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فهرم معلوماتی کاندیدهای کمیسیون انتخابات



شماره فورم: (AOP-392)

ولد: خالد بن سعيد خال

اسم و تخلص: سعید اللہ احمدزی

## میں: سنتون

لکھاں

سن: 40 درجه تحصيل: ماسنر

فضا و تمل جاوید رسیدی

رئیس کتابخانہ

احمد خسروی

تکمیل

دکتر عبداللہ شفابی

۱۰۷

محمود يوسف (العنيد)

9-42-5

مادی، اکریمی

كشاف

# CURRICULUM VITAE

## NAJIBULLAH AHMAD ZAI

### PERSONAL DETAILS

Name	Najibullah Ahmadzai
F/Name	: Haji Omar Khan
Date of birth	: Sep/15/1995
Place of Birth	: Paktya / Afghanistan
Marital Status	: Married
Nationality	: Afghan
Sex	Male
District	Ahmadabad
Mobile:	0093-706170388
E-mail:	<a href="mailto:najibullah.khan24@yahoo.com">najibullah.khan24@yahoo.com</a>

### Career Objectives:

To acquire a challenging position in any Organization and Government where the Organization and Government itself is always through a process of learning and where its people believe on vision team work and respect of each other. . I always look for perfection. I always preferred quality instead of quantity. I always perform my tasks honestly and keeping this in my mind that time is money.

### Educational Background

- Master of Business Administration (**MBA**) from Indian School of Business Management and Administration (ISBM). India year 2014.
- **Major subjects included:** Organizational Behavior, Business Communication, Management Principles and Practices, International Business, and Public Administration.
- Bachelor of Arts (**BA**) from Al-Khair University Islamabad Pakistan in year 2009.
- Faculty of Science (**FSc**): Intermediate Board of Education, Peshawar Pakistan in 1996.
- Secondary School Certificate (**SSC**): Intermediate Board of Education, Peshawar Pakistan with first division, in 1994.

- Bacullarate from Abdullah bin Masood Lycee, District Hangu, and Pakistan.
- Primary Education from Quaid Public School, District Hangu, Pakistan.

**Regional Election Coordinator for the South East Region for Paktya, Khost, Ghazni and Paktika Province.**

**Independent Election Commission, Afghanistan (IEC)**

**September 15, 2008 – Jan 31, 2011**

- Provided briefings to security and political stakeholders on election preparation including the movement plan for materials, supplies and staff.
- Recruited more staff for the polling including the DFCs (District Field coordinator) for the regional level and provincial level and was responsible for their supervision.
- Kept and shared updated information with concern four provinces with the IEC regional and national offices.
- Worked with all International and National Security Agencies like ANA, ANP, ISAF, UNAMA and PRT regarding logistics of polling places, security related issues and material movement for the upcoming election.
- Responsible for coordination with all election observers' organization and groups during the election
- Kept and shared update information with four Provinces on time.
- Shared about information with all Provinces and suggestion when needed for the election.
- Updated all the Security Agencies like the ANA, ANP ISAF etc on the Regional level about the election schedule.
- Prepared Weekly and Monthly reports about all four Provinces.
- Delivered presentations to all Security people about the election schedule.
- Had responsibility to shift the sensitive and non sensitivity materials to all four provinces with the help of the Security Agencies like the ANA, ANP and ISAF etc.
- Developed election materials movement plan with coordination of the ANA, ANP, and ISAF etc.

**Senior Advisor for Outside of Country Registration and Voting**

**IOM/OCRV for the United Nations**

**2004 to 2005 Election (For more than three million Afghan Refugees in Pakistan 2004 Presidential Election of Afghanistan)**

The International Organization for Migration has been designed by the joint Election Management body which was (JEMB) of the Afghan government and the United Nations Assistance Mission of Afghanistan(UNAMA) to organize the out country registration and voting (OCRV) process for Afghans living in Iran and in Pakistan for the 2004 presidential Elections.

As I had identified my main responsibilities but some of them are as under.

Participated in large and big trainings Sessions Organized in Peshawar and other parts of Pakistan. Supervising work of locally recruited community Mobilizes (CM) teams to distribute voter information. Provided information about the (OCRV) process through close cooperation with local Medias in order to increase understanding and acceptance of the OCRV programme.

- Responsible for registration and voting for more than three million Afghan refugees in the Presidential Election of Afghanistan.
- Responsible for advising for management of the election preparation including voting place selection, community outreach, logistics, staff hiring and training events.
- Provided information about the process through close cooperation with local media in order to increase understanding and acceptance of the programme.
- Responsible for community educations programs with the elders and camp residents. Supervised the work of locally recruited community Mobilizes (CM) teams to distribute voter information.
- Provided ongoing reports on all polling stations and about preparation and security for registration and voting for the field office, international staff, community elders and field staff.
- Hired and trained staff and then assigned daily work and monitoring their performance and providing their paychecks.

- Responsible for security arrangements and coordination including the clearance of the road with the help of the Government of Pakistan when the international staff wanted to check the polling stations.
- Brought all the ballot boxes with the help of the Government Authority from the targeted polling centers to the field office, and counted votes along with international colleagues.

**Senior Program Officer, Stability in Key Areas (SIKA) EAST**

**Subcontractor, Overseas Strategic Consulting**

**March 17, 2012 to July 20, 2015**

- Provided daily direction to local field staff including provincial and district program officers and communications and outreach staff in program implementation, training program...what else.
- Participated in more number of field staff interviews and evaluated work performance of more number of staff. Responsible for briefing newly hired communication officers before they start work in their districts in all communication related activities.
- Oversaw the research efforts and wrote drafts for 29 district profiles covering six provinces for USAID. These publications were roughly twenty pages in length and covered demographic, economic, governmental and security information and analysis.

Produced the weekly report for the communications team for USAID reporting purposes. This included photos, event reports, training and project progress for radio shows. Was responsible for the first drafts of about more than 60 success stories from the field for the USAID reporting officer.

Supported provincial governments and district entities such as DDAs and CDCs in implementing district communications plans and targeted messages through a variety of media, radio programs, and print and visual media.

- Supervised field staff in communications trainings for District Governors, DDA, and regional ministry officials. Worked with staff

on the development of curriculum, program and reporting. Trainings included communications plans, radio dramas, advocacy, fundraising and negotiations.

- Provided guidance and training for staff in research, radio, and communications and reporting. Supervised the field staff in concern of the establishing the communication committee in each district and worked together with the field staff and project leadership on their training, strategies and programs.
- Supervised the field staff about radio scripts and acceptance and approval status by district governments. Worked with staff to create a radio outreach program to increase listenership of the programs and to use copied disks to reach out to schools and other institutions.
- Assisted in preparing monthly budget projections and other administrative tasks.
- Created Google Doc reporting trackers and forms for field staff and trained them on their use. This included a communications training tracker, an advocacy tracker and a communications committee activity tracker.
- Prepared all CDCs Stability Analysis Session reports—which involved research, drafting documents in English, Guided the field staff about conducting field surveys including identification of government leaders and community stakeholders and a baseline of strategic communications efforts.
- Assisted Community development, Resource development and Stability planning officers by doing different tasks.
- Assisted Area Program Manager (Field Staff) in providing direction to local staffs including program Officer, Provincial program Officers and also District Communication and Outreach Officers and Provincial communication officers. Assist Field Staffs in collecting data, evaluating and reviewing population and demographic research.
- Assisted in Conducting communication trainings and workshops.
- Supported Field Staffs in mapping existing communications system between district Entities and Community members.

- Supported field staffs in identifying Communications agents at the district level.
- Supervised field staff in communications trainings for District Governors, DDA, and regional ministry officials. Work with staff on the development of curriculum, program and reporting. Trainings included communications plans, radio dramas, advocacy, fundraising and negotiations.
- Successfully researched and gathered detail information for the success stories for SIKA-East projects to launch a girl's school in Saydabad and a testimonial of women impacted by a government drug reduction programs. And there are others many success stories that I worked on it.
- Was responsible for preparing the field related issues reports and shared with the Director of the Communication & Outreach.

**Senior Field Supervisor, Afghan Amani construction company (AAC)**  
**March, 20 to August 20, 2011**

- Recruited unskilled laborers for the project. Managed logistic activities and vehicles activities for the ongoing project in the field.
- Kept in daily contact with all field staff and shared information with them about projects. Visited and monitored all field projects and collecting and gathering updated information about the ongoing project to share with management.
- Handled problems about the project in the field.

**Regional Manager, Hidayat Floor Mill, District Hangu, Pakistan**  
**From 2001 to 2002**

- Responsible for all administrative activities including recruitment of staff, logistics and vehicles. Arranged transportation for customers to carry on their purchased products from mill to doorstep.

- Found new markets and customers for products. Managed all importing and exporting activities including tracking market demand and stakeholder interests.

**National Consultant, Altai Consulting, Kabul**

**From July 15, 2007 till December 15, 2007**

- Responsible for the marketing research and promotion of cooking oil in Afghanistan.
- Coordinated the design of the research tools, including translation and testing. Coordinated field research and analyzed the collected data.
- Responsible to participate in the design of mission reports and presentations, and was included in interviews and focus groups.
- Arranged meeting with the businessmen with municipal leadership and customs offices
- Scheduled the Directors of the Business Associations in the provinces, and provided data and project reports.
- Trained and informed field staff how to complete their mission and monitored their performance.

**Technical Specialist in IDLG/PSP program**

**Joining date is 5<sup>th</sup> September 2015 is ongoing**

- Provided daily direction to local field staff including all Regional Coordinators in program implementations, and what else.
- Was responsible for preparing the field related issues reports and shared with the top management.
- Oversaw the research efforts and wrote for district profiles covering 33 provinces of Afghanistan which is under the process of this program. These publications were roughly about 15 pages in length and covered demographic, economic, governmental and security information and analysis.
- Worked and prepared the targeted district Local plans for the 33 Provinces of Afghanistan which are still under process and wrote more draft plans.

- Assisted Field Staffs in collecting data, evaluating and reviewing population and demographic research.
- Provided guidance and training for the field staff in research, of the data collection for the targeted districts.
- Trained and informed field staff how to complete their mission and monitored their performance.
- Worked on the monthly, Weekly and daily reports.
- Worked on the annual plan.
- Worked together with the Regional coordinators and with the targeted district DGs and shared information about the importance of this PSP program.
- Responsible for briefing newly hired Regional coordinators.

### **Former Positions in Pakistan**

- Worked as an interpreter with journalists in Pakistan in Peshawar in 2001.
- Worked as a teacher in Hassan Public High School Pakistan District Hangu from 1999 to 2002.
- Worked as an English teacher with International Rescue committee (IRC) from 1<sup>st</sup> of January 2003 till 2004 in Pakistan District Hangu.
- Teaching in English Language Academy in Pakistan Hangu for three years.
- Health Community Supervisor with IRC Medical program Pakistan Hangu.
- Worked with HRAO Organization as a Managing Director for three years.

### **Short Courses and Trainings:**

- Diploma in **Human Rights** from Government Degree College Hangu, Pakistan.
- Diploma in Advance English language from IRC Pakistan.
- Training on “**Communication Skills and Planning** for Improved Organizational Management” in Ministry of Rural Development, Islamabad Pakistan.

- Training on “**Planning and Management for Rural Development Projects**” in Ministry of Rural Development, Islamabad Pakistan.
- Training on “**Leadership and Team Building through Communication**” in Ministry of Rural and Development, Islamabad Pakistan.
- Training on “**Monitoring and Evaluation**” in Ministry of Rural and Development, Islamabad Pakistan.
- Training on special **Research** from Ministry of Rural and Development Islamabad Pakistan.
- Training on “**General Election Process**” in Islamabad, Pakistan 2004 for Afghan Presidential Election.
- Training on “**Afghanistan Election Commission Procedures**”- Kabul, Afghanistan.(IEC)
- Training on **Security and Development** in Ministry of Rural and Development Islamabad Pakistan, 2011.
- Training on **Monitoring and Evaluation** in Ministry of Rural and Development Islamabad Pakistan, 2011.
- Training on election in Afghanistan Kabul IEC in the year of 2009 before Presidential election of Afghanistan.

#### **Computer Skills:**

Office package, internet, excel, outlook, google docs, etc.

#### **Language Skills**

Fluent in reading, writing and reading in Pashto, Dari, English, and Urdu.  
Writes English at a high school level.

#### **Personal Skills:**

1. Motivation / Mobilization / Leadership.
2. Team work, Independent work.
3. Tolerance, Patience, Good Manners & forward-looking nature.
- 4: Volley ball player.
- 5: Read books

References will be provided upon your request.