

CURRICULUM VITAE

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EDUCATION

2011- 2013	MMS (Master in Management Study)	Indian School of Business Management and Administration Maharashtra, India.
2003 - 2005	B.A (Bachelor of Arts) in Political Science	Kohat University of Science & Technology Peshawar, Pakistan.
1993-1995	F.Sc (Faculty of Science)	Govt. Post Graduate College Kohat, Pakistan.
1993-1995	F.Sc (Faculty of Science)	Govt. Post Graduate College Kohat, Pakistan.

PROFESSIONAL EXPERIENCE

Organization: **MRRD/ COAR - WEERDP** (Women Economic Empowerment Rural Development Program).

Position: **Regional Program Manager** (From January 02, 2020 until February 28, 2021).

Duty Station: **Logar and Maidan-Wardak, Provinces, Afghanistan.**

Work Description:

- Regional Program Manager was responsible for overall in charge of conducting all programs activities in the Provinces.
- Regional program manager was responsible to Plan, manage and coordinate the implementation of the WEE-RDP Project in the selected district of the provinces.
- Regional Program Manager assisted in the identification and solution of key points related to the implementation of the project activities regarding Self-help Groups (SHGs), Village Saving and Loan Associations (VSLA) and Enterprise Groups (EGs).
- Regional Program Manager ensured effective coordination and representation to, and with, WEE-RDP the provincial PRRD offices, provincial and district governors and NGOs, and all other relevant stakeholders.
- Regional Program Manager mentored and handhold of all relevant project staff in assessments, designing, implementation, and monitoring & evaluation.

Organization: **MAIL/ DFID/ Atos - CARD-F** (Comprehensive Agriculture and Rural Development Facility).

Position: **Provincial Manager** (From Jan 02, 2016 to Nov 30, 2018).

Duty Station: **Province Khost, Afghanistan**

Work Description:

- I was responsible for the overall administrative, financial and program implementation activities.
- Reported to CARD-F senior Management team and program implementation coordinator.
- Established Close coordination with PG, DAIL, DCN, PRRD and other stakeholders in the province.
- Ensured the urban infrastructure and service delivery and community driven development activities.
- Led and managed program design, implementation and M/E activities in the province.
- Supervised, directed, and advise, provincial team as well oversaw all activities of the provincial staff.
- Ensured that all DAIL, PRRD, DCN staff participating in CARD-F activities at provincial and district level.
- Prepared monthly progress report on all CARD-F activities in the province.
- Ensured that budgeting, expenditure, and logistical support arrangement were in place to enabled provincial team to work effectively.
- Stimulated Private Sector to invest in the field of Agriculture and Commercialized Agriculture Sector.
- Accessed to main problems of agriculture and their solutions at field level.

Organization: **MRRD/AECOM - SIKa – East** (Stability in Key Area).

Position: **Stability Analysis & Planning Officer** (From April 1, 2013 until December 27, 2014)

Duty Station: **Gardez, Paktya, Afghanistan.**

Work Description:

- Conducted training to DDA's plus (DDA, DCC, CDC, religious, influential and tribal elders) to identified source of instability (SOI) according SOI criteria By Stability Analysis Methods.
- Identified Root Causes RC of source of instability (SOI) according to stability criteria By Stability Analysis Methods.
- Found solution for root causes (RC) in order to developed stability services in key area.
- Conducted Session with DDA plus (DDA, CDC, religious, influential and tribal elders) to made decision and analysis the source of instability (SOI) in their districts.
- Established close coordination and worked together with DDA plus (DDA, CDC, religious, influential and tribal elders) and other organization at district level to found root causes of instability and offered well services for people to improved stability.
- Coordinated with DDA plus (DDA, CDC, religious, influential and tribal elders) and governmental/non-governmental organization in district to get information about service providers at provincial level.
- Assisted the IR1 Team Leader to managed the team of stability program advisors and their activities as outlined in the approved Work Plan; assisted to monitored and updated the Work Plan as needed, and to reported progress and results within the IR1 stability program and to external stakeholders.

- Assisted facilitation of the Stability and Rural Development Program to targeted districts with delivery of a program orientation and questions and answers session prior to the start of community forum activities.
- Helped maintained constructive relationships with relevant District Entities and the community as related to community forum delivery and exercise.

Organization: **IDLG/UNDP-ASGP** (Afghanistan Sub-National Governance Program).

Position: **Provincial Development Planning & Aid Effectiveness Specialist.**
(From March 10, 2012 until April 01, 2013)

Duty Station: **Qala-e-Now, Badghis, Afghanistan.**

Work Description:

- Worked as chair of the PDC (Provincial Development Committee)
- Supported the provincial government institutions in the field of development planning and Aid effectiveness.
- Ensured a sound planning process and high levels coordination between the governor's office and Aid agencies operating in the province.
- Provided coaching to the PGO Economic and Development Specialist.
- Worked in close cooperation with the PGO, PDC and its sectorial groups.
- Closely coordinated his/her activities with the municipality and the Provincial Council.
- Provincial Profiling Team received technical advice to Provincial Profiling Team and supported to collect data for the provincial profile.
- PGO was support in establishment of coordination and cooperation between all stakeholders during development and implementation of the PSP (Provincial Strategic Plan) through the PDC and its working groups.
- Technical support and advice were providing to the Governor's Office and the PDC to achieved high levels of aid effectiveness.
- Technical advice provided to the PDC and its working groups as well as to the PC during the annual planning process.
- To ensured that the PDC was an able to managed the PSP process as well as the annual planning process and produced provincial annual plans
- Provided technical and administrative direction to PGO and district level staff.
- Closed relations with District development assemblies and Community development councils.

Organization: **Deloitte - ACSS** (Afghanistan Civil Service Support)

Position: **Senior Analyst** (From October 01, 2009 until February 01, 2010).

Duty Station: **Gardez, Paktya, Afghanistan.**

Work Description:

- Managed and supported the skills development of the Directorate.
- Provided regular on-the-job-training and served as a mentor and guided for other staff members in the directorate, transferred knowledge, skilled and built their capacity to undertake the various functions of the office when Technical Advisor's contract came to an end.
- Identified areas of weakness and recommend training required for the personnel of the Directorate.

- Coordinated the practical delivery of training, provided from a variety of sources including training programs planned by CDP and ensured sustainability of the training.
- The Technical Coordination wasn't requiring to do the job of the directorate but to build the capacity of the Directorate to delivered quality services to communities throughout the province.
- Assisted in the identification of new initiative for community, developed project proposals and budgets and attracted funding for projects.
- Assisted the director of the respective directorate in maintaining key relations with relevant Governmental and Non –government al institutions as well as donors.
- Supported the Directorate to established and expanded economic activities for communities
- Undertook other tasks as requested by the Sub-national Governance team.

Organization: **DAI – LGCD** (Local Governance and Community Development)

Position: **Technical Advisor for Office of Governor** (April 01, 2009 until Sept 30, 2009)

Duty Station: **Gardez, Paktya, Afghanistan.**

Work Description:

- Used on-the-job-training methodology to build the capacity of the counterparts (Director, Deputy Director, Accounting Manager)
- Implemented the Institutional Development Action Plan (IDAP), so that the counterparts may carried out their day-to-day tasks (e.g. official correspondence, office Management, financial management, time management, Proposal preparation etc.) efficiently and effectively.
- Explained Team of reconstruction (TOR) s to the Officials of DOTAs key staff so that they may performed according to the goals specified.
- Ensured Coordination between Directorate of Tribal affairs and other Governmental Agencies and INGOs
- Coordinated with the Director, Provincial Development Council (PDC), Provincial council (PC) and Line Ministry Departments and GoA programs such as IARCSC, ASP, CDC etc.
- Ensured that relevant participants are invited to the Afghanistan National Development Strategy (ANDS) Sub-National Governance Consultations as well as assisted the preparation these Consultations.

Organization: **MRRD/ IRC- NSP** (National Solidarity Program).

Position: **Data Officer** (From March 26, 2006 until March 31, 2009)

Duty Station: **Province Khost, Afghanistan.**

Work Description:

- Regularly collected and review data from province- and district-level monitored staff and community driven development
- Updated and maintained M&E files.
- Produced regular reports according to standardized and non-standardized formats.
- Participated in efforts to developed and improved data management system.
- Assisted with management of other office data, as requested.
- Reviewed data for accuracy, completeness, and consistency.
- Processed data, including input, proof red, and formatted activities.
- Updated and maintained information databases.
- Prepared data for internal and external progress reports.

Organization: GTZ – BEFARe (Basic education for Afghan Refugees).

Position: Education Supervisor (From June 01, 2001 until August 31, 2005).

Duty Station: District Hangu, Peshawar, Pakistan.

Work Description:

- Regularly monitored, evaluated, and reported the Schools activities.
- Drafted progress reports, based on regular reports received from head teachers.
- Participated in training and development activities as needed or requested.
- Prepared training materials for trainings.
- Field visits to check the quality of services being delivered in Schools.
- Worked respectfully, cooperatively, equally, and fairly with teachers and head teachers within and outside of the Schools.
- Served as field-level focal point for matters related to Schools.
- Understood and advocated importance of village's leaders, religious scholars, and parent's role and involvement in achievements of education objectives.
- Ensured Schools equipment is kept in optimum working order, through correct usage and periodic maintenance
- Assisted in preparation, collection, approval and forwarding of timesheets to Head office.
- Coordinated meetings with Government Agencies and other International agencies regarding the Education programs underway for Afghan Refugees.
- Assisted to organize, facilitate, and lead training activities
- Accessed to the main problems faced by children in community and Schools today.

CONFERENCES/WORKSHOPS/TRAININGS PARTICIPATION

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- From November 23, 2018 until November 26, 2018 attended CARD-F Senior Management team and all Provincial Managers conference (Main problems and solution of agricultural problems) under Atos - CARD-F in Kabul, Afghanistan.
 - From April 7, 2018 until April 11, 2018 attended Result Base Management, Risk Management, conflict Management and Recap of PRINCE2 Basics workshop under Atos - CARD-F in Kabul, Afghanistan.
 - From November 12, 2014 until November 15, 2014 participated (all staff conference) under AECOM - SIKA- East in Kabul, Afghanistan.
 - From October 25, 2014 until 31 October 31, 2014 attended Stability planning program & Advocacy workshop under AECOM - SIKA- East in Kabul, Afghanistan.
 - From June 1, 2014 until June 6, 2014 attended Stakeholder engagement and governance workshop under AECOM -SIKA-East in Kabul, Afghanistan.
 - From April 10, 2014 until April 16, 2014 SPP attended (Stability Planning Process) workshop under AECOM -SIKA-East in Kabul, Afghanistan.
 - From May 21, 2014 until May 23, 2014 attended Basic Security training under AECOM -SIKA- East in Kabul, Afghanistan.
 - From February 3, 2010 until February 5, 2010 attended CDP orientation workshop under USAID /Bearing Point in Kabul, Afghanistan.

- From May 1, 2009 until May 5, 2009 attended Financial Management/Procurement workshop under USAID/DAI in Kabul, Afghanistan.
- From November, 2008 until August, 2008 attended training (Orchard Management, Horticulture and Irrigation and Main problems of agriculture and solutions) under Flag international in Kabul, Afghanistan.
- From July 15, 2007 until July 25, 2007 attended Monitoring and Evaluation workshop/ Data base workshop under IRC Kabul. Afghanistan.
- From January 20, 2007 until January 25, 2007 attended Management workshop / Data Base workshop /Project Management workshop under IRC in Kabul, Afghanistan.
- From October 23, 2008 ^{until} October 29, 2008 attended Project Management workshop under IRC in Khost, Afghanistan.
- From October 1, 2008 until October 5, 2008 attended Training on Afghan Constitution, Law and Human rights, Women rights, Violations against Women, courts and attorney General, organization, Loya Jirga, Law and provincial Council, Law and child rights in Kabul, Afghanistan.
- From September 12, 2005 until September 22, 2005 attended Education Supervisor Training (Main Problems faced by Children in Afghanistan) under CIDA/AREP in Peshawar Pakistan.
- From July 1, 2005 ^{until} July 12, 2005 attended Education Supervisor training (Improving Student 's Achievements and Children Biggest problem in School today) under CIDA/AREP in Peshawar Pakistan.
- From December, 2004 until ^{March}, 2005 Completed a Special Grammar Class at the Kabul English Language Center in Peshawar Pakistan.
- From July 12, 2004 until July 23, 2004 attended training seminar for Education Supervisor of formal education on the theme of teaching science subject under CIDA/AREP in Peshawar Pakistan.
- From October 11, 2004 until ^{October} 15, 2004 participated in a training course for Supervisor funded by World Bank at Sub-Center Hangu Peshawar Pakistan.
- From August 28, 2003 until August 29, 2003 attended Training (Community Participation & Development) under GTZ -BEFARe in Peshawar Pakistan.
- From March 1, 2002 until ^{March} 31, 2002 participated in training (Community Participation & Development) under GTZ - BEFARe, in Peshawar Pakistan.
- From July 30, 2001 until September 30, 2001 completed Advance II (English Language) at Challenger English Language Center in Kurram Agency Pakistan.
- From July 2, 2001 until July 11, 2001 participated in a Training Course (Grade -1st to Grade - 6th) under GTZ - BEFARe in Sub- Center Hangu Peshawar, Pakistan.

LINGUISTIC PROFICIENCY

	English	Pashto	Dari	Urdu
Reading Skills	Fluent	Professional	Very Good	Very Good
Writing Skills	Fluent	Professional	Very Good	Very Good
Verbal Skills	Fluent	Professional	Very Good	Very Good

GENERAL COMPUTER SKILLS

Using Computer (MS office package) and other office and office related equipment's like Basic Office Management, Internet and outlook, operate all Office Machines and I can drive light and heavy vehicles.

Summary of Skills

I have more than fifteen years' experience in Civil Affairs, Program Management, Project Management, Team management, Communication Management, Risk Management., conflict management, Negotiation, Stakeholder Management, Public Administration, Monitoring & Evaluation, Humanitarian affairs, Governance, Coordination, Development, Financial Management, Logistic, Procurement, Auditing, Peace building, Stability Analysis & Planning with different organizations.

Supporting Skills:

- Self- motivated & able to take initiative.
- Ability to work for long hours in stressful situations, flexible and adoptable
- Creative and problem-solving thinking.
- Able to work with community-based programs and project.
- Able to adjust self in different conditions & environment.
- Able to make the meetings of Tribal Elders, Religious Scholars, NGOs and Donors as well as meetings of government authorities.
- Able to work as a team player with good behavior and performance, and separately as well as team member.
- Respect to Diversity/Gender.
- Ability to multi-task and prioritize work priorities.
- Effective communication and interpersonal Skills.
- Ability to negotiate and resolve conflicts.
- Ability to build commitment with in the team.
- Ability of Meeting facilitation.
- Subject matter experience.
- Ability to Coordinate and utilize resources in effective manner.

HONORS & APPRECIATION

I have received appreciation letters from the Senate of Afghanistan, from the Atos Consulting Ltd, from the UK-Aid (from the British people), from the Provincial Governor Office (Khost), from the Directorates (DAIL, PRRD, DCN), from the CARD-F Senior Management, Four from DDAs (District Development Assemblies), Three from Associations Board Members (Greenhouse association, Poultry association and Honey bee association) and Three form DGs (Districts Governors).

REFERENCES

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