

Having degrees in disaster risk management and psychology; with good understanding and knowledge of international & local humanitarian affairs. Skilled in good analytical, problem solving, decision-making, team building and cross cultural communication

WORK EXPERIENCE

Head of Disaster Risk Management & Humanitarian Response UNIT, Jan 2014 – till now with additional responsibilities of

“Head of Programmes” April 2018 – March 2019

“Psychosocial specialist for OCW Programme” since Jan 2017

“Regional focal person for Safety and Security” since Jan 2018

“Program Manager Health” since July 2021

“Regional Desk Coordinator, Afghanistan” since Jan 2022

“Emergency Response Coordinator Global” secondment Turkey based role, HA-UK for Turkey & Syria (01.03.23)

Human Appeal, Islamabad, Pakistan,

1. Responsible to lead, to develop, implement, manage, supervise and evaluate all the organization’s humanitarian program in accordance with the standards set out by the organization.
2. To ensure that all development program are climate adoptive and have a built-in risk management factor.
3. Supervising the execution of projects, providing real time resolution for problems encountered during the implementation and mitigating the program risks.
4. Maintaining and making sure the program schedules are followed and reporting on project status as agreed
5. Managing project teams & accounting for project cost, time and budget
6. Tracking the external funding environment and inflow of type/amount of funds, suggesting necessary adjustments to fund-raising targets and/or strategies, to reach those targets;
7. Representing HA in meetings with key partners to advocate and promote HA’s program goals and objectives, communicate on organizational policies and maintain and strengthen relationships.
8. Follow up on the implementation of recommendations and agreements.
9. Develop funding proposals and partnerships, coordinate engagement activities, and manage the relationship with local and international donors

Program Manager PSP, July 2011 – 31st Dec 2013

Pakistan Red Crescent Society, Muzaffarabad, Kashmir, Pakistan, (position funded by Turkish Red Crescent Society)

1. Administer and implement Program activities in accordance with the PRCS/TRCS policies.
2. Prepare the drafts for annual and quarterly work plans; monitor work-plan implementation and inform the Country Manager of any foreseeable delays or changes in a timely manner.
3. Provide leadership, strategic guidance, and supervision to all programs/departments including livelihood (vocational center, computer center), DRR, and children activity center.
4. Represent PRCS/TRCS by attending and contributing to inter-agency (health and other relevant) cluster meetings, and contributing to the continuing evolution of the UN-led strategy for Kashmir.
5. To organize capacity-building training activities for local govt. line departments and counterparts
6. To lead, prepare and facilitate the capacity-building plan for the local Red Crescent and local NGOs in the field of Psychosocial Support.
7. Prepare a variety of financial and narrative monthly and quarterly reports on program activities and operations and gather statistical data as needed or requested

Program Officer, Feb 2008 – July 2011

Sungi Welfare Society, Bagh, Kashmir, Pakistan,

1. The effective and efficient Planning, monitoring, and reporting of the field project activities in line with the project proposal, the budget, time-frame, and donor regulations.
2. Implementing organizational procedures, systems, and guidelines, reporting in line with SWS internal requirements and according to donor standers/requirements on a monthly, quarterly, and annual basis
3. Preparing proposals, concept notes, and LFAs when and where required for SWS.
4. Assess, plan, prepare, and conduct capacity-building training and project training for different groups from Govt., local NGOs, CBO, and the community.
5. Design, plan, and execute formative and summative evaluations as per the donor requirements

Psychosocial Coordinator, (On UK contract/International Post), Sep 2006 – Jan 2008

HelpAge International, INGO, Leading global action on ageing, (P.O Box 32832, London N1 9ZN,UK)

1. Was responsible for the overall direction and management of field operations, and representing HelpAge International, liaising with other partners including Donors and Government representatives, UN, National and International NGOs
2. Assess, plan, prepare, and conduct capacity-building training for different groups from Govt. local, and International NGOs and the community.
3. Responsible for monitoring and documenting the achievement of project outputs and objectives, ensuring the quality and timely achievement of program objectives
4. Prepare and submit timely internal reports on field activities, detailing the progress and achievement of project outputs and objectives, the challenges faced and how they were tackled; and recommendations for subsequent phases
5. Ensure lessons learned in monitoring and evaluations are captured, capitalized, and incorporated into HelpAge International programs through systematic supervision, reporting, and documentation including the exchange of feedback on project impact for replication and scaling up

Psychologist, Nov 2005 – Aug 2006,

Turkish Red Crescent Society (TRCS), Humanitarian Aid Team Muzaffarabad, Pakistan Administered Kashmir

1. Administer and implement Program activities in accordance with the TRCS policies.
2. Prepare the drafts for annual and quarterly work plans; monitor work-plan implementation and inform the Country Manager of any foreseeable delays or changes in a timely manner.
3. Represent TRCS by attending and contributing to inter-agency (health and other relevant) cluster meetings, and contributing to the continuing evolution of the UN-led strategy for Kashmir.
4. To organize training activities on participatory appraisal methodologies for local counterparts
5. To lead, prepare and facilitate the capacity-building plan for the local Red Crescent and local NGOs in the field of Psychosocial Support.
6. To build, train and manage a network of volunteers in each camp and assign duties according to their skills, education, and experience.
7. Prepare a variety of monthly and quarterly reports on program activities and operations and gather statistical data as needed or requested

Field Officer Community Mobilization, Sep 2001 – Oct 2005,

The Citizens Foundations – Karachi

1. Overall responsible for the social mobilization activities in the targeted communities
2. Formation of Community Based Organizations and mobilize the members of these groups
3. Promotes gender equality, democratic decision-making and is all-inclusive
4. To identify potential leaders/community focal persons/volunteers and ensure their participation
5. To encourage and stimulate full participation of all community members; with special attention to those who are usually un-accessed, marginalized and overlooked in community decision making
6. Perform field research activities pertaining to baseline, assessments, prepare case studies, & develop quality photos etc.
7. Ensure the production of good quality, accurate, and timely implementation of planned mobilization activities against the objectives of the project and its achievement
8. Mobilize community groups, sensitize them on education as required, organize and facilitate meetings and conduct awareness sessions
9. Provide technical assistance to and advise community groups on project identification and implementation strategies

TRAININGS ATTENDED

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- 16th January 2023, **Building a Better Response**, Humanitarian Academy at Harvard (Online)
 - 27 – 29 Oct 2014, **Project Cycle Management**, Human Appeal – UK, Islamabad, Pakistan
 - 26 – 30 May 2014, **Leadership Development Program (LDP)**, Human Appeal – UK, Islamabad, Pakistan
 - 25 – 29 Nov 2013, **Project / Program Planning (PPP)**, IFRC – PRCS, Islamabad, Pakistan
 - 17 – 24 March 2012, **National Disaster Response Team, (NDRT)** by IFRC-PRCS, Islamabad, Pakistan
 - 11 – 13 May 2010, **Social Mobilization**, by Sungi Development Foundation, ERRA & FAO
 - 5 Nov, 2009, **TOT on “Household water treatment methods and water safety plans”**, by PCRWR, UNICEF & ERRA
 - 27 – 29 July 2009, **“Community based Child Protection”**, conducted by UNICEF and Ministry of SW&WD, AJK
 - 04 – 09 Aug 2008, **Project Planning and Control**, using **Primavera Project Planner**, Conducted by Skill Development counsel, Ministry of Labor and Manpower, Gov. of Pakistan.
 - 25, May 2008, **“Introduction to Mental Health and Disaster Preparedness”**, conducted Online by, JOHNS HOPKINS BLOOMBERG SCHOOL of PUBLIC HEALTH

- 26 February 2008, “**Disaster Mental Health Planning**”, conducted Online by, JOHNS HOPKINS BLOOMBERG SCHOOL of PUBLIC HEALTH
- 19 – 24 March 2007, Six days Training of Trainers (TOT) on “**Disaster Management**” conducted by National Volunteers Movement (NVM) Govt. of Pakistan and UNDP
- 6 – 7 March 2007, Two days Training on “**Social Protection**” conducted by HelpAge /Merlin
- 31st Oct 2006, 1 day Training of Trainers (TOT) on “**Psychosocial Support**” conducted by HelpAge /Merlin
- 16 – 19 Oct 2006, 4 days Training “**Psychosocial Interventions Following Disasters**” conducted by HelpAge /Merlin
- 23 – 26 March 2006, 4 days Training of “**Psychological Interventions Following Disasters**”, conducted by Turkish Red Crescent Society (TRCS) in collaboration with Turkish Psychological Association and Union of Disaster Psychosocial Services (UDPS-TURKEY)
- 8 – 9 April 2006, 2 days Training of “**Two Disasters, Two Countries: Bridging the Psychosocial Experience of Pakistan and Turkey**”, conducted by TRCS in collaboration with Turkish Psychiatric Association and Union of Disaster Psychosocial Services (UDPS-TURKEY)
- 12 – 13 Feb 2006, 2 days Training of Trainers (TOT) on “**Psychosocial Support**” conducted by TRCS
- 12 – 13 Nov 2005, 2 days Training of “**Psychological First Aid**” conducted by TRCS
- 17 – 18 Nov 2005, 2 days Training of “**Community Mobilization**” conducted by TRCS
- 15 – 16 Nov 2005, 2 days Training of “**Aid-Worker Support Program**” conducted by TRCS

ACADEMIC BACKGROUND:

- Master’s in Disaster Risk Management (DRM) from Preston University Islamabad (2015-217) – Pakistan
- Master’s in Clinical Psychology from Behria University Karachi (2002-2003) – Pakistan Other Qualifications
- One year diploma in computer science from board of technical education Peshawar (1999 - 2000) Pakistan

Skills & Knowledge:

- **Psychosocial and Mental Health**, while having a master’s degree in clinical psychology I also have practical experience of over a decade both in natural and anthropogenic disasters. I have responded, handled mental health issues in different emergencies, and worked with all vulnerable groups coming from different cultural and ethnic backgrounds.
- **Disaster Management and Relief Operation**, coupled with disaster risk management degree, I have good working experience in different disasters, including emergency assessments, relief operations, recovery and rehabilitation. Had long experience with natural as well as man-made disaster working strategies.
- **Managerial Skills**, I have practical working experience at different managerial positions in development as well as humanitarian situations
- **Liaison and Networking**, possessing practical working experience of networking, coordination and liaising with different government, non-government partners and donor agencies.
- **Administrative and Financial Procedures**, possessing a solid working knowledge of a variety of administrative and financial procedures.
- **Monitoring and Evaluation** also possess the skills of monitoring and evaluating of relief, welfare & development projects, which I gained while working at different positions.
- **IT Literate**, working knowledge of Microsoft Windows and Office Products, possessing the ability to effectively use and operate MS Word, MS PowerPoint and MS Excel as well as Inpage and Coral.
- **HR Capacity Building Resource Person**, one of my best areas of working is my different trainings to within my organizational staff as well as to other organizations. PRA, ToT, Presentation & Communication Skills etc. are my distinguish trainings for HR.
- **Quality Assurance and Research**, having knowledge on day-to-day project activities qualities on research base from planning to implementation to impacts.

REFERENCES

- Daud Saqlain, Country Director Human Appeal
+923450100400, cd.pakistan@humanappeal.org.pk
- Faryal Minhas, Country director Concern worldwide, faryal.minhas@concern.net
- Malik Tauqeer Abbas, HR Manager Human Appeal, tauqeer.abbas@humanappeal.org.pk