

Cover Letter

Date: 29-05-2022

Syed Imran Lodin,

Details-Oriented worker with more than 6 years of Training and human potential development experiences.

Respected HR department,

Re: (Community Mobilizer /Assessors, Vacancy # 21606-04)

I am writing to you to apply for the position of **Community Mobilizer /Assessors** your esteemed organization. Since earning a bachelor of Law and political Science from Nangarhar University, Jalalabad, I have worked for over 10 years as community mobilizer, facilitator, mentor and reporter with National and International Organization. It is my goal to secure a position with a reputable organization where I can put my education, training, and skills to good use and this job would be the perfect opportunity to accomplish that objective. A quick snapshot of my key skills and areas of expertise:

- Excelling as a Community Support Specialist with the national and International NGOs and public sector for different social impact projects, identifying appropriate community resources and services, conducting in-home visits, and providing referrals in areas such as total sanitation and hygiene assistance.
- Following up with TDR- ADALAT project participants, educating them on post-procedure tasks and facilitating the practice of reducing harm practices and improvement of Jirga mechanism and resolution long-standing disputes.
- effective Communication, Interpersonal and Coordination and IT skills
- The ability to get on with people at all levels and influence them.
- Strong problem-solving and creative skills.
- Computer skills (MS Windows, MS. office Professional, G and Knowledge of Multimedia)

Community mobilization, managing social impact projects is my passion and training, coaching and leading are my daily activities. Moreover, I am sincere, honest, dedicated, and self-achiever. I am also extremely dedicated to completing each project on or before the deadline which has helped to make your organization good well. A comprehensive look at my educational background, work history, and skills relevant to this position are detailed in my resume. I am confident that you will agree with my credentials to match the need of your organization. You can contact me for an interview by calling +93700-62 42 00 and I look forward to meeting with you to discuss this position in more detail.

Sincerely yours,

Sayed Imran lodin

Curriculum Vitae

Sayed Imran “Lodin”

Kama District, Nangarhar, Afghanistan

Cell #: +93(0)786-60 42 13 & +93(0)700-62 42 00

E-mail: simranlodin@yahoo.com

PERSONAL INFORMATION

Father Name:

Date of Birth : 1981

Place of Birth : Kandi village, Kama district, Nangarhar

Gender : Male

Nationality : Afghan

Marital Status : Married

Permanent & Present Address: Kandi village, Kama district, Nangarhar.

KEY JOB RELATED SKILLS

- Proven work experience in the field of community mobilization and assessment, project facilitation, mentorship, training and reporter.
- Effective Communication, Coordination and IT skills
- Effective Leadership and Team working skills
- Monitoring and Evaluation skills
- The ability to get on with people at all levels and influence them.
- Strong problem-solving and creative skills.
- An ability to stay calm under pressure and keep to deadlines.
- Translation skills (Pashto to Hindi and Vice verse)
- Interviewing & Investigating skills
- Public Relationship Management
- Experience of data collection and entry
- Computer skills (MS Windows, MS. office Professional, G and Knowledge of Multimedia)

ACADEMIC QUALIFICATIONS

LL.B. (Bachelors in Law and Political Science)

Nangarhar University, Nangarhar, Afghanistan Sep 2003 – Sep 2007

Baccalaureate (High School)

Ahdad High School, Peshawar, Pakistan Jun 2002

English Advanced Levels

English Language programs: at Ghairat English Language Center (Level three) Peshawar Pakistan 1995

TRAINING AND WORKSHOP ATTENDED

1. Completed the EPI Vaccinators Training Course from (SRCS) Saudi Red Crescent Society Peshawar Pakistan.
2. MS Office, MS PowerPoint, MS Excell, MS Windows from Abid Khogyani Educational Institute, Nangarhar, Afghanistan 2006
3. Completed Initial (CHW) Community Health Worker Training Course from (IMC) International Medical Corps Peshawar Pakistan.
4. Participated in City Profile Consultation Workshop.
5. Completed Advanced Continuing Legal Education for Afghanistan, by JSSP in 2012
6. Civic Education and Awareness Training, by AWN in 2013
7. Workshop on Family Law and Defense Lawyer by USAID in 2013

CAREER HISTORY

Position: Social Mobilizer/Behavior Change Officer

Employer: Society for sustainable Development of Afghanistan (SSDA),

Date: December 2021– Up to now

Duties & Responsibilities:

- Developing and strengthen monitoring
- Ensuring overall quality triggering, post triggering and community mobilization work;
- Identification and selection of partner communities.
- Introducing of the project in activities to the targeted communities.
- Mobilize the community and facilitate formation of village committees, FHAGs, Natural leaders.
- carry out Household vulnerability Assessment and Risk Assessment in the target communities.
- Identify the areas for plantation and develop protection and plantation plans with consultation of local communities and concern forest department.
- Facilitate committees in development of CLTS plans, for communities.
- Training and awareness rising of Hygiene and sanitation related deices.
- Maintain and update filing system and record keeping.
- Facilitate in gender mainstreaming at community level.
- Prepare case studies of project interventions for impact monitoring
- Performing other duties as required;
- Reporting and coordination

Position: Program “Mobilizer, Surveyor, Facilitator and Reporter” Officer

Employer: The Liaison office

Date: Sep 2017 – November 2022

Duties & Responsibilities:

This project under The Liaison Office and funded by Cheechi and USAID and has been implementing across Afghanistan and particularly the following regions South East, east and North and South regions is designed to achieve the following goals and objectives first goals is Traditional disputed resolution, secondly making coordination between formal and informal justice, and lastly access to justice

Duties and Responsibilities

- Data collection at district and provincial level for district and province Assessment.
- Travel to district in order to provide technical and logistical support to Regional Justice Advisor, as well as monitoring and oversight of District field teams
- Facilitation with trainer during training time
- Assist TLO and ADALAT staff in field visit
- Consult with (male and female) traditional justice actors including: tribal elders, religious leaders, local government officials, and other community leaders.
- Assist Afghan community members (both women and men) in accessing justice.
- Organize and oversee various trainings and discussion sessions for (female and male) traditional justice actors, tribal elders, religious leaders, local government officials, and other community leaders.
- Provide translation and interpretation services to the Regional Manager.
- Assist the Regional Manager in identifying trainers both from local NGOs and state justice actors.
- Assist the Regional Manager in liaising with the international community, local NGOs and government actors.
- Assist the local leadership (government and community- based) in scheduling matters for resolution in both the traditional and state justice mechanisms.
- Support women role in community justice processes and Conduct interviews with state and not state justice actors
- Prepare list of justice actors and community leaders
- Translate interviews Pashto Dari into English
- Facilitate discussion and coordination meeting and Arrange provisional district and regional meetings
- Write reports and coordination

Position: District Field Coordinator

Employer: Independent Election Commission (IEC) of Afghanistan

Date: From Feb 2014 till Jul 2015

Duties & Responsibilities:

Major Duties And Responsibilities:

- Prepared weekly, monthly, semi-annually and annual narrative as well as financial reports concerning provincial conduct whatsoever in three languages (English, Dari and Pashto) and sent them to main office in Kabul.
- Conducted public awareness outreach activities by getting together influential individuals from different parts of Laghman and sensitized them on election process of Afghanistan
- Conducted coordination meetings with various government and non-government representatives, briefed them on our activities and shared feedback on grassroots level.
- Provided day to day oversight and support to IECC's provincial office in Laghman by constantly overseeing the staff's activities.
- Received and registered complaints into the database concerning electoral irregularities regarding both in parliamentary and presidential elections.
- Held coordination meetings with zonal electoral representatives in Jalalabad and shared our experience and challenges faced during day to day work.
- Coordinated with Kabul through regular reporting resulting from critical analysis and assessment of provincial situation.
- Maintained both in electronic and hard versions all local staff personnel files and other human resources related documents.

Position: Legal Advisor- Vice President of AWN in Jalalabad

Employer: I Afghan Women's Network (AWN) - Global Rights: Partners for Justice

Date: *Jan 2011 till Mar 2014*

Duties & Responsibilities:

Major Duties and Responsibilities:

- Conducted legal awareness outreach trips in almost all of Nangarhar's 22 districts and taught important legal concepts to participants, such as second chapter of the Constitution, Inheritance Rights, Family Law, Property Law, How to Proceed with a Family Law Related Case, and so on.
- Coordinated with different stakeholders such as Huqooq department, family law court, provincial prosecution office and local NGOs working in legal sphere on monthly and quarterly basis.
- Defended vulnerable and poor family court clients, especially women in front of provincial family court and Huqooq department.
- Provided brief orientation to newly hired defense attorneys in the province on how the lawyering works in Afghanistan.
- Organized provincial meetings between AWN and other NGOs and government entities in Jalalabad.
- Provided narrative report to our main office in Kabul
- Provided monthly and quarterly activity as well as financial reports to our donor organization, Global Rights:

Partners for Justice.

- Ensured that the donor agency's reporting criteria have been taken into consideration while reporting.
- Performed any other task required by upper management.

OTHER POSTIONS HELD

- *Provincial Commissioner with Independent Electoral Complaints Commission (IECC) –Laghman*
From May 2010 till Dec 2010
- **Project Assistant with Justice for All Organization (JFAO)** *From Apr 2009- Feb 2010*
- **Program officer with Saudi Red Crescent Society** *From Feb 2008 till Feb 2009*

REWARDS AND MEMBERSHIP

- Good performance Apparition Certificate from TLO, ADALAT project
- **Bar Membership with** Afghanistan Independent Bar Association (AIBA), Kabul, admitted 2014

LANAGUGES

Native language: Pashto

Language	Reading	Writing	Speaking	Listening
English	Very Good	Very Good	Very Good	Very Good
Dari	Excellent	Excellent	Excellent	Excellent

REFERENCES

References will be provided upon request.