

DR. MUHAMMAD ATIF

P-661, Ahatha Gujran, Near Masjid Subhania Rizvia, New Khalidabad Faisalabad.

Ph. 0345-6537777

E-mail: aatiftabassam@gmail.com

OBJECTIVE:

Drawing upon my extensive academic foundation and proven professional expertise in Project Management, Research, and Monitoring, I seek a challenging role. My strengths in teaching, planning, development, monitoring, evaluation, and project execution make me a dedicated contributor to an organization's success. I am resolute in pursuing leadership opportunities, professional growth, and the fulfillment of the organization's mission.

PROFESSIONAL EXPERIENCE

1) Assistant Professor (Rural Sociology)

University of Agriculture Faisalabad

09/2024 to Current

JOB DESCRIPTION:

- Design and teach undergraduate and/or graduate courses in sociology, such as social theory, research methods, and specialized topics (e.g., social inequality, family sociology, criminology, etc.).
- Develop and update course syllabi, materials, and assessments to reflect current research and pedagogical trends.
- Advise and mentor students on academic progress, research projects, and career planning.
- Evaluate student performance through exams, papers, projects, and participation.
- Provide one-on-one support to students during office hours.
- Engage in independent and collaborative research, contributing to the field of sociology.
- Write and submit research papers, articles, and books for publication in academic journals and presses.
- Apply for research grants from universities, government agencies, or private institutions to support research projects.
- Present research findings at national and international conferences.
- Participate in departmental meetings, committees, and decision-making processes related to the program's growth and student affairs.
- Serve on university-wide committees and contribute to the institution's mission through service projects.
- Engage with the local community through public sociology, organizing events, or contributing to local sociological research.
- Continuously update knowledge in the field through academic journals, conferences, workshops, and other professional development activities.
- Work with other faculty members on interdisciplinary research or curriculum initiatives.
- For graduate programs, supervise master's or PhD students, guiding their thesis work or dissertation research.

Assistant Professors typically work towards tenure by demonstrating excellence in teaching, research, and service to the institution

2) Project Director / Planning and Monitoring Specialist

Ministry of Human Rights Pakistan

08/2022 to 09/2024

JOB DESCRIPTION:

- Responsible for managing all aspects of the project, including planning, implementation, and supervision of project staff.
- Ensuring the project progressing according to schedule, monitoring the project's performance, and taking corrective measures when necessary.
- Involved in planning and developing annual development plans and preparing project proposals (PC-1s to PC-V).
- Coordinate with provincial line departments to develop project proposals for less developed districts in consultation with provincial stakeholders.
- Responsible for preparing various reports, such as the Periodical reports, cash & work Plan, and coordinating with the Planning and Finance Division.
- Generate monthly and quarterly reports for the ministry and stakeholders to update them on the project's progress.
- Conduct project analysis and appraisal of development projects.
- Assessing the feasibility and viability of projects and evaluating their potential impact.
- Supervise the automation of the Public Sector Development Program (PSDP) in the web portal of the planning commission.
- Implementing an automated system to streamline and manage the PSDP effectively.
- Responsible for preparing project procurement plans and overseeing their execution and documentation.
- Identifying the procurement needs of the project, selecting vendors through a competitive process, and evaluating proposals.
- Monitoring and evaluating all project activities to ensure on track and meet their objectives.
- Developing and implementing a monitoring and evaluation system and reporting the findings to the relevant stakeholders.
- Provide capacity building support to project staff on the monitoring and evaluation system.
- Promote awareness about the importance of monitoring and evaluation and encouraging accountability for demonstrating results
- As Project Directors (PDs) in tracking progress and resolving any issues that may arise during project implementation.
- To ensure that the project achieves its deliverables and overcomes any challenges.
- Conduct or coordinate feasibility studies, vendor selections, and proposals for evaluation.
- Involves assessing the feasibility of project ideas and proposals, selecting suitable vendors, and evaluating proposals for implementation.
- To develop and manage all aspects of project management, including planning, allocating resources, managing the budget, and handling any changes in the scope of work.

- Identify and mitigate risks associated with the project and resolve any issues that may arise.
- To conduct a needs assessment based on available data and information to determine the requirements of the project.
- Develop a physical and financial phasing plan to ensure the project progresses in a structured and efficient manner.
- To responsible for carrying out any other duties and assignments given by the competent authority.
- Specific requirements of the project and the organization working for.

Overall, the role is crucial in ensuring the successful implementation of the project, monitoring its progress, and reporting to stakeholders on its achievements, responsible for coordinating various aspects of the project, from planning and procurement to monitoring and evaluation, while also providing support and guidance to project staff

3) Research officer

12/2012 to 08/2022

Government College University Faisalabad

JOB DESCRIPTION:

****(Additional Charge of Faculty Manager (QEC))**

****(Additional Charge of State Officers)**

****(Additional Charge of Departmental Controller)**

****(Additional Charge of Coordinator of External Linkages)**

- Develop and implement strategic plans for quality enhancement aligned with the university's overall mission and goals.
- Contribute to the development and revision of policies related to academic quality, accreditation, and improvement processes
- Manage the university's accreditation processes, ensuring compliance with national and international accreditation standards
- Establish and maintain effective quality assurance systems to monitor and enhance academic programs and services.
- To conduct research in the field of expertise and write papers, proposals, journal articles.

Quality Enhancement Cell:

- Managed the administrative functions of the Quality Enhancement Cell, ensuring compliance with institutional and regulatory standards.
- Developed and implemented quality assurance policies and procedures to enhance the academic and administrative performance of the university.
- Conducted comprehensive data analysis to evaluate the effectiveness of educational programs and services, producing reports and recommendations for continuous improvement.
- Collaborated with faculty, staff, and external stakeholders to promote quality enhancement initiatives and best practices.
- Organized and facilitated training sessions for faculty and staff on quality assurance processes and standards.

Faculty Exam Controller:

- Oversaw the entire examination process, including the scheduling, coordination, and execution of exams across all departments.
- Developed and enforced examination policies and procedures to maintain the integrity and fairness of the examination process.
- Managed examination records, ensuring accurate and secure handling of confidential student information and results.
- Addressed and resolved examination-related issues and grievances in a timely and effective manner.
- Coordinated with academic departments, invigilators, and support staff to ensure smooth and efficient examination operations.

Estate Officer:

- Managed university properties, including maintenance, allocation, and utilization of space and facilities.
- Allocated resources and managed logistics to support academic and administrative functions effectively.
- Ensured the upkeep and maintenance of university infrastructure, coordinating with contractors and maintenance staff for repairs and improvements.
- Implemented security protocols to safeguard university assets and ensure a safe campus environment.
- Developed and managed the budget for estate operations, optimizing the use of funds for maintenance and development projects.

Achievements:

- Successfully enhanced the quality assurance processes, leading to improved academic standards and institutional accreditation.
- Streamlined the examination process, reducing administrative errors and improving overall efficiency.
- Effectively managed university estates, ensuring optimal use of resources and well-maintained facilities.

4) Research Assistant

University of Agriculture Faisalabad (UAF)

08/2011 to 12/2012

JOB DESCRIPTION:

- To identify potential funding opportunities for the organization's programs and campaigns, to involve researching and staying informed about grants, scholarships.
- Sources of funding, interact with donors at various forums to secure financial support for the organization.
- To help establish, maintain, and improve active and regular working relationships with government authorities.
- Involve engaging with government officials, attending meetings and events, and advocating for the organization's objectives and projects.

- To coordinate officials for project design, ensuring that project plans are developed effectively and efficiently.
- Involves working with a team to outline project goals, timelines, and resource requirements.
- To establish collaborations with universities and alumni associations to strengthen the organization's network and support base.
- Involve in partnerships for joint initiatives, engaging alumni in fundraising efforts, and leveraging university resources.
- To provide career counseling sessions, guiding students in making informed educational and career decisions. Through assessments and personalized guidance, help them choose and prepare for their ideal career paths.
- To oversee the monitoring and evaluation (M&E) of USAID and other projects.
- To includes tracking project progress, assessing outcomes and impacts, and reporting findings to relevant stakeholders.
- You develop projects and strategies for resource mobilization to advance the university's goals. That include seeking funding from donors, establishing partnerships with private and public organizations, and exploring avenues for financial support.
- To build on relationships with existing government supporters and donors, nurturing their engagement and support.
- To involves regular communication, updating them on the organization's activities, and recognizing their contributions.
- To actively seek out new donors for student scholarships. To involve researching and reaching out to potential sponsors, organizing fundraising events, and promoting scholarship opportunities.
- To establish and maintain a liaison with private and public organizations to advance the university's objectives.
- To include collaborations for research, joint initiatives, and sponsorship opportunities.
- To write tailored grant applications, addressing the grant-making priorities and requirements specified by the university and government.
- To involves preparing persuasive proposals that effectively communicate the organization's mission, projects, and impact.
- To maintain organized hard and soft files of all fundraising information, including donor contacts, grant applications, correspondence, and reports. Which ensures efficient tracking and retrieval of relevant information.
- To perform various tasks pertaining to university advancement at the UAF, that include strategic planning, alumni engagement, public relations, marketing, and other activities aimed at enhancing the university's reputation, visibility, and financial sustainability.

In summary, the role involves securing funding, fostering relationships with donors and government authorities, coordinating projects, advancing the university's goals, and ensuring efficient fundraising processes. To contribute to the organization's financial stability and growth by actively seeking out funding opportunities, engaging with stakeholders, and managing fundraising efforts.

ACHIEVEMENTS:

Appreciation Letter from the Secretary of Human Rights:

- To receive special appreciation and a reward from the Secretary of the Ministry of Human Rights for developing and planning the new umbrella PC-I under the Prime Minister's Initiatives for Women Empowerment.

Appreciation Letter from Vice Chancellor UAF:

- To receive a special appreciation letter from the Vice Chancellor of the University of Agriculture Faisalabad (UAF) for your good work, which acknowledgment demonstrates recognition of efforts and contributions.

Gold Medal for Organizing Arfa Karim Job Fair:

- To awarded a gold medal for organizing the Arfa Karim Job Fair during the Spring Festival 2012 at UAF. That recognition reflects successful planning and execution of the job fair.

Shield of Honor for 2nd Position in Overall Standings:

- To receive a shield of honor for achieving the 2nd position in the overall standings during the Spring Festival 2012 at UAF. That indicates outstanding performance and contribution to the event.

Shield of Honor for 3rd Position in Overall Standings for Organizing Monsanto UAF Job Fair:

- Honored with a shield for securing the 3rd position in the overall standings for organizing the Monsanto UAF Job Fair during the Golden Jubilee Festival 2011 at UAF. That recognizes your efforts in organizing a successful job fair.

Job Placements for over 300 Students:

- To provided job placements to more than 300 students from July 2010 to April 2012. That signifies dedication to supporting students and facilitating their transition into the job market.

Sign of MOU between UAF and FDT:

- To played a role in signing a Memorandum of Understanding (MOU) between the University of Agriculture Faisalabad (UAF) and Faisalabad Development Trust (FDT). That collaboration highlights ability to foster partnerships and create opportunities for the university and its stakeholders.

Organizing First-ever Job Fair at UAF:

- To successfully organized the first-ever job fair at the University of Agriculture Faisalabad. That achievement demonstrates your initiative and commitment to enhancing career prospects for students.

Education Expo with International University Representatives:

- To organized an education expo that featured representatives from universities in the UK, Australia, and Canada. That event provided valuable information and opportunities for students to explore international education prospects.

JOB DESCRIPTION:

Human Resources Management:

- Managed the end-to-end recruitment process, including job postings, candidate screening, interviews, and onboarding of new employees.
- Fostered a positive work environment by addressing employee grievances, mediating conflicts, and implementing effective communication channels between staff and management.
- Developed and administered performance appraisal systems, providing guidance and support to supervisors in evaluating employee performance and setting development goals.
- Coordinated training programs and professional development opportunities to enhance staff skills and knowledge, ensuring alignment with institutional goals.
- Assisted in the creation and implementation of HR policies and procedures, ensuring compliance with labor laws and institutional regulations.
- Administered compensation and benefits programs, including salary reviews, leave management, and employee welfare initiatives.

Administrative Functions:

- Maintained accurate and confidential HR records, including employee files, contracts, and payroll data.
- Ensured compliance with local, state, and federal employment laws and regulations, implementing necessary updates and changes to HR practices.
- Analyzed HR metrics and data to inform decision-making and improve HR processes and strategies.
- Assisted in developing and managing the HR department's budget, optimizing the allocation of resources for various HR activities and programs.
- Contributed to the development and execution of HR strategies aligned with the institute's mission and goals, supporting organizational growth and development.

Achievements:

- Successfully streamlined the recruitment process, reducing the time-to-hire and improving the quality of new hires.
- Implemented a comprehensive employee development program, resulting in increased employee engagement and retention.
- Enhanced HR policy framework, ensuring greater compliance and standardization across the institute.
- Improved employee relations through effective conflict resolution and communication strategies, leading to a more harmonious workplace.

6) JUNIOR TRAINER (M&E)

Quaid-e-Azam Foundation Faisalabad

10/ 2004 to 09/ 2005

Training and Capacity Building:

- Assist in the design and development of training materials and programs focused on Monitoring and Evaluation (M&E) principles, methodologies, and tools.

- Conduct training sessions, workshops, and seminars for staff and stakeholders to enhance their understanding and skills in M&E.
- Identify training needs through consultations with staff and stakeholders, and tailor training programs to address these needs effectively.
- Maintain and update training resources, manuals, and guides to ensure they are current and relevant to the organization's M&E framework.

Monitoring and Evaluation Support:

- Support the collection, analysis, and interpretation of data for various projects, ensuring accurate and timely reporting.
- Assist in the implementation and utilization of M&E tools and software to streamline data management processes.
- Prepare comprehensive reports on M&E activities, including progress reports, impact assessments, and evaluation summaries.
- Conduct field visits to monitor project activities, gather data, and provide on-site support and training to project staff.

Administrative Functions:

- Maintain organized records of training sessions, participant feedback, and M&E activities.
- Coordinate with project teams, partners, and stakeholders to ensure alignment and integration of M&E activities within projects.
- Contribute to the continuous improvement of M&E processes and practices by providing feedback and suggestions based on field experiences and data analysis.
- Provide technical assistance to project teams in developing M&E plans, frameworks, and indicators.

Overall, the role involves monitoring and evaluating project activities, engaging with the community, supporting administrative tasks, and contributing to project-related meetings and events. By fulfilling these responsibilities, play a vital role in ensuring effective project implementation, community involvement, and timely reporting of project progress and outcomes.

STRENGTHS:

Planning and Development of Projects:

- To plan and develop projects effectively, involves defining project goals, determining project scope, creating project timelines, identifying required resources, and developing strategies for successful project implementation.

Office Management & Documentation:

- To skilled in managing office operations and documentation, which includes organizing files and records, maintaining efficient administrative processes, managing schedules and appointments, and ensuring smooth office functioning.

Good Communication Skills:

- To verbal and written communication skills are strong. This allows you to effectively convey information, ideas, and instructions to others, that communicate clearly, professionally, and confidently, both orally and in writing.

Report Writing:

- To write comprehensive reports, includes gathering and analyzing relevant data, synthesizing information, and presenting findings in a clear and structured manner that report writing skills enable to effectively communicate project progress, outcomes, and recommendations.

Analytical Skills:

- To possess strong analytical skills, allowing to critically evaluate information, identify patterns, and draw meaningful conclusions. These skills enable to analyze project data, assess performance, identify areas for improvement, and make informed decisions.

Ability to Work Under Tense Situations:

- You are capable of working effectively under tense or high-pressure situations. This means you can remain composed, focused, and productive, even in challenging or stressful circumstances.

Planning & Organizing Skills:

- You have strong planning and organizing skills, which enable you to effectively manage tasks, set priorities, meet deadlines, and coordinate resources. Your ability to plan and organize ensures efficient project execution and smooth workflow.

Monitoring & Evaluation:

- You possess skills in monitoring and evaluation, allowing you to track project progress, assess outcomes, and measure impact. This involves collecting data, analyzing results, and using evaluation findings to inform decision-making and improve project performance.

Team Player & Self-Motivated:

- You are a team player who works well collaboratively with others, contributing to a positive and productive team environment. Additionally, you are self-motivated, taking initiative and demonstrating a proactive approach to your work.

• EDUCATION:

Certificate/ Degree	Major Subjects	Institution	Passing year	Marks / CGPA		Percentage / CGPA
				Obtained	Maximum	
PhD	Sociology	Government College University Faisalabad	2016 2021	440	346	3.79 CGPA
MPhil/MS	Sociology	University of Sargodha	2013 2015			3.83 CGPA

- **Professional Qualifications/ Training**

Name & place of Institution	Certificate / Diploma obtained	Year attended		Major subjects
		From	To	
GCUF	Yes	Sep 14	Oct 14	Indigenous on Campus Training for Non-Teaching Staff
GCUF	Yes	Sep 14	Oct 14	Good Governance & Leadership Skills
GCUF	Yes	Sep 15	Oct 15	Indigenous on Campus Training for Non-Teaching Staff Phase II
UNDP-NRSP	Yes	14-12-2013	15-12-2013	Workshop on Proposal Development & Resource Mobilization
NUPAP-UNDP	Yes	13-04-2013	13-04-2013	Knowledge Management
HEC (Higher Education Commission)-USAID	Yes	21-12-2011	23-12-2011	Resource Mobilization and Fundraising
IFC (International Finance Corporation)	Yes	23-05-2012	23-05-2012	Effective Communication Skills
DTCE(Devolutaion Trust for Community Empowerment)	Yes	23-01-2008	30-01-2008	Project Cycle Management

Research Publications

Sr. No	Authors	Year	Title	Name of Journal with Volume, Page and ISSN Numbers.	Category
1	Dr. Irfan Mahmood Janjua Dr. Abdul Rasheed Dr. Muhammad Atif	2023	Humanitarian Activism, Philanthropic Practices In Punjab, Pakistan	Oeconomia Copernicana Volume 14 issue 2 2023	W

2	Dr. Irfan Mahmood Janjua Faiza Parveen Dr. Muhammad Atif	2023	Challenges Faced By Juveniles In Rehabilitation Centers: A Case Study Of Rawalpindi	Oeconomia Copernicana Volume 14 issue 2 2023	W
3	Dr Irfan Mahmood Janjua, Dr Abdul Rasheed, Dr Muhammad Atif, Rana Saud Shoukat	2022	Socio-Cultural Tradition of Cooperative Networks Among The Farming Biraderi Members In Rural Punjab: The Case Study Of Village, Rural Punjab, Pakistan	Central European Management Journal ISSN:2336-2693 E-ISSN:2336-4890 Vol. 30 Iss. 4 (2022)	W
4	Fazal Hussain Awan ¹ , Liu Dunnan Khalid Jamil, Sohaib Mustafa, Muhammad Atif , Rana Faizan Gul, Qin Guangyu	2022	Mediating Role of Green Supply Chain Management Between Lean Manufacturing Practices and Sustainable Performance	Frontiers in Psychology https://doi.org/10.3389/fpsyg.2021.810504	W
5	Aliya Anwar Khalid Jamil Muhammad Idrees Muhammad Atif Basharat Ali	2021	An empirical examination of SMEs sustainable performance through lean manufacturing	WILEY	W
6	Muhammad Atif Babak Mahmood Muhammad Idrees	2021	Exploring the Determinants of Extremism in the University of Pakistan	Pakistan Journal of Social Research ISSN 2710-3129 (P) 2710-3137 (O) Vol.3, No. 3, September 2021, pp. 62-69	Y
7	Muhammad Abdul Rahim, Muhammad Atif, Basharat Ali	June-2021	Nutritional Inadequacy Associated with Physical Growth of Children in Poor Urban Areas	Pakistan Journal of Social Research ISSN 2710-3129 (P) 2710-3137 (O) Vol.3, No. 2, June 2021, pp. 138-145	Y
8	Basharat Ali, Umer Zafar, Muhammad Atif	Marc h, 2021	Environmental Implications on The Health and Behaviour Of the Traffic Forece	Pakistan Journal of Social Research ISSN 2710-3129 (P) 2710-3137 (O) Vol.3, No. 1, March 2021, pp. 33-39	Y

9	Saira Siddiqui Nabeela Farah Muhammad Atif Nazia Malik, Syed Kazim Husain Shah	2021	Gender Inequalities Within The Households And Their Implications For Women's Health	LINGUISTICA ANTVERPIENSIA, 2021 Issue-3 www.hivt.be ISSN: 0304-2294	X
10	Aamer Raza Sohrab Ahmed Marri Imran Khan Muhammad Atif	2022	Continuity or Change? US Policy Towards Afghanistan Through Presidential Terms (2001-2021)	Competitive Educational Research Journal (CERJ) ISSN (Print): 2709- 9784, ISSN (Online): 2709-9792 Volume 3 Issue 1 https://cerjournal.com	Y
11	Aamer Raza Muhammad Atif Muhammad Hussain *Muaaz Sayed	2021	The War on Terror and US Foreign Policy: The Transition from Obama's Af-Pak Policy to Trump's Negotiations with the Taliban	Competitive Educational Research Journal (CERJ) ISSN (Print): 2709-9784, ISSN (Online): 2709-9792 Volume 2 Issue 4 https://cerjournal.com	Y
12	Muhammad Idrees Zahira Batool, Muhammad Atif, Basharat Ali, Muhammad Roman	2020	Theoretical Investigation of Demographic Dividend and Its Relation with Socio- Economic Development: A Systematic Review	Palarch,s Journal of Archaeology of Egypt / Egyptology PJAEE, 17(10) (2020) pp- 4340-4352	Y
13	Muhammad Shabbir, Muhammad Shahid, Muhammad Atif, Uzma Niaz	2020	Land Record Computerization brings more Trouble for Farmers in Punjab Pakistan	Journal of Business and Social Review in Emerging Economies ISSN: 2519-089X (E): 2519-0326 Volume 6: Issue 2 June 2020	Y
14	Muhammad Atif Muhammad Shabbir ch Muhammad Imran Muhammad Idrees Muhammad Arqam	2020	Factors Affecting Household Food Insecurity in Punjab Pakistan	Palarch,s Journal of Archaeology of Egypt / Egyptology PJAEE, 17(12) (2020)	Y
15	Waqar Akbar Khan,	2020	Causes Which Affect Employee Retention in Banking Sectors: An	International Journal of Management (IJM) Volume 11, Issue 11, November 2020, pp.	Y

	Muhammad Atif, Muhammad Idrees, Basharat Ali, Muhammad Roman		Empirical Study in the Context of Pakistan	2780-2794, Article ID: IJM_11_11_261	
16	Muhammad Atif, Dr. Babak Mahmood Dr. Ayesha Chaudhary	2020	Exploring the Perception of Faculty towards the Youth Extremism in Higher Educational Institutions Punjab, Pakistan	International Review of Social Sciences 2020 Vol. 8 Issue.7,	Y
17	Muhammad ATIF Babak Mahmood Muhammad Farooq Ayesha Chaudhary	2019	PAKISTAN: Enticing factors of Youth Extremism in Higher Educational Institutions	Conflict Studies Quarterly Issue 29, October 2019, pp. 17-27 DOI:10.24193/csqr.29.2	Y
18	Muhammad Shabbir, Qamar-uz-Zaman, Muhammad Atif	2019	Effects of Malnutrition on the Academic Performance: A Case Study of Grade 6-8 Learners in Punjab, Pakistan	Review of Economics and Development Studies ISSN:2519-9692 ISSN (E): 2519-9706 Volume 5: No. 4, 2019	Y
19	Muhammad Idrees, Muhammad Shabbir, Muhammad Roman, and Muhammad Atif	2015	Youth Bulge, a Forecast of Violence in Developing Countries	International Journal of Innovation and Applied Studies ISSN 2028-9324 Vol. 12 No. 4 Sep. 2015, pp. 1005-1014	Y
20	Muhammad Atif Irfan Mahmood Janjua, Arfan Riasat, Dr. Saira Akhtar, Gulfam Riasat	2012	The Effect of Socio- Economic and Demographic Factors on Fertility Behaviour in Faisalabad (Pakistan)	Global Journal of Human Social Science Sociology, Economics & Political Science Volume 12 Issue 13 Version 1.0 Year 2012 Online ISSN: 2249- 460x & Print ISSN: 0975-587X	

List of the Projects: (Planning Monitoring and evaluation)

During the tenure at the Ministry of Human Rights, Islamabad, significant contributions were made in the development and management of various projects. These projects were meticulously developed under the framework of the Public Sector Development Program (PSDP) guidelines, with PC-1 and PC-III documents being prepared and successfully submitted to the Ministry of Planning, Development, and Special Initiatives (MoPD&SI). The following is a list of notable projects developed in the domain of **Planning, Monitoring, and Evaluation**:

Sr.No	Project 2022-23 & 23-24
1.	Human Rights Awareness Programme
2.	Institutional Strengthening of MoHR
3.	Establishment of Human Rights Information Management System
4.	Implementation of Action Plan for Human Rights
5.	Establishment of Transgender Protection Centre, Islamabad
6.	Human Rights Coordination and Monitoring Unit for National Mechanism for Reporting and Follow-up
7.	Inclusive Education for Children with Disability in Public Private Schools, ICT
8.	Establishment Sub-Office of Human Rights at Merged Districts of Khyber Pakhtunkhwa
9.	Feasibility Study for Establishment of Centre for Persons with Multiple Disabilities, ICT.
11.	Establishment of Project Monitoring Unit in Directorate General of Special Education
12	Acquisition of Land, Feasibility Study, Detailed Designing and Construction of Boundary Wall / Guard Room for Construction of Child Protection Institute on Plot No.81 at Sector H-11/4, Islamabad
	New Projects
13	Establishment of Child Protection Institute for Girls, Islamabad
14	Establishment of Mediation, Human Rights Training Centre and ADR
15	Prime Minister's Strategic Reform Initiative for Women's Mobility - Women on Wheels
16	Umbrella Project Prime Minister Initiative's for women Empowerment
16.1	Component A: Women Empowerment through Transfer of Assets, Interest free loans and Trainings.
16.2	Component B: Grant in Aid to Widows of Shuhda's Families for their Economic Empowerment

16.3	Component C: Establishment of Day Care Centers for Working Women in Public Sector Organizations Across the Country
16.4	Component D: Establishment of Child Protection Institute for Girls in Islamabad.
16.5	Component E: Up-gradation of Family Protection and Rehabilitation Centre, H-8/1, Islamabad as a Model Centre
16.6	Component F: Skills / Entrepreneurial training for Women in Jails.
16.7	Component G: Establishment of Fund for Trainings of would be Women Directors

- **COMPUTER SKILLS**
Significant knowledge of using the Computer MS-Word, Excel, and PowerPoint.
- **References:** **on Demand**