

Curriculum Vita (CV)

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OBJECTIVES

I bring to the work environment relevant experience gained over a period of time, a diverse portfolio of skills and competencies including but not limited to the following, English and computer and management. I have carried out my job in sometimes-difficult conditions working competently and effectively when under pressure. I consider myself to be reliable and motivated. Applying myself into any task placed before me within a team environment or working alone.

SKILLS

- Project management
- Strong decision maker
- Ability to solve social problems
- Carrying out the task in difficult conditions and in remote areas
- Excellent communication with program partners, government departments, councils, stakeholders ,staff and managers
- Creative related programme forms
- Carrying out work during informal hours and vacations
- Innovative
- Service-focused

EXPERIENCE

Team Leader 01-05-2018 to 30-09-2021 Daikundi Province – Nili City

UN-HABITAT Organization Under Afghanistan Urban Safety and Security Programme(AUSSP)

Main Responsibilities:

- Lead in monthly, quarterly and annual provincial work planning in line with national work plans and overall programme work plan.
- Lead in initiating field activities and ensure their quality and timely progress and completion in line with agreed work plans.
- Lead in ensuring results-based monitoring and evaluation of programme delivery for the entire programme duration.
- Identify and clarify conceptual implementation and policy issues which may arise during the course of project implementation.
- Lead in developing and coordinating inputs for internal and external reporting.
- Ensure adherence to all financial rules and regulations and all administrative and financial procedures for all programme activities.
- Support programme staff to safely implement activities and foster an environment of continuous learning.
- Lead in ensuring adequate programme visibility at the local level in line with donor requirements and the preferences and needs of the Government of Afghanistan.

Team Leader 01-12-2015 to 30-04-2018 Daikundi Province – Nili City

UN-HABITAT Organization Under Afghanistan Urban Peace Building Programme(AUPP)

Main Responsibilities:

- Lead in monthly, quarterly and annual provincial work planning in line with national work plans and overall programme work plan.
- Lead in initiating field activities and ensure their quality and timely progress and completion in line with agreed work plans.
- Lead in ensuring results-based monitoring and evaluation of programme delivery for the entire programme duration.
- Identify and clarify conceptual implementation and policy issues which may arise during the course of project implementation.
- Lead in developing and coordinating inputs for internal and external reporting.
- Ensure adherence to all financial rules and regulations and all administrative and financial procedures for all programme activities.
- Support programme staff to safely implement activities and foster an environment of continuous learning.
- Lead in ensuring adequate programme visibility at the local level in line with donor requirements and the preferences and needs of the Government of Afghanistan.

District Manager 01-04-2012 to 30-11-2015 Bamyan Province – Yakawlang District
UN-HABITAT Organization Under National Solidarity Programme(**NSP-RBG**)

Main Responsibilities:

- Adjustment and preparing of Presentation (District meeting , Provincial meeting and Program meeting,
- Working closely with reporter to National provincial Manager.
- Preparation of weekly and monthly action plan in consultation with team members to complete the program activities on scheduled time.
- Preparation of weekly and monthly reports on Scheduled time.
- Establishment of an office at the targeted districts, setup and managing overall administration logistic and financial activities of the office.
- Work closely with and build capacity of the partners (KM district office) community councils and local communities.
- Supervision of the project staff in his/her specific district, solving their problems and providing working facilities according to their needs, within the project possibilities.
- Ensuring Co-ordination and consultation with Kabul Municipality (district office and other aid agencies working at the same area.
- Train the implementing partners in planning, implementation, and reporting of the projects.
- Regular field visit, monitoring both district trainers and reports activities.
- Regular monitoring of the activities undertaken by the implementing partners.
- Building trust among the staff members.
- Mapping of the Program activities (planned, ongoing and implemented)
- Attending weekly activities staff meeting.

District Manager 01-04-2011 to 30-03-2012 Bamyan Province – Yakawlang District
UN-HABITAT Organization Under Peace Building in Afghanistan through consolidation of Community solidarity(**PACCS**)

Main Responsibilities:

- **Provide training and classroom level support to village Facilitator as they initiate the first phase of classroom-based literacy and productive skills instruction.**
- **Provide training and consultation regarding ongoing savings and investment activities.**
- **Assess trainee's demonstrated comfort with identified competency areas and provide appropriate feedback to Province Manager and trainers and follow up support to village Facilitators.**

- Visit classrooms on a daily basis to model teach, observe teaching and learning and provide lesson planning materials development and classroom management support .
- Assist learning groups divide into small literacy and productive skills groups in coordination with the village Facilitator after completion of basic literacy education .Criteria are based on learner and self-help group self – assessments.
- Work with communities , Community Development Councils Self-help Groups and village Facilitator to develop a Literacy and Productive Skill Sustainability Plan , which elaborates community responsibilities and necessary government NGO and or private sector inputs from the district Provincial and central levels.
- Help in monitoring and follow up community activities by the Village Facilitator that was detailed in their Sustainability plans every two weeks to provide support and problem solving advice.
- Encourage communities to engage in at least three activities: the formation of informal reading groups the maintenance of a community bulletin board /newsletter and the establishment of a small village –based lending library.
- Participate in program meetings to solve problems, discuss options, and improve programme implementation.
- Assist the village facilitator to obtain and record all village level data as required in monitoring and reporting system of program.
- Submit monitoring, training and other reports, as required to the Provincial Manager in a timely manner.
- Ensure data related to training and other activities are readily available as and when required.
- Provide training and implementation data inputs to the regular reports (Monthly , quarterly and annual).

District Manager 01-12-2009 to 31-03-2011 Bamyan Province – Yakawlang District
UN-HABITAT Organization Under Learning Community Empowerment Programme (**LCEP II**)

Main Responsibilities:

- Mobilize the community to support LCEP 2 and provide a program orientation to communities' .Engage opinion leaders CDCs and village elders very early on in the program to obtain their support and consent.
- Build Community Development Councils capacity to promote and manage learning centers. Support and help the CDC, s in establishment of the Learning Committee in the communities' .In areas with no prior LCEP experience, work with the Community Development Councils to mobilize community interest in the LCEP 2 Program.
- Revitalize existing male/Female Self-Help Groups (SHGs)
- Assist the village facilitator in formation of the Self-Help Savings and Credit groups (HSG) and train the village facilitator in introduction of the concepts of savings, of taking credit for investment purposes the necessity repay the loan and pay a fee for borrowing it.
- Identify and select one male and one female village facilitators in consultation and with support from Community Development Councils
- Help and support the village Facilitator to identify and prepare space for male and female learning Centers and assist the village Facilitator in identification of 2 male and 2 female learning groups , each composed of and average of 25 learners ages 15 and over and representative of the community as a whole.
- Support and assist the village Facilitator to recruit volunteer teaching assistants for classes from community members when appropriate.
- Develop governance practices to support literacy and productive skills in the village

Amin/Finance & MIS 18-04-2005 to 30-11-2009 Bamyan Province – Yakawlang District
UN-HABITAT Organization Under National Solidarity Programme(**NSP**) phase one

Main Responsibilities

- Manage the Petty Cash or impress fund, record and reconcile all its accounting transactions.
- Assist in the processing of payments to contractor vendors for good and services. This includes, amongst other things, calculating, inputting, and changing payments for correctness and communicating discrepancies to the supervisor.
- Draft/prepare memoranda and / or faxes to various offices, UN Agencies, NGOs and other offices.
- Assist in processing payments to staff members for their entitlements including salaries, claims.
- Respond to queries from staff members and other organizations.
- Assist in monitoring of teachers accounting records maintained by the Program manager for accuracy and other duties related to financial Management.
- Provide small operating cash based on the approved material and requisition form to the District Admin Assistance.
- Collection of the expenditure bills from the district assistance and recording of the same in the accounting books.
- Perform other duties as may be required and assigned by the FINANCE OFFICER.
- Adjustment and preparation of village facilitator's salaries request and distribution.

English & Computer Teacher 01-06-2004 to 30-12-2004 Bamyan Province- Waras District
Cooperation Center for Afghanistan (CCA) Institute Under Provincial Reconstruction Team (PRT)
New Zealand Country

EDUCATION

- Bachelor Degree 1994 to 1998 Iran, Hamadan Province -Sayed Jamal Asad Abadi University
- Diploma 1980 to 1993 Iran, Malayer District Samen City Shahid Bakhtiyari High school
- English advance level 2002 to 2003 Iran, Mashhad Province
- ICDL Computer 07-04-2002 to 27-12 2002 , **NICCO Japan** vocational school , Iran.Mashhad
- Literacy eacher training 19-09-2001 to 19-09-2002 , **UNHCR** , Iran. Mashhad Province

LANGUEGES SKILLS

Language	Reading	Writing	Speaking	Listening
Dari	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent
Persian(Iran)	Excellent	Excellent	Excellent	Excellent

REFERENCE

- **Jennifer Donovan** Phone: 0790854373 Email: jennifer.donovan@un.org
Chief Technical Advisor, **UN-HABITAT Organization**
- **Najeebullah Najeeb** Phone: 0729071604 Email: Najeb.najeeb@un.org
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