کمیته گزینش کمیسیون های انتخاباتی

دارالانشا

فورم معلوماتی کاندید بهایی کمیسیون انتخابات



شماره فورم: (AOP-426)

اسم و تخلص: ملیحه حسن بنت: غلام حسن

ولایت: کابل ملیت: هزاره

سن: 44 درجه تحصیل: ماستر

قضاوتمل جاوید رشیدی

رئیس کمیته

داکتر عبدالله شفایی

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آدرس دایمی: خانه 169، سرک 9، ناحیه 3، غزنوی مینه (سرای غزنی)، کابل، افغانستان.(عقب سوپرمارکیت فاینست)

تحصیلات:

- اگست 2003 - دسامبر 2005: پوهنتون لاک هیفن، پنسلوانیا، ایالات متحده امریکا، ماستری لیبرال آرتس.
- 1986 - 1991: پوهنځی حقوق و علوم سیاسی، پوهنتون کابل (دیپلوم لسانس).
- **تجارب کاری:**
- سرطان 1390 – تا به حال: کمیشنر، کمیسیون مستقل اصلاحات اداری و خدمات ملکی افغانستان،(دوسال رئیس بورد رسیدگی به شکایات کارکنان خدمات ملکی و بعداً عضو بورد استخدام)
- 1387 تا به حال: استاد دیپارتمنت روابط بین المللی، پوهنځی حقوق و علوم سیاسی، پوهنتون کابل (رتبه علمی پوهنمل)

تدریس مضامین: اصول روابط بین المللی، مسایل سیاسی جهان و تاریخ سیاسی جهان.

- پروگرام افیسر، هیت معاونت ملل متحد UNAMA ، کابل.
- معاون پروژه قضایی و عدلی پروگرام انکشافی ملل متحد UNDP کابل.
- معاون بخش حقوقی کمشنیری ملل متحد در امور مهاجرین UNHCR کابل.
- مشاور لوی څارنوالی (دفتر لوی څارنوال) از طریق پروژه قضایی و عدلی پروگرام انکشافی ملل متحد UNDP کابل.
- معاون بخش حقوقی کمشنیری ملل متحد در امور مهاجرین UNHCR کابل.
- منیجر دفتر کابل سی. اچ .اف (موسسه بین المللی امریکایی. CHF International)
- سوپروایزر پروگرام تعلیمات صحی ای. سی. اف (موسسه بین المللی فرانسوی(ACF)

سایر برنامه های آموزشی:

- جون 2010 - اگست 2010: پوهنتون واشنگتن ستیت، کورس رهبری و ارتباطات استراتیژیک (سرتیفکیت).
- 4 مارچ 2013 - 22 مارچ 2013: وزارت خارجه ایالات متحده امریکا، پروگرام زنان به مثابه رهبران سیاسی و اقتصادی (سرتیفکیت).

(لطفاً برای درک جزئیات وظیفوی به متن انگلیسی سوانح که در ادامه همین متن ذکر است، مراجعه نمایید)

Curriculum Vitae

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Name: Maliha Hassan

Father name: Ghullam Hassan

Nationality: Afghan

Date of Birth: 1971

Permanent Address: House 169, Street 9, Ghanznawei Mina (Sarai Ghazni), District 3, Kabul, Afghanistan

Education:

- August 2003 – December 2005: Master of Liberal Arts, Lock Haven University of Pennsylvania, USA (MA Degree).
- 1986 – 1991: Law & Political Science, Kabul University, Afghanistan (BA Degree).

Employments:

- **June 2011 – present:** Commissioner, Afghanistan Independent Administrative Reform and Civil Service Commission.

  Main Duties:

- Lead a team of legal experts;
- Manage and supervise the resolving of civil servants complains;
- Lead the recruitment process of high grade civil servants;
- Design work producers and monitor the implementation of policies and work procedures of Afghanistan Independent Administrative Reform and Civil Service Commission.

- **2008 – Present:** Associate Professor, Law and Political Science Faculty, Kabul University.

Main Course I taught / instructed:

- Principles of International Relations, World Political Issues and World Political History.
- **February 2007 – March 2009:** Program Officer, United Nations Assistance Mission in Afghanistan (UNAMA)

Main Duties:

- Provide support to effective information management and advocacy of UN activities;
- Provide support to the implementation of the UN resource mobilization/aid coordination-effectiveness efforts;
- Ensure facilitation of knowledge building and management;
- Ensure timely and quality preparation for UN Country Team meetings/events;
- Assist in implementation of the Afghanistan MDG-ANDS campaign in cooperation with the Government;
- Ensure effective and efficient functioning of the Office of the Resident Coordinator.

- **March 2006 – October 2006:** Deputy Program Manager, Justice Program United Nations Development Program(UNDP), Afghanistan

Main Duties:

- Co-ordinate and mange the overall delivery of the program;
- Develop guidelines and procedures for managing of the program;
- Monitor and prepare monthly written work progress updates;
- Co-ordinate resource mobilization efforts within the program;
- Collaborate with the program manager in the preparation of work plans;
- Liaise with other UN agencies, donors, international organizations and Afghanistan's institutions;
- Ensure that the justice project activity are closely co-ordinate with the stakeholders;
- Act on behalf of program manager.

- **August 2005 – February 2006:** Senior Protection Assistant, Protection Unit, United Nations High Commission for Refugees (UNHCR) Branch Office Afghanistan

Main Duties:

- guide, provide technical adivce, assistance and feedback to the professors of law faculty of Kabul university on writing of a manual - Women Rights Manual

- provide consultation, advice and support to women-at-risk cases for women of concern of UNHCR, UNHCR's partners, including authorities and NGOs that working with women-at-risk
- establish and maintain a network of relevant contacts in the area of law (courts, lawyers, ministries, UN-agencies) to co-operate and co-ordinate on legal issues relevant to UNHCR's work

- **June 2004 – December 2004:** Institutional Development Specialist/Consultant, Justice Project, UNDP, Kabul

Main Duties:

- provide guidance and advices for better restructuring and rebuilding of administrative system end technical processes of Attorney General Office of Afghanistan.

- support and prepare proposals for reform and restructuring of institution (Attorney General Office of Afghanistan) under the provisions of the Presidential, Priority Reform and Restructuring Decree.
- conduct an assessment of institution (Attorney General Office of Afghanistan.)
- prepare the overall strategy plan of Attorney General Office.
- support and organize capacity building trainings for staff members of Attorney General Office
- draft the jurisdiction of Attorney General Office of Afghanistan.
- Provide advices and guidance for other issues asked by Attorney General.

- **July 2002 – August 2003:** Protection Assistant, UNHCR Sub Office Kabul.

  Main Duties:

  - recognition and identification of protection concerns of Afghan returnees, and internally displaced people (IDP)
  - provide accurate information of Protection related issues of people of concern of UNHCR
  - receive individual legal claims (cases) of returnees and IDPs and making proper follow-up
  - provide assistance, guidance and advices to individual legal claims
  - conducting interviews with people of concern of UNHCR; (Asylum seekers, Returnees and IDPs

- provide information on the legal system of Afghanistan and its laws
- report (written and verbal) of all activities to head of office.
- collaboration with NGO's, UN agenesis and governmental organs and other related parties who were involved of protection activities
- collaboration with other staff members particularly field unites
- participation in general meetings and chairing of protection meetings

- **February 2002 – July 2002:** Office Manager, C.H.F International, Kabul

  Main Duties:

  - manage the overall activities of the office
  - supervision of staff and providing guidance to staff members
  - develop and write job descriptions
  - staff recruitment and follow up of the whole recruitment procedures
  - identifying of office needs
  - monitoring of daily activities of staff within the office.
  - reporting to head of office by daily basis.

- **October 1996 – January 2003:** Program Officer of Health Education and Home Visiting Program, A.C.F, Kabul.

  Main Duties:

  - Manage the overall activities of the program;
  - Supervision of the staff;
  - Collaboration with NGO's, UN agenesis and government organs and other work related parties;
  - Health Education and Nutrition trainings, Screening/Techniques for staff and other agencies;
  - Prepare the monthly report of the program;
  - Organize trainings and do Supervision of malnutrition surveys;
  - Staff's performance evaluation;
  - Charring of meetings.

- **1992 – 1996:** Assistant Director of Planning Department of Arian Afghan Airline.
  Main Duties:

  - Assisting the planning director for all planning tasks;
  - Providing statistical information and reports;
  - Planning of operations.

Trainings & certificate programs:

- March 2013: Women as Political Leaders; International Visitor Leadership Program, United States Department of State (Certificate).
  June 2010 – August 2010: Leadership and Strategic Communication; Washington State University (Certificate).

Researches and writings:

- Media Portrayal of Muslim Women in the US media (Capstone – research project in English language).
- Globalization of International Relations and Afghanistan's Status (research for academic promotion in Dari language).
- Principles of International Relations (course material in Dari language).
- World Political Issues (course material in Dari Language).
- Reconciliation: how and why (essay in Dari language).
- Afghanistan: Governance and Development with Equity.

Languages:

Dari, Pashtu, English

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