

Inayatullah Mujaddiddi
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Profile

Since graduating from medical university in 2004, I have extensive professional international experience in public health, health administration, program development and management primarily in the field of humanitarian aid including gender empowerment focused programs such as gender-based violence (GBV) prevention and response programs, Elimination of Violence Against Women (EVAW), Family and Domestic Violence, Emergency Responses, Health in Emergency, GBV in Emergency and Capacity Building Programs.

It is my passion, goal and intention to continue to work in the field of humanitarian aid, health administration, Emergency Responses and development of services to those vulnerable communities and persons in most need.

I am multilingual and in my 17 plus years of working history, I have held numerous positions and designations managing many projects of various sizes and operating budgets on behalf of numerous national/international organizations, United Nation agencies, employers and donors.

Such positions and designations include: Deputy Director, Acting Director, Program Manager, Program Coordinator, Country Coordinator, Cluster Manager, Operation Manager, Administration and Human Resources Manager, Project Manager, Provincial Manager, Program Development Consultant, Provincial Coordinator, Project Officer, Monitor and Evaluation Officer, Human Resources Officer, Supervisor and Administration and Finance Officer.

As mentioned, these positions and designations have been with many national and international donors, agencies and employers in Afghanistan and Canada such as multiple branches of the United Nations (United Nations Population Fund (UNFPA), United Nations Office of Project Services (UNOPS), United Nations Development Programme (UNDP), United Nations High Commission for Refugees (UNHCR), World Health Organization (WHO), International Organization for Migration (IOM), World Bank, Playground Builders of Canada, Canadian Women for Women in Afghanistan (CW4WA), Medical, Education and Peace Organization (MEPO), Norwegian Afghanistan Committee (NAC), International Medical Corporation (IMC), Italian Embassy and governmental Ministries of Public Health, Interior Affairs, Women Affairs, Economy and more as the overall implementing partner coordinator.

Beginning in August 2021, I have successfully transferred my global knowledge and professional experience as an Emergency Response Team Supervisor with the Canadian Red Cross (CRC).

I enjoy and am committed to working on humanitarian projects and promoting and advocating for the rights and well-being of all persons however, particularly vulnerable populations, newcomers, women and children and those who have been affected by Natural and Acquired Disasters and Emergencies. I look forward to continuing to further deliver supports and services to those most vulnerable and in need.

Academic achievements

Postgraduate Degree: Medical Doctorate (MD)

2004

Name of Institution: Nangarhar Medical Faculty

Location: Nangarhar, Afghanistan

Professional experience

Title: Emergency Response Team Supervisor

2021-present

Employer: Canadian Red Cross (CRC)

Location: Ottawa, Ontario Canada – national deployment

- Supervision of Emergency Response Team staff – To date, I have been deployed on three national responses providing mass assistance and emergency support to extreme weather responses such as flooding as well as COVID vaccine support program.
- Provide support to site manager during the responses in term of operation and other administrative tasks
- Provide orientation and support to new Emergency Responder staff and volunteers
- Provide support to the Safety and Wellbeing team
- Supervising and providing data entry support in the software program Emergency Management Information System (EMIS) and Immunization Management Systems (IMMS) of CRC for Emergency Responses
- Providing technical support and assistance to Emergency Responders and volunteers
- Conducting needs assessments to assess and determine eligibility of services to affected communities and their beneficiaries
- Administering assistance through local software EMIS to affected communities and their beneficiaries
- Providing support and shadowing of needs assessments and verifying eligibility of services
- Processing ID authentication of the eligible emergency affected people and processing through EMIS.
- Assigning Mobile Response Teams for outreach services
- Providing debriefing to staff and site manager
- Preparation of reports and submitting to site managers

Title: Program Development Consultant

2020-2021

Employer: Afghan Youth Services Organization (AYSO)

Location: Kabul, Afghanistan

Afghan Youth Services Organization (AYSO) is a registered Afghan National Non-Governmental Organization (NG) and not-for profit organization working for the wellbeing of Afghanistan people particularly for youth, women and children. It was established in 2006 and has implemented several Health, Education, Capacity Building, Gender Equality, Emergency AID, Humanitarian Assistance and Peace Projects in Afghanistan.

- Development of strategic documents for the organization such as policies, manuals, standard operating procedures, guidelines et cetera
- Development of concepts, proposals, applications, expression of interest and requests for the organization in the response of announced opportunities
- Development of partnership documentation such as Memorandums of Understanding, Letters of Understanding, contracts and other required documents
- Development of actions plans, monthly, quarterly and annual plans for the organization and departments

- Developments of Terms of References for the staff as well as for the different sections of the organization
- Development of staff capacity building programs, events, training sessions, presentations and workshops
- Participating in donor and partner meetings

Title(s): Program Coordinator, Deputy Director, Acting Director, Program Manager, Country Coordinator, Cluster Manager, Operation Manager, Administration and Human Resources Manager, Project Manager, Provincial Manager, Provincial Coordinator, Project Officer, Monitor and Evaluation Officer, Human Resources Officer and Administration and Finance Officer

2006-2019

Employer: HEWAD Reconstruction, Health and Humanitarian Assistance Committee

Location: Kabul, Afghanistan

***HEWAD** is an Afghan Humanitarian Non-Governmental Organization (NGO) that is an implementing partner for multiple humanitarian aid and support programs, services and projects in Afghanistan for which I held numerous positions and designations as listed above throughout my tenure.

HEWAD partners / donors include the United Nations (UNFPA, UNDP, UNOP, UNHCR, IOM, WHO), governmental Ministries (Interior Affairs, Public Health, Economy, Women's Affairs) and other agencies/donor such as World Bank, Italian Embassy, MEPO, NAC, BRAC Afghanistan, Playground Builders of Canada and Canadian Women for Women in Afghanistan (CW4WA)

- Project coordination with the UN, Ministry of Interior Affairs of Afghanistan, and other stakeholders such as Ministry of Women Affairs, Human Rights Commission for planning of the project contents
Given the successful coordination, HEWAD was awarded to expand and extend the program from 2 provinces to 26 provinces across Afghanistan
- Managing and resource allocation for the implementation/conduction of training.
Given the successful management and resource allocation, the budget increased from \$93,000 US to \$3.1 Million US
- Facilitated team composition for project implementation. The implementation of the project consistently achieved greater than 95% with the assistance of best team composition and recruitment
- Supervise, monitor, and evaluate the implementation/conduction of training.
Due to the high standard of supervision, monitoring and evaluation I was able to provide, the project was consistently evaluated as the best result oriented
- Present and report the evaluation and results of project to donors, United Nations, stakeholders and other relevant governmental ministries
I delivered accurate and punctual analysis and reports for each increment in a timely manner
- Attend and participate in stakeholders, United Nations and other relevant ministries meetings
- Organizational and project leadership: Provide successful dynamic leadership for projects, core program areas and administrative matters in accordance with policies set by the Board of Directors which resulted in a continual extension of a successful 13 year contract
- Enhance program delivery: Assess working programs and provide expert direction and guidance establishing sustainable systems that could be independently managed
- Enhancing partnership with local communities and other partners: developed and maintained strong and cooperative working relationships with governmental and implementing partners, particularly national and international partners
- Program development: Assist in the design and planning of programs with development sectors such as United Nation agencies, relevant governmental Ministries and other development sector from my organization as it evolves in Afghanistan
- Project implementation: Successfully ensure program compliance with technical, monitoring/evaluation and reporting requirements of donors
- Broadening public and community support: Represent the organization to a wide range of constituencies through a variety of media; expand awareness of our program achievements; effectively promote and incite support for our projects

- Sustain productive and mutually supportive relationship with Board of Directors and the donor: Provide the Board with all relevant information and other resources required to conduct their work; promptly inform of all issues and opportunities that may affect the project and recommend appropriate courses of action and lead the strategic management process
- Support the Country Director: Oversee all non-technical aspects of the program, including administration, finance, human resources, resource mobilization and donor relations
- Financial oversight: With the direct support of the Finance Manager; develop project budgets and monitor expenditures within spending guidelines. Ensure the establishment of financial management systems for the project(s) to adequately meet financial management needs and donor regulations and policies. With the support of the Finance Manager; prepared monthly financial reports
- Staff management: Develop and maintain a program work plan and monitor staff compliance with, and performance in relation to work plans. Supervise and coordinate the recruitment of staff, and act as focal point for all staff human resource issues. Monitor and evaluate staff performance and implement effective performance measures against underperforming staff
- Program Management of UNHCR Repatriates' Encashment Center Health Clinics for the returnees and repatriates in Jalalabad
- Designed psycho-social support projects for the children of Afghanistan with the support of Playground Builders of Canada and successfully completed approximately 170 design safe playing areas in girls' schools in 20 provinces of Afghanistan
- Coordinated the project with Ministry of Education of Afghanistan and Schools administration and successfully received authorization from the Ministry of Education to complete safe playing areas in 170 schools
- Developed proposals for schools and successfully received approval and budgets from the director of Playground Builders of Canada for installation of more than 170 safe playing areas in the schools
- Reporting to the donor (Playground Builders of Canada), relevant departments and the responsible Ministry providing successful results in terms of the increase of girls' school enrollment and access to education for girls
- As legal representative for an Outsource Project, I provided management of outsource services to the Italian Embassy in Kabul and Italian Development Cooperation Office in Herat province.

Language Skills

	Language	Speaking	Writing	Reading	Understanding
1	Pashto	Native	Native	Native	Native
2	Dari	Excellent	Excellent	Excellent	Excellent
3	English	Excellent	Excellent	Excellent	Excellent
4	Urdu/Hindi	Excellent	Excellent	Excellent	Excellent

Professional development courses and workshops:

A. Canadian Red Cross: (2021 – present)

1. Immunization Management System of British Columbia
2. Introduction to accessibility standards
3. Accessibility Standards
4. Building Safe and Respectful workplace
5. Covid-19 Basic information & Infection Prevention and Control Practice
6. Our Culture and Fundamental Principles
7. De-escalation and Dealing with Aggression
8. Delegating Effectively
9. Effective Listening
10. Emergency Management Canada and International (EMCI), Enhance Time Tracking for Employees

11. Emergency Care-Workers-Reservist Learning Path.
12. Introduction to Psychological First Aid, Caring for ourselves and others
13. Emergency Response Work Force /Covid-19 Operation Learning Path Resource and Overview
14. Module 1: Introduction Services
15. Module 2: Reception and Information
16. Module 3: Emergency Lodging
17. Module 4: Emergency Food
18. Module 5: Emergency Clothing
19. Module 6: Personal Services
20. Module 7: Safety and Wellbeing
21. Module 8: Family Reunification
22. Module 9: Registration and Needs Assessment
23. Emergency Response Trainings
24. Emergency Response Team Responders Course
25. Gender Equality and Social Inclusion (GESI) Terminology, Practice and Social Inclusion
26. Giving and Receiving Constructive Feedbacks
27. Incident Management for CRC Supervisors and Managers
28. Incidents Reporting for all CRC Personnel
29. Incidents Reporting (with Resolver) for all CRC Personnel
30. Introduction to Using Adobe Connect
31. Introduction to Disaster Management
32. Internal Responsibility System (IRS): Worker Rights and Responsibility.
33. Managing Protection Issues and Reporting
34. Psychological First Aid: Self-Care
35. Performance Management
36. Reconciliation and Indigenous Peoples
37. Supervisor Health and Safety Awareness
38. Virtual Operations Team (VOT Operations)
39. Introduction to Workplace Hazardous Materials Information Systems (WHMIS)
40. Worker Health and Safety Awareness

B. Other Institutions:

Name of Course: Managing Gender Based Violence in Emergencies	2018
Name of Organization/Institution: UNFPA/Online	
Location: Online	
Name of Course: Program, Project Control, Procurement and Reporting	2018
Name of Organization/Institution: UNHCR	
Location: Kabul, Afghanistan	
Name of Course: Gender Based Violence Response and Prevention	2016
Name of Organization/Institution: HEWAD/UNFPA	
Location: Kabul, Afghanistan	
Name of Course: Fistula Repair workshop	2017
Name of Organization/Institution: Islamic Development Bank	
Location: Kaduna, Nigeria	
Name of Course: Project Evaluation and Monitoring	2008
Name of Organization/Institution: Aga-Khan Services	
Location: Islamabad, Pakistan	

Name of Course: HRM and Strategic Leadership & General Management 2007-2008
Name of Organization/Institution: Ibni Sena and HSSP/USAID
Location: Kabul, Afghanistan

Name of Course: Proposal Writing, Monitoring and Evaluation 2007
Name of Organization/Institution: BRAC Afghanistan
Location: Kabul, Afghanistan

Name of Course: Principle of Good Management 2006
Name of Organization/Institution: Pakistan Management Institute
Location: Karachi, Pakistan

References (Canadian)

1. Ms. Donna Rice, Roster Manager for the Canadian Red Cross
Email: Donna.Rice@redcross.ca
Contact: (506) 282-2117
2. Mr. Keith Reynolds, Director of Playground Builders of Canada
Email: krwhistler@gmail.com
Contact: (604) 313 5362
3. Mr. Kirby Peter Brown, Deputy Director Playground Builders of Canada / General Manager Sea to Sky Gondola
Email: hello.kirby@hotmail.com
Contact: (604) 698-5592