

CURRICULUM VITAE

SULTAN MAQSOOD FAZEL

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KEY QUALIFICATIONS:

- Six years experience in administration, human resource and programme development
- Four years experience working with civil society organization
- Four years experiences in Advocacy, policy analysis/development, communication and media
- Ability to design capacity building programmes
- Ability to develop and communicate policy messages to various audiences (including Media)
- Ability to effectively work with government authorities at all levels
- Ability to effectively lead and supervise staff
- Ability to work and live in challenging conditions
- Experiences of interpersonal and diplomacy skills for dealing with multi-cultural staff
- Experience and confidence in dealing with various stakeholders (e.g. government, donors, civil society organisations, NGOs, private sector, etc.)
- Experience in working at the field and policy levels
- Experience in gender analysis and mainstreaming

KEY SKILLS:

- Organizational and staff management
- Human resource management/development
- Financial management
- Leadership and ability to work in team
- Communication and media skills
- Trouble shooting and problem solving

WORK HISTORY

Aug. 2003 – Nov 2007 Christian Aid

Advocacy and Policy Officer: Responsible for capacity building of partner organisations in advocacy and organizational development, policy analysis and development, actively involved in the development of civil society strengthening frameworks, facilitating the engagement of CSOs in the consultation processes of ANDS, lobbying the community and their concerns to policy makers, aid community representation in different forums (government, donors and communities), communicating key advocacy messages both internally and externally, establishing effective linkages and working relationships with different national and international networks/actors, actively inputting into the economic governance and human capital consultative group meetings, jointly working with programme team to design, plan, monitor advocacy related projects/initiatives, assessing and evaluating the impact of advocacy works and other projects, etc.

Jun. 2002 - Jul. 2003 Kidactive (charity) – London, UK

Resource Administrator: Responsible for human resources administration, coordination of information management system, managing all communication and capacity building of Kidsactive's regional offices (outreaches), compilation of quarterly reports, maintaining public relation, office management and daily office administrative tasks

Nov. 2000 - May 2002 Ahmed & Co. Solicitors - London, UK

Caseworker/Legal Assistant: Responsible for all office correspondences, interviewing clients, preparing and taking their statements regarding housing, immigration, legal and social issues, liaising with relevant authorities, dealing with legal aid and local councils, etc.

1995 - 2000

Agency for Rehabilitation & Energy-Conservation in Afghanistan (AREA)

Feb.2000 - Sept.2000 **Deputy Managing Director:** Responsible for channeling, managing and coordination of AREA's operations of administration, program and its regional offices in Afghanistan and in Pakistan, assisted in developing a five year strategic plan for the organisation, writing proposals, preparing project/donor reports, working with M&E department to plan and assess the impact of development projects, establishing effective linkages with various actors, regularly inputting into ACBAR's sectoral subgroup meetings, etc.

1996 - Jan. 2000 **Admin and Human Resources Manager:** responsible for managing of all AREA's staff induction, orientation and capacity building programmes. Also successfully managed a two year capacity building programme funded by NOVIB and a three year internship scheme for inexperienced young Afghan in Pakistan. Responsible for all administrative activities of AREA in Pakistan and Afghanistan. Also written and prepared the 1996, 1997, 1998 and 1999 annual reports of the organisation.

1995 - 1996 **Administrative Asst./Secretary:** responsible for filing, computer operations, developing of staff database, staff training in computer, designing of symbols/structures/logos in computer, etc.

Mar 95 - Jun 95

Sina Computer Training and Composing Center, Peshawar, Pakistan

Computer Instructor: Teaching computer programs.

Jun 94 - Sep 94

NWFP Agriculture University Peshawar, Pakistan

Data Enterer: responsible for ADDR/PSF Research Project data entry

EDUCATION:

- MA in Human Resource Management - Westminster University, London, UK (19/9/01 – 23/7/2003)
- Access to Business Studies - College of North West London, UK (September 2000 - July 2001)
- Business Administration in General Management (BA/EMBA) - Preston University, Wyoming, USA Peshawar Campus, Pakistan (January - 1997 - September 2000)
- Diploma in computer science - Peshawar, Pakistan (1993 – 1994)
- Siddique Akbar High School – Peshawar, Pakistan, (graduated 12/1992)

COURSES ATTENDED:

- Five day **Advocacy and Policy Influencing Training** - Oxford, UK
- One day **Facilitation Skills Training** - London, UK
- Three days **Advocacy Skills Training** - London, UK
- Three weeks **Project Management Training** – Brighton - UK
- One week **Advanced Communication Skills Training** – Peshawar, Pakistan by IMA
- Two week **Program Management Training** - AITM, Peshawar, Pakistan
- Three days **Training in Financial Management Training** – Peshawar, Pakistan
- Three days **Human Rights and Gender Mainstreaming Training** - Herat, Afghanistan
- Three-month **Public Administration Training** - IRC, Peshawar, Pakistan
- Three days **Human Rights, Gender and Advocacy Training** – Dushanbe, Tajikistan

WORKSHOPS ATTENDED:

- Three days **Media and Advocacy Workshop** – Oxfam – Kabul
- One week **Training Need Assessment Workshop** - Kathmandu, Nepal
- Five month **Organization Assessment and Development Training** – Peshawar, Pakistan
- One week **Environmental Workshop** - developing a strategy on environment, Peshawar, Pakistan
- One week **Legal Awareness Workshop** - CCA – Peshawar, Pakistan
- One week **Globalization Workshop** – Murree, Islamabad, Pakistan
- Three days **Strategic Framework Workshop** - Islamabad, Pakistan
- Three days **Human Resource Development Workshop** – Peshawar, Pakistan
- Three days **Civil Society Development Workshop** – Kabul, Afghanistan
- Three days **Communication and Media Workshop** - for WE CAN campaign, Kabul, Afghanistan
- One week **Economic Literacy and Budget Tracking Workshop** - Kabul, Afghanistan

OTHER EVENTS/FORUMS/conferences ATTENDED:

- Two weeks **World Social Forum** – Porte Legre, Brazil (2005)
- Two days conference on **Security, Development and Civil Society** – London, UK (2006)
- Three days conference on **integrated approach to security & development** - the Netherlands (2007)

COMPUTER KNOWLEDGE:

Window 2000, MS Word, MS Excel, MS Powerpoint, MS Corel Draw, Access, Database, Faxpro, Paintbrush, All Windows Accessories, etc.

LANGUAGES:

Dari	:	Mother tongue
Pushto	:	Fluent
Urdu	:	Good
English	:	Fluent

VOLUNTARY INVOLVEMENT:

1997 - 1998	AREA - Member of Board of Trustee (BoT)
1999 - 2000	ACBAR – Chairman of Human Resource Sub-committee
2004 - 2006	ACBAR – Member of ACBAR Steering Committee

HONORS:

Elected as **Most Popular Employee of the Year** for 1998. During 1997 AREA initiated this program to motivate its staff and to improve their working morale.

PERSONAL DATA:

Sex	:	Male
Marital Status	:	Married

REFERENCES:

Upon request