Curriculum Vitae

 Mohammad Sharif Rasikh

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**WORK EXPERIENCE**

Jan 2021–Present Senior Research and Anti-Corruption Specialist

Afghanistan Anti-Corruption Commission (AACC), Kabul

Major Tasks:

* Research, Data Collection, and Data analysis
* Leading the Vulnerability to Corruption Assessment (VCA) and Research team.
* Leading the Research Projects: Hamid Karzai International Airport; Ministry of Finance; and Supreme Court Afghanistan.
* Coordination with the stakeholder and government entities.
* Provide support to the technical team.
* Draft reports of research Projects.
* Writing and Presenting the Reports to the Media and Public

August 2020–Dec 2020 Senior Research Consultant

 Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC)

Major Tasks:

* Research, Data Collection, Data analysis, Writing Report.
* Led the Vulnerability to Corruption Assessment (VCA) and Research team.
* Led the research Project of Ministry of Finance.
* Coordinated with the stakeholder and government entities.
* Provided support to technical team.
* Writing and Presenting the Reports to the Media and Public

Jan 2014–Feb 2018 Human Resource Director

Ministry of Public Works (MoPW), Kabul.

Major Tasks:

* Oversaw the implementation and administration of all Human Resource policies, programs, and practices in the Ministry.
* Lead for Human Resource Management for overall Ministry.
* Led development of department goals, objectives, and systems.
* Ensured all HR staff developed work plans and plans were instituted as well as monitored the regular reporting schedule against work plans.
* Managed the HR-related task of overall Ministry.
* Conducted employment market surveys and research to ensure employee retention and development.
* Conducted training and development.
* Managed the Recruitment and Selection of the Ministry.
* Planned, developed, implemented, and administered programs, procedures, and guidelines for performance management in the Ministry, in accordance with IARCSC guidelines.
* Led the implementation of a performance management system in Ministry, including the 34 subdivisions in provinces.
* Developed the 5-year strategic plan of HR Directorate for the Ministry.

Jul 2013-Jan 2014 Project Manager

Ministry of Public Work (MoPW), Italian-funded Projects, Herat Bypass Project, Road with Budget of 42 Million Euro.

Major Tasks:

* Collaborated with engineers and the project technical consultant to determine and ensure the projects are implemented based on specifications.
* Monitored project progress to ensure projects stayed on schedule.
* Planned all construction operations and scheduled intermediate phases to ensure deadlines were met.
* Managing project administration.
* Managed the project’s procurement team.
* Conducted meetings with project stakeholders.
* Coordinated with the project’s Implementation Consultant (IC).
* Reported to the Ministry Leadership and international donors.

Jan 2014-Feb 2018 Project Manager - Officer in Charge (OIC)

Ministry of Public Works (MoPW), Italian-funded project, Herat Bypass and Herat Chist – Sharif Projects, with Budget of 92 Million Euro.

Major Tasks:

* Collaborated with engineers and the project technical consultant to determine and ensure the projects are implemented based on specifications.
* Monitored project progress to make ensure the projects are on schedule.
* Planned all construction operations and scheduled intermediate phases to ensure deadlines were met.
* Managed project administration
* Managing project procurement teams.
* Conducted meetings with the project stakeholders.
* Coordination with the Implementation Consultant, United Nation office for Projects Services(UNOPS) of the projects.
* Reporting to the Ministry Leadership and doner.

Sep 2012–Jul 2013 Senior Technical Adviser

Ministry of Public Works (MoPW), Kabul.

Major Tasks:

* Advised MoPW leadership on the technical issues.
* Reviewed survey and design documents submitted to MoPW by vendors,
* Participated in senior management meetings.
* Conducted desk review of documents and policies.
* Worked on different projects of MoPW as required.
* Worked with Team and Minister on development of Ministry’s 10-year strategic plan.

Oct 2010–Sep 2012 Surveying Manager

 FCEC\_UIP Projects/JV, Kabul.

Major Tasks:

* Led the Surveying Engineering Department.
* Conducted topography survey of numerous projects.
* Task Lead for all projects in Kabul and Provinces.

**VOLUNTEER EXPERIENCE**

#### Apr 2016-Jan 2017 Student Mentor

####  United Nation Institute of Training and Research (UNITAR)

Major Tasks:

* Advise, counsel, teach, and guide the mentees (Fellows of UNITAR, from South Sudan).
* Supervise students and fellows.
* Worked with fellows from Ministry of IT of South Sudan in structuring, organization development and reform of the Ministry by developing and implementing the change strategy in order to restructure the Ministry.
* Facilitated small and large community meetings to encourage citizens to accept change.
* The change strategy was implemented and evaluated by the fellows.

April 2015-Mar 2016 Coach

 United Nation Institute of Training and Research (UNITAR), Kabul, United Arab Emirates, and Hiroshima Japan.

Major Tasks:

* Worked with Afghan Fellows on research and development of Tabish University Strategic plan, as an academic project.
* Performed gap analysis, formulation, implementation, and evaluation of Tabish University strategic plan.
* Provided multiple presentations of personal development to the fellows.

**EDUCATION AND TRAINING**

Sep 2017- Jan 2020 Master of Business Administration (MBA), thesis underway

 Kardan University, Kabul Afghanistan.

April 2017- Jan 2019 Master of Public Administration (MPA)

Payame - Noor University, Kabul Branch.

Apr 2005–Jan 2010 Bachelor of Science (B.SC)

 Polytechnic University, Kabul.

Apr 2014-Mar 2015 Fellowship – Leadership and Management

United Nation Institute of Training and Research (UNITAR), Hiroshima Japan.

**** **Knowledge Base Short Courses, online 2020**

* Business Development: Strategic Planning
* Prevention of Sexual Harassment and Abuse by United Nation Personnel – Working Harmoniously.
* Leadership Mindsets
* Anti-Corruption – U4 – Anti-Corruption Resource Center
* Project Management: Government Projects
* Managing your Emotions at Work
* Decision-making in High-Stress Situations.
* Critical Thinking for Better Judgment and Decision-Making
* Leading Productive Meeting.

 **Awards**

2014 Medal from Kabul University, given in recognition for providing great service for the country.

2014 Appreciation Certificate from MoPW Minister, for Management and Leadership.

2017 Appreciation Certificate from MoPW Minister, for Unique and Great activity to Ministry of Public Work.

 2017 Appreciation Certificate from MoPW Minister, for Management and Compilation of Herat Bypass project Lot #1prior to the deadline of project.

**Skills and Personnel Development**

* Communication skills
* Problem solving
* Team Player
* Planning and organizing
* Advisory Services
* Change Management
* Conflicts Management
* Human Resource Management
* Coordination
* Leadership
* Report Writing
* Proof Reading and Editing
* Negotiation
* Stakeholder Management
* Qualitative Research



**Languages**

|  |  |  |
| --- | --- | --- |
| UNDERSTANDING | SPEAKING | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |

Foreign language(s)

Dari C1 C1 C1 C1 C1 English C1 C1 C1 C1 C1

Pashto B2 B2 B2 B2 B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user [Common European Framework of Reference for Languages - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

Digital skills SELF-ASSESSMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information processing | Communication | Content creation | Safety | Problem- solving |
| Proficient user | Proficient user | Proficient user | Proficient user | Proficient user |

**Computer Skills**

* Windows OS
* MS Word
* MS Excel
* PowerPoint
* SPSS
* MS Projects