction program activities at community level for effective program implementation and resolve the issues.
- Prepared field visit and progress reports of the programs and also consolidated field findings for further planning.
- Coordinated with local authorities such as, teachers, community groups, schools, NGO concerned line agencies etc
- Involved to educate target groups and also local staffs on issues of child rights, gender equality, early marriage, health and sanitation etc.
- Prepared half yearly and annual reports and forward to funding agencies and Social Welfare Council.

Position: **Program Assistant,**

Organization: **Stiching Veldwerk the Netherland (SVN)** [SVN is an INGO working in the area of women and child development with the partnership of different NGOs and through its direct involvement also.]

Tenure: June 2003 to July 2005.

Roles and responsibilities:

- Assisted in overall management of program (planning, implementation, Monitoring and evaluation) focusing to orphan and other disadvantages children and their families.
- Assisted to manage and supervise (to guide, motivate, appraise and supervise) the field staffs.
- Involved in collecting the information by using different child friendly and other tools regarding child issues, poor and needy families.
- Involved in data analysis, drafting the report and assisted program officer to prepare the project report.
- Disseminated the research findings to the target group and community.
- Worked as an administrative staff.

Position: **School Teacher (Secondary level)**

Intuition: **Progressive English Preparatory Boarding School, Chabahil, Kathmandu**

Tenure: **Feb 2001 to March 2003.**

Roles and responsibilities:

- Performed teaching Office Practice and Accounting also the Social Studies in secondary level as full time teacher.
- Acted to organize recreational activities and make the students participate in such programs for their physical, psychological and mental development.
- As a social teacher participated in different field visits with students for practical learning on social issues.
- Submitted month wise reports to the management as an assessment and evaluation of students and their progress.
- Involved in dealing with parents/guardians of students as when necessary.

Position: **Assistant Teacher**

Institution: **Srinagar English Boarding School, Tansen, Palpa**

Tenure: **July to March 1999**

Roles and responsibilities:

- Performed teaching the different subject: Math, Nepali, Social Studies at Primary level school.
- Organized various extracurricular activities and made the children (students) participate in such activities.
- Involved in dealing with and counseling to the parents of children
- Involved regularly in consulting parents and providing them feedback about their children's educational progress and overall development
- Assisted to management in administrative tasks too.

OTHER PROFESSIONAL EXPERIENCES

- **International Observer of Presidential Election in Sri Lanka** on 10st January 2010, organized by Centre for Monitoring Election Violence (CMEV).
The major role was to: observe the violence occurred during the election as a neutral international observer; observe the activities of political parties and implementation of the rule of election; observe the activities of media; monitor and observe the violation of human rights in respective area; spot reporting of the observation to the respective office, CMEV; prepare the report of entire period of observation.
- **Research Assistant in Gorkha District from 1st to 7th Feb 2011** for a PHD candidate from Columbia University in NewYork, U.S.A. The PHD dissertation was about the Insurgent Organization and the Post war Politics.

The Major role was: to assist the main researcher to communicate and deal with the research topic and issues, act as an interpreter between the researcher and the local people and interview with the different respondents about the Maoist conflict in Nepal.

TRAINING PARTICIPATED

- Three days Proposal Writing Training by Woman Development Training Centre on August 2007
- One day Capacity Building Training by SV the Netherland on May, 2007
- Three months Professional Capacity Building Training By The Media house on 2008 from July to September, with the major components of: Appreciative Inquiry and setting personal and professional goal; Interpersonal Communication; Training of Trainers (TOT); Facilitation Skill; Social Inclusion; Gender and Development; Community Development; Good Governance; Participative Rural Appraisal(P.R.A.); Project Design and Proposal Writing; Human Rights ,Conflict and Peace; Report Writing; Office Management; Local Self Governance.
- Feminist Capacity Building Trainings, organized by WOREC Nepal, March 25 - April 3, 2011 in Udayapur district.
- Monitoring Economic Social and Cultural Rights (ESCR) and the Justiciability of Right to food in Nepal. Date June 13-17,2011 organized by FIYAN and NHRC
- Three days training on Advocacy strategy for documented cases on HRVs on Returnees women(RIM) at Bangkok, Thailand from July21-23,2011, organized by APWLD(Asia Pacific Forum for women law and development)

WORKSHOP AND SEMINARS ATTENDED AND PARTICIPATED

- Three days work shop on 'Gender and Security' from 21- 23 Sept,2010, organized by 'Safer World' in Katmandu.
- 'Education, peace Building and Conflict Prevention', one day workshop on 8th Sept. 2008, organized by Conflict, Peace and development Studies Department T.U in Katmandu.
- 'Challenges of Peace in Nepal' one day workshop on 17th Sept. 2008, organized by Asian Studies Centre for Peace and Conflict Transformation (ASPECT) in Kathmandu.
- 'Conflict Prevention and Transformation' one day workshop on 28th Nov 2009, organized by Ruhuna University in Srilanka.
- 10th Annual Symposium in 'Poverty Research' in Srilanka on 10th Dec, 2009, organized by research Centre and Save the Children, Srilanka.

- Children Coping with Crisis: 'The post Conflict Perspective', a two days workshop from 11 - 12 August, 2008 organized by CIWIN Nepal.
- Peace Fair from 20 - 22 November, 2008 organized by the Department of Conflict Peace and Development Studies at National Academy Hall, Kathmandu to commemorate the historical day of signing of the Comprehensive Peace Agreement (CPA) of Nepal.
- A two days workshop from 15-16 March 2011 in Reproductive Health of Women' and 'Sexual violence on Women and Children and Access to the Justice', Organized by National Social Forum , Nepal with the lead role of WOREC Nepal.
- "The role of Youth in Conflict Transformation through nonviolent movement", one day Workshop in Kathmandu, organized by the National Peace Campaign, June 2, 2011.

OTHER SKILLS

- Computer Skill - Office Package (Ms Word and Excel), email internet, virus scanning, Power point and others, Basic knowledge of hardware, Good typing (English and Nepali)
- Language Skill - Nepali, English, Hindi and Bhojpuri (Fluency in written and spoken for all)
- Driving Skill - Two wheelers (license holder)
- Others -
 - ✓ Problem solving, critical analysis and conceptualization skill
 - ✓ Good leadership skill and team building/sprit
 - ✓ Able to work under pressure
 - ✓ Highly adoptable with the changing environment of organization

COUNTRIES VISITED

- India
- Sri Lanka
- Thailand

INTEREST AND HOBBIES

- Social work at women's issues
- Visit new places
- Reading magazines and newspapers

REFERENCES ARE AVAILABLE UPON REQUEST