**Curriculum Vita (CV)**

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| Name: | Anber  |
| Present address: | Jalalabad city, Nangarhar Province |
| Nationality | Afghan |
| Marital status | Married |
| Sex. | Male |
| Email Add. | **Anber.375650@2freemail.com** |

**Of Dr. Anber**

**Professional Profile and Key Skills:**

* Highly organized, tenacious and able to handle roles of responsibility producing results, with a positive attitude.
* Strong problem solving skill; common sense to carry out instructions.
* Able to handle multiple assignments under high pressure and meet tight deadlines.
* Professional appearance and strong work ethic.
* Excellent written, oral, interpersonal communication and training skills.
* Prefer working in a challenging environment.
* Now looking for an opportunity to apply skills/experience with maximum effect in a challenging environment.
* Managerial skill
* Technical skill
* Budgeting skill

**Education Background:**

1973-1979 Graduated from faculty of Veterinary Medicine/ Science of Kabul University.

1967-1973 Graduated from Abni Sina high School Kabul Province, Afghanistan

 1961-1967 Graduated from Primary School of Papen, Nangarhar province, Afghanistan

**trainings and short courses:**

**1/09/1980 to 28/02/1981:**

Veterinary’s Science training and management course fellowship in Bulgaria and Hungary countries. This fellowship was facilitated by the Food and Agriculture Organization (UNFAO). All-important subjects of Veterinary Medicine and management subjects were studied over there.

**23/09/1997 to 13/12/1997:**

Animal Health and Livestock Production Improvement Methods (PIHAM) course with FAO. In this course I learned some important methods and techniques to make better relationship with framers and community. By this course the Veterinary staff will be able to better approach of the farmers. The farmers will be benefited very well through conducting this method. With learning this method it is possible to work with community easily in each field situation.

**20/1/2003 to 22/1/2003:**

I have attended the 3 days’ training Seminar in *Advanced Participation Methods* with Mercy Corps (MC) component.

The subjects of this course were extension techniques regarding delivery of services to community.

**Year 2003:**

I have attended the 3 days’ training course (17-19 November 2003) of Social Organizer 1 (SO1) with DACAAR international NGO in Kabul.

**Year 2004:**

I have attended the 5 days’ Basic Development Training Course, from 11-15 July 2004 by DACAAR in Kabul.

I have attended the 3 days’ course of Developing Management with DACAAR international NGO.

**Year 2005**

1- I have attended the Advanced Management Training course from 1-5 May 2005 by MDI (Management Development Institute) in Kabul

2- I have attended the 2-3 days’ course of gender subjects in Kabul

**Year 2006**

I have attended the 3 days’ Gender training course from 26-28 March 2006 by Afghan Institute of Training and Management (AITM) in Kabul.

I have attended the 2 days’ training course of family planning in Kabul.

I have attended the 4- 5 days’ Participatory Rural Appraisal Training course from 12-16 November 2006 by DACAAR in Kabul.

**Year 2010**:

I have attended the 3 days’ Training Methodology course regarding TOT (Training of Trainers) by FAO.

**Year 2011:**

1- I have attended the Community Mobilization Part 1 training course from 17-20/2011 in Takhar province through Mercy Corps.

2- I have attended the 4 days’ Management Training course from 2-5 May 2011 by Mercy corps in Takhar.

3- I have attended the one day workshop regarding Code of Conduct /NGOs law and SPHERE Standards on 19/12 2011.

**Year 2012:**

1- I have attended the 5 days training course for Program Management from 23-29/2012 by Mercy corps in Kabul.

**2**- I have attended PMD Pro Level 1 Training Online Course in Management Subjects by Mercy Corps.

3- I have attended the 3 days’ management and gender training course from 04-07/2012 in Takhar Province by Mercy corps

**EMPLOYMENT EXPERIENCE**

**National Animal Health Livestock Expert**

**FOOD and Agriculture Organization UNFAO**

**Jalalabad office, Afghanistan.**

**From 01/July/2015 – up to 18/Nov/2017**

**Responsibilities:**

1. Be responsible jointly with the other field officers to design awareness material and submit it to the approval of the National Project Coordinator and International Chief Technical Advisor.
2. Be responsible for preparing the training modules to be delivered to district and field veterinarians and Para-veterinarians related to the implementation of the vaccination component of the project;
3. Be the trainer for those activities mentioned above and included in the training modules with specific reference to those which will carried out in designated provinces;
4. Ensure that the technical specifications for the procurement to be finalized for the laboratory component to be delivered at designated province (equipment, diagnostic kits, consumables, etc.) is appropriate and consistent with project objectives;
5. Ensure timely delivery of project inputs with specific reference to those addressing the vaccine and vaccine storage;
6. Work in close collaboration with the other field officers to design serological surveys and post-vaccination monitoring surveys;
7. Be directly responsible in close collaboration with the field officer (epidemiology component) to design field studies aimed at evaluating the efficacy and performances of animals subjected to the preventive vaccination program.
8. Monitor project activities, ensure adherence to the work plan timeframe and make recommendations to the National Project Coordinator for any required procedures and changes to the project;
9. Provide to the National Project Coordinator monthly and other reports as necessary;
10. Liaise closely with the filed officers to ensure that a good coordination mechanism is maintained;
11. Participate in regional training workshops as appropriate;
12. Prepare annual work-plans for being submitted to the National Project Coordinator;
13. Assist as appropriate national authorities in preparing national livestock disease control strategic plans;
14. Work closely with Agriculture and Veterinary Institute (AVI) Dean, Trainers, Students for their capacity building and support.
15. Work with Kochi communities’ through AVI for their awareness regarding important animal diseases.
16. Conducting surveys both through Veterinary Field Units and through AVI students to get necessary data.
17. Selection of hard to reach for FAO involvement and work with related beneficiaries.
18. Preparation of awareness messages and dram to be broadcasted through a local radio.

**Project Manager:**

**Dutch Committee for Afghanistan (DCA) which Funded by Chemonics International/USAID**

**From 16/Nov/2014 – up to 30/June/2015**

**Responsibilities:**

1. Day to day management of project.
2. Monitoring and evaluation of Project.
3. Staff recruitment written examination and interview for their hiring.
4. Field visit of activities.
5. Follow up project budget.
6. Manage the beneficiary training courses and their impact.
7. Preparation of weekly and monthly report and sharing with related persons.
8. Provide technical advice to project beneficiaries, review technical reports and monitor technical activities carried out by responsible parties.
9. Ensure that all agreements with implementing agencies are prepared, negotiated and agreed upon.
10. Ensure the timely submission of work plans, reports, outputs and other deliverables to Program Manager and other related persons.
11. Regularly report to and keep the supervisor up-to-date on project progress and implementation issues.
12. 10- Follow up the financial and procurement issues with related persons.
13. Keep coordination with governmental and stakeholders and attending in coordination meetings with them.
14. Prepares project progress reports and the project final report.
15. 13- Solving the field challenges and problems.
16. 14- Others …..

**Deputy Project Manager**

**Relief International Organization**

**Kabul, Afghanistan**

**22/01/2014 till 15/11/2014:**

1. Assisted Director of Relief International in project budget preparation and its revising.
2. Preparations of monthly reports and submit to organization Director and Project Manager.
3. Monitoring and evaluation of project activities.
4. Preparation of reporting and other related formats for field staff.
5. Follow up budget expenditure and procurement issues with related support staff.
6. Day to day management of planned activities.
7. Attending the governmental and other stakeholders’ coordination meetings.
8. Conducting Field visits to monitoring the activities.
9. Technically support of field staff.
10. Managing selection of field staff for training courses.
11. Participation in staff hiring process.

**Program Manager**

**IDEA NEW/Funded by USAID Implemented by Mercy corps**

**Takhar province, Afghanistan**

**12/04/2011 till 15/11/2013:**

**Responsibilities:**

I was responsible for overall management of Agriculture, Infrastructure and Livestock Projects.

1. Accomplishes human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
2. Monitoring and Evaluation of all program related projects’ activities.
3. Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
4. Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
5. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
6. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
7. Monitoring of multi purposes projects including infrastructure, Agricultural, Livestock projects and give necessary instruction to related staff.
8. Attending the projects inauguration ceremonies and explain the objective of the projects to participants and beneficiaries.
9. Follow up the budget expenditure database and work closely with finance departments.
10. Follow up the procurement process of goods and services to be done on the transparent base.
11. Manage the beneficiary’s selection process according to criteria.

**Deputy Program Manager:**

**12/01/2011 to11/04/2011**

IDEA-NEW Program with Mercy Corps International Organization in Takhar Province of Afghanistan

**Main Responsibilities:**

1. Assist Program Manager in Planning, coordination and managing all program activities in line with the Program implementation plan and performance and related indicators.
2. Support coordination with relevant government agencies and other stakeholders.
3. Develop appropriate community engagement/contribution projects.
4. Closely coordinate all projects related activities with main office and provincial projects Managers.
5. Prepare annual plans for field staff.
6. Manage the managerial and technical trainings to staff.
7. Manage the beneficiaries training courses.
8. Support the M&E unit to monitor and evaluate the program progress through field visits and give necessary instruction for work transparency to field staff, community and other relevant persons.
9. Prepare budget projections and regularly review the budget expenditure with finance manager.
10. Ensure that the project staffs follow the organization policies and procedures in all fields including security, human resources, procurement and finance issues.
11. Support M&E, Infrastructure, Agriculture and Livestock Units Manager regarding smooth implementation of their planned activities.

**Provincial Management Advisor (PMA)**

**Ministry of Agriculture, Irrigation and Livestock**

**Kabul, Afghanistan**

**1/07/2010 till 12/01/2011**

**Responsibilities:**

1. Assist the Provincial Agriculture Director to develop and prepare projects.
2. Initiating plan, project concept and project proposals.
3. Ensure the implementation of MAIL provincial Agricultural development plan.
4. Ensure the physical progress of all Agricultural programs in the respective Province.
5. Ensure inclusion of cross-cutting theme (e.g- Gender) in planning/ implementation activities.
6. Assisted DAIL in developing capacity building plans for the Department of Agricultural Irrigation and Livestock and District Agricultural Department (DADs) staffs.
7. Supervised the Provincial Technical assistance team.
8. Prepared plan for provisions of trainings and workshops to DAIL staffs, on management, process development, procurement, filing and record keeping.
9. Drafted documents required for workshops, trainings and orientation with coordination of PAD.
10. Coordination with related NGOs and getting necessary information regarding their agriculture related projects progress in Farah province.
11. PRT, National and International Organizations and other stake holder at a province.
12. Conducted capacity building trainings for provincial DAIL staffs.

**Animal Health Coordinator:**

**Ministry of Agriculture irrigation and livestock/Avian Influenza Project Funded by World Bank**

**1/10/2007 to 31 March 2010:**

**Responsibilities:**

1. I have worked as Animal Health Coordinator of avian influenza project funded by World Bank and implemented by joint working of: 1- Ministry of Agriculture, Irrigation and Livestock and 2- Ministry of Public Health.
2. I was responsible for the coordination of all avian influenza related issues in poultries and other birds.
3. Preparation of working plans, preparation of goods list with their specification.
4. Preparation of budget sheet.,
5. Follow up of subcontract of MAIL with FAO.
6. Preparing of the project working plan.
7. Timely monthly reporting to World Bank, Ministry of Agriculture, Irrigation and Livestock and other related persons.
8. Monitoring of the activities.
9. Conducting trainings for both male and female staff and beneficiaries.
10. Conducting awareness campaigns.
11. Attending the coordination meetings with other Organizations.

**Animal Husbandry Coordinator**

**DACAAR International NGO**

**Kabul Afghanistan**

**5/10/2003 to 30/9/2007**

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**Responsibilities:**

1. Developing training materials for both male and female staff.
2. To train female community workers; agronomists’ staff of DACAAR and farmers about different important subjects of the animal husbandry including poultries’ subjects.
3. After their training by me they were responsible to train farmers and villages’ women about their trained subjects.
4. I have managed this program in Khawaja Omari district of Ghazni Province, Jaji district of Paktia Province and Alingar and Alishang districts of Laghman province.
5. To monitor field activities.
6. Attend ding coordination meetings with related stakeholders.
7. Preparation of awareness messages to be shared with community beneficiaries.
8. I have analyzed- summarized and computerized the field staff reports and submitted it to RDP (Rural Development Program) Section Head and RDP Program Manager on time.
9. Preparation of work plan.
10. Attending community based meetings and explanation to objective and activities.
11. Assisting the section head regarding preparation of budget sheet.

**Provincial Coordinator of Helmand Province**

**MC international NGO**

**1/3/2003 – 5/10/2003:**

**Responsibilities:**

1. I was responsible for management, training of the Veterinary Field Units staff.
2. I have monitored and evaluated the VFUs activities.
3. I have collected the VFUs’ monthly activities progress reports and review it.
4. I have submitted the VFUs summarized and computerizing to the Project Manager.
5. I have attended the coordinated meetings with stakeholders.
6. I have assisted the project manager regarding the project financial subjects.

**Provincial Coordinator**

**Mercy Corps**

**3/3/ 2002 to 1/3 /2003**

**Responsibilities:**

1. I have worked as Provincial Veterinary Coordinator of nine VFUs in nine Districts of Urozgan Province with Mercy Corps (MC), an international NGO.
2. I assisted to coordinate 20 other VFUs in 20 Districts of Kandahar and Helmand Provinces too.
3. Coordination, managing the field activities.
4. Training of relevant staff.
5. I have monitored and evaluated staff activities.
6. I have prepared plan to better implementation of the program according to the proposal.
7. The staffs’ reports have been collected, summarized and after its computerizing have been submitted to the Project Manager.

**Monitoring &Evaluation Officer**

**For 22 Districts**

**Food and Agriculture Organization (UNFAO)**

**1/7/2001-2/3/2002**

**Responsibilities:**

1. I have worked as Monitor of the 22 Veterinary Field Units (VFUs) activities in 22 Districts of Nangarhar, Kunar and Laghman Provinces.
2. I have instructed the staff as technically and administratively while my monitoring.
3. I have collected some necessary samples from some infectious infected animals to be diagnosed in laboratory.
4. I have worked for some animals’ health and livestock related extension works and have explained the importance of veterinary services to communities’ farmers as successfully.
5. I have prepared the monitoring report and shared with UNFAO and others.
6. I have processed the financial issues of VFUs and take action for their monthly payment.
7. I have collected the VFUs monthly reports and their compiled report has been shared with related persons.
8. I have took action for providing necessary goods/ites for field staff.
9. I have technically supported the staff.

**Monitoring &Evaluation Officer**

**10 Districts**

**Food and Agriculture Organization (UNFAO)**

**20/9/2000-30/6/2001**

**Responsibilities:**

1. I have monitored the animal health activities in ten districts of Farah, Helmand and Nemroz Provinces.
2. I have controlled some dangerous animals’ infectious diseases and also some samples for some suspected infectious diseases have been collected and transferred for their diagnosis to Islam Abad on time.
3. I have controlled the Animals ‘Live Markets and slaughter houses regarding some infectious disease.
4. I have prepared the monitoring reports and monthly activities report and shared with FAO related persons on time.
5. I have trained the staff as technically and administratively.
6. I have taken action for processing the staff monthly payment.

**Director of Eastern Veterinary Commission (EVC)**

**Eastern Veterinary Commission (EVC) NGO:**

**1997-30 /6 / 2000:**

**Responsibilities:**

1. I have worked as Director of Eastern Veterinary Commission (EVC) NGO that was funding by FAO.
2. I have managed the assigned activities’ coverage areas were 22 VFUs (Veterinary Field Units) in 22 Districts of Laghman, Nangarhar and Kunar Provinces.
3. I have refreshed staff both technically and administratively and worked for implementation of the program according to the proposal.
4. I have managed all administrative, logistical, procurement, financial and trainings activities of the NGO according to the FAO policy and proposals.
5. I have recruited 70 staff and managed them very well.
6. I have prepared and submitted all activities report (Monthly, Quarterly, Final Narrative and Financial reports) to FAO Livestock Director in Islam Abad.
7. I have supported Jalalabad poultry association according to a subcontract. In that time it was the first poultry association that started the poultry farming system in the eastern zone. It was urgent need for its support and to encourage the member of that association for the poultry farming system development.
8. I have managed the artificial insemination project, which was funded by UNDCP and implemented by EVC/FAO (Eastern Veterinary Commission) NGO.
9. I have used all managerial tools for smooth implementation of planed activities.

**Monitoring &Evaluation Officer**

**Food and Agriculture Organization (UNFAO)**

**1993-1997**

**Responsibilities:**

1. I have monitored the animal health and livestock activities in Nangarhar, Kunar, Laghman, Khost, Ghazni and Kabul provinces.
2. I have managed and monitored the 72 VFUs (Veterinary Field Units) in 72 Districts of Afghanistan.
3. I have trained BVWs (Basic Veterinary Workers) for different villages.
4. I have conducted refresh training course to Veterinarians and Par Veterinarians.
5. I have monitored the VFUs activities in field.
6. I have conducted vaccination campaigns and routine animals’ treatment.
7. I have conducted different veterinary surveys.
8. I have prepared and submitted the monthly, quarterly, annual and final narrative and financial reports of the program to my supervisor.

**In-Charge of** **Veterinary Filed Unit (VFU)**

**Food Agriculture Organization (UNFAO):**

**Kot District**

**1992-1993**

**Responsibilities:**

1. I have done extension works activities to better achievements of veterinary services with community.
2. I have treated the animals against different diseases.
3. I have conducted the seasonal vaccination campaigns.
4. I have prepared timely disease outbreak reports and shared with related persons.
5. I have prepared the monthly progress report and shared with related persons.
6. I have prepared the monthly and annual work plan and followed infield.
7. I have managed the team activities and encouraged them for honestly delivery of veterinary medicine services to livestock owners.

**Doctor of Veterinary Medicine (DVM)**

**With Ministry of Agriculture, Irrigation and Livestock**

**In Heart, Jalabad and Kabul Animal Health Clinics**

**1980-1992:**

**Responsibilities:**

1. I have worked as veterinary professional in animal health clinics and treated the sick animals.
2. I have worked and Veterinary provincial laboratories to diagnose suspected diseases.
3. I have conducted the seasonal and emergency vaccination campaigns.
4. I have worked as a Veterinarian in **Hada’s** Farm of Nangarhar also.
5. I have managed to control the farm animals’ disease with better manner and took timely action for sick animals.
6. I have worked for managing of the large animals and poultry’s farms in the Farm 2 in Nangarhar province of Afghanistan. I was responsible for disease investigation, treatment, vaccination and management of the said animals’ farm.
7. I have taken samples for different infectious disease and examined for the autopsy and bacteriological purposes.

**Community Based Work Experience:**

With considering attending different management and social courses and work with community, I have got experience that how should work with community in different field to convince them and get their trust for implementation of a program. With considering the followings, I have ability to work with community easily and with better manner;

* Though my directly work with having diversity, different type, tribes and culture communities, I know well the tradition, behavior, and attitude of communication and work with them.
* Conducting trainings, workshops, meetings and presentations to community people.
* Attending training courses of managements, PIHAM, Social organizer, human rights, gender, communication and others have improved my knowledge that how should work with community.
* Teaching to female/male community workers, religious and community leaders, Agronomists and extension workers also increased my knowledge that how should work with community.

**Training Experience:**

With considering learning the different methodologies/approaches of trainings and conducting more than 100 trainings, I have got more experience to be a good facilitator in training courses. After conducting trainings, I have distributed the training evaluation formats and requested trainees to write my week and strong points of the training courses. By using such approach from one side I have filled the gaps that were available in the course and from other side with considering the trainees evaluation formats I have found myself a successful trainer.

**Management Experience and Knowledge:**

**A- Management Experience:**

According to my CV, I have worked in different positions (Monitor, coordinator, Director of NGO, Management Advisor, Deputy Project Manager, Project Manager, Deputy Program Manager and Program Manager) that have enhanced my experience in management of implementation the planned activities. I have experience for making projects plans, organizing, staffing, controlling, leading and staffing. I have refreshed staff as technically and administratively and worked for implementation of the program according to the proposal. I have managed all administrative, logistical, procurement, financial and trainings activities of the NGO according to the related organization policy and proposals. I have prepared and submitted all activities reports (Weekly, Monthly, Quarterly, and Final Narrative / Financial reports) to FAO Livestock Director in Islam Abad, His Excellency Minister of Agriculture, Irrigation and Livestock and other senior bosses of different organizations. I have followed-up and managed subcontracts with other organizations too.

I have worked as Provincial Management Advisor for the Directorate of Agriculture and Livestock.

As per my one of my last positions (Program Manager), I was responsible for over-all management of the Program.

**B- Management Knowledge:**

Follow-up of different management courses has enhanced my theory-based knowledge that how should manage a program with better manner. With continuation of management courses I am able to manage implementation any kind of program and take required decision for solving the organization created problems, making plans, lead and implement a project or program as smoothly.

**Computer Skill:**

Ms.word, Ms.Excell, Ms.Power point, preparation of presentation, Internet, using of outlook

**Language Skill:**

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| --- | --- | --- | --- | --- |
| LANGUAGE | Writing | Reading | Understanding | Speaking |
| Pashto | Excellent | Excellent | Excellent | Excellent |
| Dari | Excellent | Excellent | Excellent | Excellent |
| English | Excellent | Excellent | Excellent | Very Good |

**Others skills:**

* Computer Security
* DATA Communication
* Business communication
* Driving
* Translation
* Photocopying