

Naqibullah Wafa

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Address: Kandahar 11th District –Kandahar- Afghanistan.

Name: Naqibullah Wafa
Father Name: Niamatullah
Date of Birth: 1992-May-12
Place of Birth: Helmand Lashkargah, Afghanistan
Sex: Male
Nationality: Afghan

Objectives:

My overall objective is to serve the needy and deprived people of Afghanistan in a way that I can give full satisfaction to my employer so that I can build up my own skills as well as to earn for a living and to give a real benefit to the organization I would join as an employee.



Education

Baccalaureate:

- 1- Kandahar University of Agriculture Faculty - **Graduated, 2015**
- 2- Major: Agronomy Department. **Percentage 75.9 %**
- 3- High School: Om Habibia Pakistan, Peshawar.



Computer

Computer Diploma:

- 1- DEL Tamadon English Language center Helmand. **Graduated, 2015**
- 2- Computer Diploma Tamadon Computer center Helmand. **Graduated, 2016**

- MS. Windows ,Operating System, MS. Office, Windows XP, 7, 8 and 10,
- A+ Hardware, Microsoft Office, English Typing, Outlook,
- Utility of Internet & E-Mail, Yahoo, Gmail, Other.



Other Skills

- Management of the projects – Kobo Collect- ODK- SCOPE- Leadership
- Excellent written and verbal communication for the Assessment and distribution
- Prepare and conduct trainings and presentations.
- Role of UN Organizations on the DTM Section and KOBO Collect System.



Work Experience

ADB- (Asian Development Bank)

Position- Resettlement officer.

10-Aug-2020 to Dec-30-2021

Duty station: Kandahar, Afghanistan

Main Responsibilities:

Arghandab Integrated Water Resource Development Project (AIWRDP)

- Arghandab Integrated Water Resources Development Project. (Dahla Dam) 2020.
- Implementation and monitoring of LARP
- Specifically, he/she will be responsible for the following tasks,
- as well as affected communal assets and public building;
- Ensure consultations are done with stakeholders
- including private sector and local farmer's
- groups as well as communities, to elicit the views of both male, and female stakeholders,
- information dissemination, including in local languages; and document the discussions from consultative meetings and interviews;
- Ensure that an easily accessible GRM
- (Grievance Redress Mechanism) is established and functional
- Works effectively with diverse colleagues in own and other Divisions and Departments.

CHA- (Coordination Humanitarian Assistances)

Position- Field Data Enumerator - Project of UN-FAO Cash for work.

Job Location Kandahar, Afghanistan

08-Nov-2022 to 08-Aug-2023

Duties and Main Responsibilities:

FAO- Cash for work Project in Kandahar.

- Registration of Beneficiaries in the Kobo Collect system in the Tab.
- Finding poor and orphan people in the area for the Assessment Cash for work.
- Register poor people and asking their poverty.
- Coordination of over assessment team.
- Registration poor and orphan people.
- Working with project staff and project manager for a good assessment.
- Working with governmental sector and nongovernmental sector for a good assessment and taking admission in the needed time.
- Working on the list of the (Migration Department) that it was given to us.
- Asking for the people that they need to help with them.

MgtWell – (MgtWell Consulting service)

Position- Field Data Enumerator - Project of UN-FAO-WFP General Survey for 30 Days.

Job Location: Kandahar, Afghanistan.

01-Oct-2023 to 20-Oct-2023

Major Responsibilities:

- Attend training in the Kabul Star Hotel. FAO-WFP-MgtWell
- Travel to the villages in target districts of Kandahar province on a regular basis.
- Registration of Beneficiaries in the Kobo Collect system in the Tab.
- Data collectors, who will be working in pairs, need to have their own smartphones/tablets to be able to gather and record data in the field.
- Collect research data through surveys and the leading of focus groups.
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects.
- Conduct and record face-to-face interviews with subjects, in accordance with predetermined interview protocol, data collection procedures and documentation standards.
- Summarize interviews.
- Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected.

BRAC- International Organization.

Position- Filed Data Enumerator - Project of (ABADEI-II –UNDP)-Survey 15 days.

Job Location: Kandahar, Afghanistan.

15-Nov-2023 to 29-Nov-2023

Major Responsibilities:

- Attend training in the BRAC office in Aino Meana UNDP-BRAC. ABADEI-II Project in Kandahar Province.
- Vocational Training and Livestock for the 100 beneficiary monitoring/ survey to the Kobo Collect system of UNDP Questionaries'
- Travel to the villages in target districts of Kandahar province on a regular basis.
- Registration of Beneficiaries in the Kobo Collect system in the Tab.
- Data collectors, who will be working in pairs, need to have their own smartphones/tablets to be able to gather and record data in the field.
- Collection and daily reporting of the data to the supervisor after coming back from the survey.

WOPAA- Welfare Organization for people of Afghan Association.

Position- Project Manager- Project of UNDP-NCCSP-LVG Project.

Job Location Kandahar- Afghanistan.

03-Jan-2024 to 03-May-2024

Job Summary:

The Project Manager will work under the direct supervision of Managing Director and will be responsible for planning, coordinating, managing and executing Cash for Work Project. This includes identifying the potential project sites, recruiting and mobilizing the participants, ensuing program compliance with donor requirements, and monitoring project progress and impact. The Project Manager will work closely with local communities and stakeholders to ensure the program meets their needs and is responsive to their feedback. Additionally, the Cash for Work Manager will be responsible for managing program budgets, preparing reports, and liaising with donors and other stakeholders.

IOM - UN Migration.

Position- Data Enumerator DTM/ Flow Monitoring.

19-May-2024 to 24-Aug-2024

Job Location Kandahar Spin Buldak Boarder – Afghanistan.

Identify the right sources of information/target respondents to collect the relevant information required from Flow Monitoring Point and/or Flow Monitoring Survey. Conduct interviews and data collection in the border crossing points according to the operation planning led by the FMP supervisor. Coordinate the flow monitoring survey with the IOM CBRR and DoRR staff in the Border Crossing Points on the daily basis. Conduct data entry of the collected information into the given data entry template or through the assigned mobile application in the case of mobile data collection being used to assure the accuracy of the data encoded. Ensure the quality of the information collected by systematically verifying and correcting the questionnaire/form at the end of the interview/registration Liaise and build a good relationship with different data sources in the border crossing points, including but not limited to various humanitarian partners, INGOs and governmental partners. Inform the FMP Supervisor of the sudden returnees flow. Report on a daily basis on the activities conducted and the realities/issues encountered to the FMP Supervisor and make.

AURC- (Aryana Unity Rehabilitation Council)

Position- Social Safeguard officer: Project of UN- WFP

05-Nov-2019 to 30-June-2020

Duties and Main Responsibilities:

- ✓ Finding poor and orphan people in the area for the Assessment.
- ✓ Register poor people and asking their poverty.
- ✓ Coordination of over assessment team.
- ✓ Registration poor and orphan people.
- ✓ Working with project staff and project manager for a good assessment.
- ✓ Working with governmental sector and nongovernmental sector for a good assessment and taking admission in the needed time.
- ✓ Working on the list of the (Migration Department) that it was given to us.
- ✓ Asking for the people that they need to help with them.
- ✓ Finding IDPs and Returnees families and help with them
- ✓ Identify the right sources of information/target respondent to collect relevant information required from Flow Monitoring Point and /or Flow Monitoring Survey.
- ✓ Coordinate the flow monitoring survey with AURC and UNWFP staff in the area on the daily basis.
- ✓ Participate and monitor or observe board of inquiries and/or investigations when required.
- ✓ Conduct data entry of the collected information into the given data entry template or through the assigned mobile application in the case of mobile data collection being used to assure the accuracy of the data encoded.

AURC- (Aryana Unity Rehabilitation Council)

Position- Scope officer –Project of UN- WFP

06-Jan-2019 to 30-June-2019

Kandahar, Afghanistan.

Main Responsibilities:

- Scope Registration biometric and daily report uploading data to WFP Scope System every day.
- Coordinate the flow monitoring survey with AURC and UN-WFP staff in the office on the daily basis.
- Participate and monitor or observe board of inquiries and/or investigations when required.
- Conduct data entry of the collected information into the given data entry template or through the assigned in the Scope system.
- Ensure of the quality of the information collected by systematically verify and correct the questionnaire/form at the end of the interview/registration.
- Prepare and submit monthly plans and reports through e-mails to the AURC/ WFP office.
- Full 12 months experience **SCOPE** Registration and biometric Daily report and uploading data to WFP Scope System. Working on the list of the (Migration Department) that it was given to us.
- Registration poor and orphan people. Registration poor and orphan people.

AURC- (Aryana Unity Rehabilitation Council)

Position- Program Manager –Project of UN- WFP

01-Jan-2018 to 31-Dec-2018

Job Location-Kandahar, Afghanistan.

Main Responsibilities:

Plan and organize the project resources to achieve the project intended objectives.

Work closely with local communities and stakeholders to ensure the program meets their needs and is responsive to their feedback.

Coordinate all the project activities with relevant government authorities, donor agency and other stakeholders.

Ensure every phase of the project implementation is in compliance with the project scope of work and the Cash for Work standard operating procedure. Additional responsible to ensure compliance with all relevant laws, regulations, and policies related to the program.

Prepare regular reports on program progress, impact, and financial status for donors, stakeholders, and management.

Ensure all cash for work activities are conducted within specified timeline, allocated budget, quality and the other resources allocated for the project activities. Build the capacity of program staff and participants through training and mentoring.

DELTA- (Development, Education Learning and training Association)

Position- Program Manager- Project of IRD-KFZ Kandahar Food Zone.

Job Location Kandahar, Afghanistan

05-March-2014 to 31-Dec-2015

Main Responsibilities:

- program Manager for /Greenhouse Specialist IRD-KFZ Project
- (05-June-2014 to 31-December-2015)
- DELTA (Development Education Learning and Training Association),
- Formers Capacity Development Training and Establishment of Greenhouses Project from IRD-KFZ in Maiwand District of Kandahar Province.

Supervisor – NCPC- Ezatullah Khawaja Construction & Production of Construction

Material.

Job location -Kandahar, Afghanistan

02-Aug-2016 to 11-Feb-2017

Supervisor for 205 Atal Afghan Army Crops

Employed by Niamatullah Khawaja Construction & Production of Construction Material Company (NCPC) as Supervisor for Ministry of Defense (MOD) 205 Atal Crops ANA Projects in Kandahar.

Logistics officer – NCPC- Ezatullah Khawaja Construction & Production of Construction Material.

Job Location Maza re- Sharif, Afghanistan

27-March-2017 to 29-June-2017

Logistic officer for Ministry of Defense (MOD) 209 Shah Heen Crops ANA Projects

Maza re- Sharif.

Employed by Ezatullah Khawaja Construction & Production of Construction Material Company (NCPC) as Logistic officer for Ministry of Defense (MOD) 209 shah Heen Crops ANA Projects in Maza re- Sharif.

I, Naqibullah Wafa, hereby declare that the information contained is true and correct to the best of my knowledge and belief.

Signature

Naqibullah Wafa



References:

ADB- Asian Development Bank Reference:

Name of Direct Supervisor: Mohammad Bahram Monib.

Position: Project manager.

Email Address: (m_bahram_2000@yahoo.com)

Phone Number: (+93790905043)

IOM UN Migration- Reference:

Name of Direct Supervisor: Mohammad Hassan Kazimi

Position: Head of Program of DTM- IOM

Email Address: (mhkazimi@iom.int)

Phone Number: (+930778838821)

WOPAA Organization Reference:

Name of Direct Supervisor:

Position: Director of WOPAA Organization.

Email Address: (Wopa_af@yahoo.com)

Phone Number: (+93700302470)

BRAC – International Organization Reference:

Name of Direct Supervisor: Sayed Mujtaba Sediqi

Position: HR and Admin Finance

Email Address: mujtaba.sediqi@brac.net

Phone Number: (+93787201055)

AURC Organization Reference:

Name of Direct Supervisor: Bashir Ahmad Hamidi

Position: HR officer

Email Address: Aryana.aurc@gmail.com

Phone Number: (+93700301671)

DELTA Organization Reference:

Name of Direct Supervisor: Gulam Nabi Rashidi

Position: HR officer

Email Address: info@delta.org.af

Phone Number: (+93700306856)

CHA - Organization Reference:

Name of Direct Supervisor: Mohammad Qahir Barakzai

Position: HR officer

Email Address: admin-Kandahar@cha-net.org

Phone Number: (+93700308470)

NCPC- Construction Company Reference:

Name of Direct Supervisor: Ezatullah Khawaja

Position: HR officer

Email Address: Ezat.ncpc2009@gmail.com

Phone Number: (+93783800312)

MgtWell Consultancy Reference:

Name of Direct Supervisor:

Position: HR Department of MgtWell

Email Dress: Vacancies @mgtwell.com

Phone Number: (+93784318888)