

# CURRICULUM VITAE

## Hayat Wazir Irfan

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**Objective:** To serve the humanity honestly and to support my family financially.

### Personal Data

- Father Name Khan Wazir
- Date of birth December 15, 1979
- Nationality: Afghan
- Passport No: 01392227

### Education Background:

- 2011-2013 MMS (Master in Management Study) from Indian School of Business Management and Administration Maharashtra, India.
- 2003–2005 B.A (Bachelor of Arts) in Political Science from Kohat University of Science & Technology, Pakistan.
- 1993-1995 F.Sc (Faculty of Science) in pre-medical Govt Post Graduate College Kohat, Pakistan.
- 1983-1993 SSC (Secondary School Certificate) in Science from BISE (Board of Intermediate and Secondary Examination) Peshawar, Pakistan.

### WORK 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.
- Supported to the Logistics teams at regional level and respects to the organization procedures concerning quotations, orders, purchasing, deliveries and inventories.
- Coordinated with HR/Finance on the recruitments, contracts, payments of program staff and other community level staff.
- Managed and controlled MIS system to ensure the data of program beneficiaries, processes, progress in an efficient and effective manner and shared data with the country MIS manager.
- Provided leadership to and oversight of program staff charged with implementing programs in area of responsibility.
- Facilitated regular internal coordination meetings with program team.
- Developed overall project implementation strategy, systems, approaches, tools, and materials
- Anticipated and mitigated risks and resolved conflict during the program implementation.
- Coordinated the recruitment process in the province of responsibility.
- **Prepared training materials for the training and trained the trainers and shared training reports with Top management.**

**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 advised provincial team as well as 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 arrangements were in place to enable provincial team to work effectively.
- Stimulated Private Sector to invest in the field of Agriculture and Commercialized Agriculture Sector.
- Performed monitoring and evaluation in the assigned area/province for development of the program quality.
- Anticipated and mitigated risks and resolved conflict during the project implementation,
- Played the lead role in recruitment process.
- Regularly updated the work plan, output tracker and other documents relevant for effective program management.
- Facilitated regular coordination meetings with program team.
- Planned the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives.
- Ensured project implementation is on time, target and budget to achieve desired result.
- **Trained the program staff, prepared training related documents and training related materials for the training.**
- Supported the Provincial Logistic team and respects to the organization procedures concerning quotations, orders, purchasing, deliveries and inventories.
- Resolved the problems of agriculture and found solutions at field level.

**Organization:** **AECOM / SIKA – East** (Stability in Key Area)

**Position:** **Stability Analysis & Planning Officer** (From April 01, 2013 to December 27, 2014).

**Duty Station:** **Province Paktia, Afghanistan**

- Conducted training to DDA's plus (DDA, DCC, CDC, religious, influential and tribal elders) to identify source of instability (SOI) according to 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:** **UNDP-ASGP** (Afghanistan Sub-National Governance Program).

**Position:** **Provincial Development Planning & Aid Effectiveness Specialist.**  
(From March10, 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:** **MRRD/ IRC- NSP (National Solidarity Program).**

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

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

**Work Description:**

- Worked as Data and Security officer
- Identifying the problems, facing the project and fined solution.
- Ensuring the project activities performed by the right people and in time.
- Using the lesions from one project experience on to another.
- Entered data to data base system and shared with data and monitoring manager.
- Provided regular update reports to the data and monitoring manager.
- Updated and maintained M&E files.
- Reviewed data for accuracy, completeness, and consistency.
- Updated and maintained databases information.
- Provided data for internal and external progress reports.
- Received project beneficiaries' data to database in closed coordination with the program date and monitoring manager.
- Ensured data accuracy and provide correct data in an efficient and effective way for further deed.

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

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

**Duty Station:** **District Hangu, Peshawar, Pakistan.**

**Work Description:**

- Managed the education project field staff.
- Prepared training materials for the training prepared need list, attendance sheet, agenda and other training related documents.

- Prepared and shared training reports with Top management and for effectiveness of the training took the pre-test and post-tests.
- Managed and implemented education projects activities, budget and project documentation and ensured project quality.
- Shared regular progress reports to main office and updated stakeholders.
- Ensured capacity building of education project staff for the implementation education project related to primary learners.
- Supported education team and line manager in the implementation of the education project.
- Coordinated the recruitments, contracts, payments process of the teachers.
- Did community mobilization and engaged the community in activities, established association at the community level.
- Monitored classes and provided needed advisory for better implementation.
- Prepared training materials for trainings.
- 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.
- Ensured schools equipment is kept in optimum working order, through correct usage and periodic maintenance
- Assisted in preparation, collection, approval and forwarding of timesheets teachers and head teachers to Head office.
- Accessed to the main problems faced children in community and Schools level.
- Any other task as assigned by SMT and education Specialist.

## **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 01-November, 2008 until 30- November, 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 October29, 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 Gerga, 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 -1<sup>st</sup> to Grade -6<sup>th</sup>) under GTZ - BEFARe in Sub- Center Hangu Peshawar, Pakistan.

## LINGUISTIC PROFICIENCY

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

## GENERAL COMPUTER SKILLS

Using Computer (MS office package) and other office related equipment's like Basic Office Management, Internet and outlook, Using MIS system, Using Database system, Using Kobo system, Using Codan, GPS system, 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**

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I have received appreciation letters from the Senate of Afghanistan, from the Atos Consulting Ltd, from the UK-Aid (from the British people), form 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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