

Muhammad Usman Khan

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OBJECTIVE

Program Specialist

SYNOPSIS

- About nine years of working experience in project management and community development
- Diversified experience of social and human development
- Significant experience in programme management and M&E
- Specialist in donor and vendor engagement and management to ensure effective communication and synchronization on funding related matters and the finest use of resources available
- Over four years of specialised experience in rural development and under privileged areas
- Experience of working with international organisations including non-governmental and profiting organizations
- Ability to analyse and develop project proposals and have skills to execute them even in critically demanding situations
- Self-motivated, able to prioritize and handle multiple tasks in a heavy workload environment

SKILL SET

- Training Development & Delivery
- Project Proposal Writing
- Project Management & Budgeting
- Donors / Vendors Engagement and Management
- Monitoring & Evaluation
- Report Writing
- Preparing Case Study
- Presentation & Communication
- Preparing Press Releases
- Public Relations
- Computing

WORK EXPERIENCE

Citizenship & Academic (K-12) Program Executive
Microsoft Pakistan

Dec, 2009 - present

Responsibilities:

- Responsible to create awareness about company's CSR (Corporate Social responsibility) initiatives among community, NGOs/INGOs through conducting workshops and seminars.
- Responsible for successful implementation of "Employability Portal" for youth in Pakistan which involves coordination and creating partnerships with NGOs, INGOs, Donors, Public sector, Private & Public Universities.
- Responsible to identify the country priorities and aligning them with business opportunities.
- Coordinating with Ministries and trying to build a relationship with decision makers to help sales team in developing business strategy
- Responsible to run CTSP (Community Technology Skills Program) for young individuals with provincial Governments through NGOs.
- Responsible for identifying the key areas for donor interest and engaging them in CSR initiatives of company by linking them with country priorities
- Liable to Collate and communicate timely reports on programme matters for common concern of company and donors.
- Responsible for identifying and linking donor agencies with NGOs/INGOs working for ICT development in under privileged areas.
- Designing and conducting capacity building trainings for employees of NGOs and Government Departments
- Responsible to organize NGO Connection Days to bring NGOs at one plat forum to promote national interest towards IT literacy and to set a plan for Millennium Development Goal to reach 1 billion people with message of IT by 2015
- Responsible for successful completion of Internet Safety & Security Campaigns throughout the country to

create awareness among educators and parents. The ultimate goal of the campaign is to increase market share of internet explorer and reach of Microsoft teaching tools to the community.

- Preparing and submitting consolidated reports in the system based on the updates coming from implementing partners for Different projects
- Responsible for preparing Press Releases to highlight company initiatives and drive perception and Image Goal through media
- Focal person to respond queries from NGOs and community regarding Company's CSR Policy.
- Responsible to review the project proposals submitted by NGOs and Ministries and to provide guidance to make them more practical.
- Responsible to organize Employee Volunteer Days where employees do social works like teaching orphan children, establishing computer labs for under privileged areas.
- Responsible to lead strategic forecasting, change practices, results-based management and reporting , implementation oversight and monitoring & evaluation of development projects
- Responsible for running PiL (Partners in Learning) education program of Microsoft for K-12. Creating awareness among teachers about Microsoft tools and their use. Organizing Innovative Education Forum where teachers from all over Pakistan present their efforts to integrate ICT with their respective subjects.

Social Protection Coordinator
United Nations Development Program (UNDP)

Feb 2008 – Nov 2009

Responsibilities:

- Focal point on Social Protection for communities from districts Poonch & Sudhnoti and was responsible to coordinate with relevant Line Departments and NGOs towards implementation of the ERRA Social Protection Strategy, including policy recommendations for vulnerable groups (free access to education, healthcare, rehabilitation facilities, etc.)
- Responsible to coordinate and disseminate information with Social Welfare Department, NGOs and CBOs on Social Protection initiatives for vulnerable groups.
- Focal person to provide advice and technical assistance in different departments of ERRA, SERRA and DRU for social concerns.
- Responsible to prepare project proposals to address the needs of vulnerable groups keeping ground realities and their problems in view.
- Responsible to develop and deliver capacity building trainings for the staff of NGOs, UN Agencies, local communities and line departments
- Coordinating with District Offices for record-keeping of NGOs working in the District, with mapping of what services are being provided and what are the comparative strengths and weaknesses of the different actors to reach all deserving communities and to avoid duplication of services
- Established "Social Protection working Group " to provide a platform to NGOs/INGOs, UN Agencies and CBOs for sharing and coordinating their efforts for vulnerable communities in their respective Union Councils
- Responsible to design and manage the evaluation processes for multiple donors in light of Project policy, monitoring and management
- Using Project management techniques to identify and provide solution to the social issues.
- Conducted research with analysis and data about women contribution to the economic growth and organized workshops and seminars about the women economic empowerment.
- Developed a project proposal for "Bringing the Out of School Children Back to Schools" and implemented it with involvement of Social Welfare Department and other donor agencies and local nonprofit organizations.
- Generated advocacy and visibility products like films, web stories, State of the vulnerable Children Report 2012, progress reports, ppts, briefing notes, talking points, editorials, etc. Initiated weekly media analysis, political analysis.

Social Mobilization Specialist
UN-HABITAT

April 2007 – Jan 2008

Responsibilities:

- Leading the Social Mobilization Team in District Bagh (AJK).
- Involved in developing strategies for earthquake resistant construction for affected areas.
- Participated in implementation of earthquake resistant techniques by mobilizing community through trainings and workshops.

- Designed capacity building trainings on safer reconstruction and rehabilitation and then delivered to the COs (Community Organizations) and partner organizations. I was responsible for funds management, procurement and training management.
- Responsible to monitor the ongoing field activities to meet the deadlines and for quality assurance.
- Responsible to coordinate with all the staff (Operations, Social Mobilization, Technical and Media) in HRC (Housing Reconstruction Center) to get data for preparing a consolidated weekly report.
- Responsible to identify and analyze the problems and needs of the community for reconstruction and preparing new proposals based on them.
- Responsible to maintain close and active connection with donors in the course of project implementation
- Responsible to extract lessons learnt, share knowledge and disseminate good practices and formulate recommendations to improve M & E.
- Performed the additional role of “Area Coordinator” to organize meetings for all the implementing partners, NGOs and UN Agencies working in district Bagh to share the progress and was responsible to prepare the meeting minutes to circulate with participants.
- Responsible to prepare weekly work plan of HRC with respect to targets and deadlines.
- Prepared case studies to share with donors to draw their attention towards real need of people.

Project Officer

Sep 2003 – March 2007

National Health Policy Unit (A Joint venture of Ministry of Health Pakistan & DFID)

Responsibilities:

- Responsible to analyze the medical needs of the community particularly in remote areas
- Focal person for conducting survey on maternal mortality rate and infant mortality rate in under privileged areas and mobilized community to actively participate in this survey
- Responsible to consolidate data gathered from field to prepare the reports for donors
- Assisted Chief of the Unit in implementation of the project by involving local NGOs.
- Focal person on behalf of the unit during implementation of the project activities in the Punjab Province and provide institutional backstopping.
- Coordinated with Provincial health departments as well as relevant district governments for project implementation as in the conduct of Provincial Steering Committee meetings, besides subsequent follow up.
- Coordinated with the District Governments and Union Administrations in the pilot districts for ensuring smooth functioning of other project activities.
- Assisted National Project Manager (NPM) and other project bodies in procurement of services for implementation of project activities.
- Responsible to ensure proper monitoring and quality of output of the consultants hired for performing assigned tasks in the respective provinces.
- Ensured that finance department is informed of all donor related information affecting the programme in order to carry out their Monitoring and Evaluation compulsions
- Acted as focal person for data collection about all monitoring indicators developed for the project in the respective provinces
- Responsible to make the budgeting and arrangements for the workshops with coordination of doctors

Lecturer

Jan 2004- Aug 2006

Preston University, Islamabad

Responsibilities:

- Working with Preston University as visiting faculty member (lecturer) for teaching bachelor and master level students.
- Responsible to prepare lesson plan for my subjects.
- Taught Basic Management, Organizational Communication to students of bachelor and masters.
- Responsible to evaluate students and to prepare examination papers.
- Designing brochures to be used during marketing campaigns

Other Projects

Title: Economic Advancement of Women through Capacity Building

Apr 2008 – Oct 2009

Role: Developed and implemented this project with collaboration of ERRA Gender Team and Local Social Welfare Department in District Poonch.

Title: Orphan & Vulnerable Children Support Project

July 2008 – Jan 2010

Role: I developed and implemented this project with collaboration of ERRA Social Protection Cell, Social Welfare Department and Child Protection Unit in Districts Poonch & Sudhnoti

OTHER SOCIAL WORK

- **Founder Member of Young Welfare Blood Donor Association .**
- **Fund Raising for Abandoned Children**

EDUCATION

Bachelor in Sciences & Information Technology {BS (IT)}
Arid Agriculture University, Rawalpindi

Jan 2002 – Dec 2006

SHORT COURSES/ WORKSHOPS ATTENDED:

- **Securing Shape the Future Deals**, July 2012 by Microsoft
- **Corporate Social Responsibility Indicators**, Jan 2010 by Microsoft
- **Synergizing Performance**, Dec 2009, a short course by Microsoft Pakistan
- **Gender Awareness and Training Workshop**, June 2009 by ERRA & UNIFEM
- **Project Management Training**, Jan 2008 by UN-Habitat
- **Monitoring & Evaluation Training**, April 2009 by UNDP

Achievements

Was announced as “Best Employee of the Year” in 2004 & 2006 by National Health Policy Unit

Was announced as the “Innovative Community Councillor” by Social Welfare Ministry – AJK in 2008

Won the award for “Outstanding Contribution for Employee Engagement” in Middle East & Africa region in 2010 by Microsoft

Was announced “Best Community Affair Executive’ in NEPA in 2010 by Microsoft

Computing:

Microsoft Office Suite; MS Word, Excel, Power Point, Access, Outlook and Internet

Languages:

English: Read: Fluent, Speak/Write: Fluent

Urdu/Hindi: Speak: Fluent