

## Cover letter

Hi!

I hope you are well,

I'm contacting you regarding your advertisement through the ACBAR website, my interest in this position stems from my belief that I have the right combination of relevant staffing experience, communication skills, and a high level of organization that makes me a superb candidate. I have more than 15 years of experience in 7 national, and international NGOs (12 years of Protection) experience with excellent verbal and written communication skills.

- **As a project officer People In Need(PIN)**
- **As a Project Supervisor at Save the Children International**
- **As a Program Coordinator in SOUND (Services Organization for Unity & Development)**
- **As a Program Coordinator in Action aid Afghanistan**
- **As Project Officer Action aid Afghanistan**

The details of my background mentioned in my CV, I feel my education in agriculture (Agronomist), and experience background would make me a perfect fit for your announced vacancy. This opportunity would also allow me to refine my skill in a new working environment. In closing, I would like to thank you for your tie and attention, and I hope to have the chance to discuss the opening with you in person.

Regards,

Zabiullah Jaihoon

# Curriculum Vitae

**Name:** Zabiullah Jaihoon  
**Address:** House# 27, Pulawahi, Mazar-E-Sharif  
**Telephone:** +93 (0) 784523040  
**Email:** [zabiullahjaihoon1@gmail.com](mailto:zabiullahjaihoon1@gmail.com)  
**Date of birth :** 21/January/1981

## Profile

My vision is to be associated with a progressive organization that provides an opportunity for challenging and rewarding also utilizing my skills and potential, I would also look forward to make positive contribution with promoting team spirit to help company/Organization for efficient development and own professional growth to get respectable position in the company/Organization.

## Education

**2006-2009** Balkh University, Agriculture Faculty, Agronomist Department  
**2002-2005** Bakhter High School, Mazar-E-Sharif, Balkh Province, Afghanistan

## Employment



**Save the Children**

**01/06/2022-31/12/2022 Project Supervisor in Save The Children**

- Conduct the Case management training for the staff, and community level.
- Provide supportive supervision to caseworkers, Access, track, and update the CP cases management database
- Attend case conferences and hold case conferences based on the need
- Support the caseworkers to Undertake and meet all case management responsibilities in relation to individual children, including drafting of case plans within two weeks of identification, as directed by the line manager.
- Safe storage of all case management forms, ensuring confidentiality and sharing information with approved individuals on a need-to-know basis.
- Facilitate awareness raising for communities on relevant child protection concerns, case management reporting mechanisms, service mapping, and referrals.
- Providing support, guidance, and counseling to families and individuals in need, including facilitation of group PSS sessions.
- Mapping and regular updates of the existing services and awareness raising on existing services among targeted communities.
- Regular visits and monitoring of activities in CFSs, provision of technical support to CFS facilitators on how to facilitate and conduction of recreational activities.
- Capacity building of local child protection structures for safe identification and referrals of child protection cases.
- Providing capacity-building sessions for communities on Positive Discipline in Everyday Parenting, CPE and (NEVA) Neglect, Exploitation, Violence, and Abuse,  
Report any child safeguarding concerns related to Save the Children Child Safeguarding focal point considering the SCI - Child Safeguarding Policy
- Attend relevant inter-agency coordination meetings, workshops, and conferences as required and assigned by the Line Manager.
- To develop short-term implementation plans (weekly and monthly) and long-term plans according to the annual project work plan.
- Maintain an effective filing system for storing project documentation in accordance with standard procedures.
- Conduction of ongoing assessment to address child protection cases
- To assist the CP Officer, referring to other services in case of specific needs

- To collect valid activity data of the project on a weekly and monthly basis to prepare monthly and quarterly reports.
- Any other tasks related to child protection programs given by the line manager.
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## 01/01/2022-31/05/2022 Humanitarian and distributer officer OHW

- Conducted FLS training community, stakeholders, and related sectors for specifying the affected family.
- Prepare and share the training delivery plan and procurement plan of learning materials.
- Deliver high quality trainings to provincial and district
- Monitor and provide technical advisory to the work of DSMS and DAS staff on provincial and district level.
- Prepare concept notes, and micro proposals based on community requirements.
- Conduct KABO & EKO FLOW data collection systems training for community mobilizers.
- Prepare / Conduct the training monitoring manual for the food security network in the community.
- Capacitate through backyard farming for the farmers.
- Prepper, and conduct the case story preparation training for the all staff who are responsible to implementation activities.
- Be responsible for participative community beneficiary selection process, ensuring participation of and meaningful access to marginalized and the most vulnerable community members throughout child humanitarian project cycle ensuring their voices are heard and needs are met.
- Train and capacitate the project staff how select the actual beneficiaries.
- Coordinate the project activities with regional office and district authorities and liaise with the local authorities, ANDMA, MAIL, DoRR, local Shuras, NGOs and donor's representatives within the field office area.
- Train the project staff how track the financial expenditure.
- Develop training manual and plan for livelihood and food security beneficiaries.
- Check the quality of work and local materials of different project interventions.



## 01/10/2017 - 31/12/2021 Program Coordinator SOUND

- Develop and submit the annual plan and report to provincial office and related sectors
- Develop and submit program report to Funding affiliate twice a year.
- Develop annual plan, budget and report of LRP3 and submit it to PPO management
- Develop LRP3 strategy plan Yearly
- Prepare and submit semiannual report of program to DOE and other related sectors twice a year.
- Update and maintain database of program at LRP3 level
- Develop donor funded projects report as per reporting schedule
- Document case studies, success stories and other specific events, meetings, gathering minute and submit it to PPO management.
- Any other reports which requested by the time.
- To attend at LRP3 and community level meetings as and when it's required.
- Coordinate program related issues with government officials and community at LRP3 level.
- Maintain and strength good relationship and communication with community and security sources to ensure safety and security of program and staffs
- Attend at organization events, workshop and meetings (as per request).
- Regularly attend at monthly and PMT meetings at PPO level.
- To facilitate weekly meeting of staffs at LRP3 level and report it accordingly.
- Provide monthly report of program and project progress to PPO manager at the end of each month.
- Ensuring accuracy and accountability of information send by LRP3 team to inside or outside of the organization.
- Proper documentation and safe storage of LRP/Projects information.
- Follow up of completed project to ensure sustainability of our previous efforts, and proper documentation of each activity
- Strengthening CBOs, networks and federations at LRP level and ensure proper documentation of their progress/achievement.
- To ensure effective management of AA overall program at district level
- Capacity building of program staffs at LRP level
- To integrate AA ongoing projects/program with LRP3 at district level
- Coaching and mentoring of team for effective implementation of program.

- Monitoring of overall program at LRP3 level and support M&E staffs of AA for review and monitoring of activities.
- Contribute to development of grant proposal at provincial level.
- Represent AAI Afghanistan at LRP3 and any other meetings and workshop which you assigned by management inside or outside the country.



## 01.01.2015-30.09.2017 Program Coordinator in Action Aid Afghanistan

- Prepare, Monthly quarterly, six months, annual plan, and report from all CP.
- Prepare, Monthly quarterly, six months, annual budget plan, and utilization report.
- Close coordination and Conduct monthly, quarterly, and yearly meeting with education, DoLSA, DoWA, and other relate sectors department.
- Support the project field staff specifically with the case management, child friendly space staff.
- Supervising and technical support to ensure child protection of the children in project area.
- Implement monitoring and evaluation at the field level to ensure program quality.
- Prepare Micro proposal and Concept note activities for child save gardening.
- Assist field team members in their duties, tasks, responsibilities and functions
- Prepare yearly, monthly and weekly plan for child protection activities in target area.
- Plan, design, and budgeting the humanitarian, shelter, child projection case activities for the needed families, and children what their children were under the risk.
- Review the case planning and follow up of cases, and ensure all cases are managed within acceptable timeframes based on case prioritization criteria.
- Participation in all workshops and seminars organizes for children, for the awareness of children situation.
- Identify, Child Rights Convention, and design trainings based on community needy for child protection staff.
- To respond to natural disasters or emergency situations in Afghanistan, when needed.
- To coordinate with national, local authorities, and other relevant actors, and report the child cases which were happened in the field.
- Strengthening teamwork and synergies between programs to insure maximum utilization of program resources.
- Identify training needs, develop and roll-out capacity building plan on child protection case management to Staff and community based volunteers to carry out quality child protection programming.
- Prepare and monitor the detailed procurement plan, so that project material is purchased on time and within budget.
- Conduct the awareness rising for communities on relevant child protection concerns.
- ensure adequate contingency planning and preparedness for new challenges and finding better solution for child protection, and child safeguarding activities.
- Conduct the meeting with children, families, teachers and community-based child protection groups, facilitate regular case planning and review of case plans for all cases.
- Share information on field-level successes and challenges with child protection manager.
- To ensure adequate monitoring mechanisms are in place to review impacts of the program.
- Being responsible to implement Project according to policies, plans and budgets.
- Work closely with the monitoring and evaluation team.
- Report any child safeguarding concerns related to AA..
- Conducting of capacity building awareness for community child protection focal point, and school's teacher.
- To take initiatives to further improvement and documentation related to the project.
- Attend relevant inter-agency coordination meetings, workshops and conferences as required.



## 01/01/2011 - 31/12/2013 Project Officer Action Aid Afghanistan

- To coordinate with national, local authorities, and other relevant actors, and report the child cases which were happened in the field.
- Strengthening teamwork and synergies between programs to insure maximum utilization of program resources.
- Identify training needs, develop and roll-out capacity building plan on child protection case management to Staff and community based volunteers to carry out quality child protection programming.
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## 01.10.2002-30.11.2004      Hygiene and Sanitation Supervisor in ICRC Balkh province

- Build capacity of HSAs and Program Officers Health to implement WASH activities in target communities Health Care facilities and schools to fulfill child wellbeing outcomes.
- Work closely with cluster managers to provide guidance on needs assessment and validation of the Area Program annual DIPs/cashflows with clear WASH integration for each AP.
- Provide guidance in development of annual budget and annual activity plans for all WASH activities in the region and ensure they are implemented on time and on budget meeting the required standard and quality in each AP;
- Compile and submit WASH monthly and quarterly reports to the RPM and WASH Programme Manager, including reviewing WASH PNS reports to ensure compliance to donor's and sector standards before sharing with National Office or support office.
- Work in close collaboration with the AP Cluster CSDF, ensuring that WASH implementation is effectively integrated into AP programming through frequent dialogue and support;
- Ensure proactive project management of WASH PNS in the region through strong adherence to program quality standards, monitoring, evaluation and learning and evidence based decisions.
- Provide technical backstopping and guidance to Hygiene and Sanitation Assistants/POs and the AP CSDFs who are responsible for WASH projects within assigned area of operation.
- Document programme impact stories/ good practices and any other key learning areas on WASH for scaling up.
- Annual appraisal of line managed staff against responsibilities, and that the rest of the team has met the requirement
- Ensure close collaboration and working relationship with relevant Central Government agencies, Local Government department staff and other Partners in the region.
- Participate and where necessary lead development of new WASH PNS concept/proposals by providing the GAM team with WASH technical and timely information that as might be required overtime

## TRAINING/COURSE

- 25-11-2022 Monitoring Reporting Mechanism Savethechildren
- 09-05-2022 Safeguarding training Savethechildren
- 07-06-2022 Safety and security training by Savethechildren
- 30-10-2022 PFA Training by Savethechildren
- 08-08-2022 Case Management training by Savethechildren
- 21-01-2019 HRBA training by ActionAid.
- 14-02-2020 Child protection law, and policy training by ActionAid
- 29-03-2017 Community voices ActionAid.
- 19-07-2017 project designing training in ACBAR.
- 14-05-2017 INSO training in INSO.
- 10-03-2016 Seed production, FFS, and Demo plot training in ICARDA
- 09-03-2016 Watershed Management, and forage fodder training in ICARDA
- 19-05-2011 Vocational training planning by ActionAid.
- 21-05-2009 Writer, Cals, presentation making course in ANGeL center.
- 13-04-2009 Completed IT Essentials: PC Hardware and Software in Cisco Network Academic.
- 16-03-2006 completed computer software.
- 15-12-2005 Completed English language programs in BOO Ali Sina Education Center.
- 02-03-2003 Completed Mathematics course in Payam High education center.
- 18-07-2004 completed English language in high level in PAD.

## Language Skill

	Reading	Writhing	Speaking
Dari	100%	100%	100%
English	100%	100%	100%

## SOFT WARES KNOWLEDGE

- Microsoft Office
- Video Studio
- Video Maker
- Photoshop

## REFERENCE

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