

MD SHAHEENUL HAQUE

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Personal Statement

PROFILE: A senior level NGO management professional with 15+ years of international work experience in Programming and Operations of emergency relief, post emergency and development contexts focused on Health, Nutrition, Livelihood and WASH programs.

EDUCATION: Master of Business Administration (MBA), Master of Public Health (MPH), Bachelor of Medicine and Bachelor of Surgery (MBBS).

Studied and trained in: University of East Anglia, UK; INSEAD, France; University of New Castle, USA; BSM Medical University, Bangladesh, Sylhet MAG Osmani Medical College, Bangladesh.

Organizations worked with: Malteser International, IRC, UNHCR, MERLIN, IMC, Concern Worldwide, Pathfinder International, TdH Netherlands, BRAC, Bangladesh Red Crescent Society and some national NGOs.

Donors worked with: USAID, OFDA, DFID, ECHO, **German Foreign Office, BMZ**, Global Fund, SV, TDH-NL, BUZA, BPRM, UNHCR, SDC, UNICEF, WFP, UNFPA, WHO, EU, GAVI, Jhpiego, BSF, CHF, CDC, NIN, HPF, PEPFAR, Diakonie and some private donors.

Countries worked in for Long Time: Afghanistan, Bangladesh, Sudan, Liberia, Uganda, South Sudan and Turkey-Syria (cross border operations).

Countries worked in for Short Time: Ghana, Sierra Leone, Kenya, Ethiopia and Rwanda.

Major Success Arenas

1. Country Program Development
2. Coordination, Negotiation and Collaboration
3. Team and Program Management
4. Emergency Operations and Crisis Management
5. Partnership Management
6. Sustainable Development

Other Key Skills

Policy & Strategy Development: *Preparing country standard operation procedure, country Programming strategy and Program policies. *Working with the government counterparts in preparing Program strategic and national policy development on health, nutrition and EPR.

Programming: *Program development, *Design and implementation of health and nutrition Programs. *Donors, partners, government and other stakeholder management. *Preparing project proposals, budgets and donors' reports. *Needs assessment and priority setting for new and extension projects. *Project Cycle Management. *Program and operation crisis management *Sustainable approaches.

Fund raising: Searching for funds and co-funds in specific sectors. *Negotiation with the donors and the government for funds. *Consortium and partnership approach. *Supplementary funding, support in kinds, etc.

Management: *Activity, staff, time and resource management, *Emergency situation management. *Event planning, systematic approaches and impromptu decision making.

Operations: Holistic management and harmonizing the activities of Programs, finance and logistics. *Budget monitoring, regulation and management. *Project evaluation, project/ Program extension, donors' reporting. *Exit out strategy setting *Donor and stakeholder management. *Emergency Preparedness and Response (EPR).

Grants Management: *Budget monitoring, expenditure plan, payroll, cash book, banking, bill management, cost management in crisis, multiple grants management, cost and expenditure trend analysis and financial reporting.

Logistic Management: Procurement plan, procurement processing, quality assurance, supply chain management, construction, inventory, warehousing, contractors' management, asset management, management of fuel, vehicles, generators, servicing, communication tools, office equipment and expatriate team house management.

Supervision, Monitoring & Evaluation: *Supervision of the project sites, Program activities in the field, extempore supports to the field staff. *Meeting and interviews with the beneficiaries and the government authorities. *Analysis of the Program and operations records with follow up action plans. *Ensuring **SPHERE** and **HAP** standards. *Monitoring and evaluation of the Programs for quantitative, qualitative, managerial, ownership and sustainability factors. *Ensuring accountabilities in different levels. *Designing programmatic and operational evaluations and surveys.

Coordination: *Negotiation, collaboration and partnerships with the beneficiaries, donors, government agencies, UN bodies, other NGOs and stakeholders. *Representing the organization to the government authorities, UN bodies, donors, INGOs and community stakeholders.

HR Management and Admin: Preparing Job Description, Vacancy announcement, interviewing, code of conduct, Payroll, contracts, MoUs, legal issues, staff appraisal, punitive measures, termination, promotion, department change, compound management, facility and service management, etc.

Partnership Management: Development and maintenance of implementation and operational partnerships with local NGOs, Civil Society bodies, UN agencies and the government agencies.

Training and Capacity Building: *Training need assessment, preparing training modules for different levels of staff, beneficiaries, government counterparts, partners, peer groups and other stakeholders. *Organizing training venue, participants, facilitators, food, water, training tools, power, stationary, toilets, first-aid, etc. *Training follow up monitoring, supervision. *Evaluation of the training, trainers, module, methodology, contexts, immediate and late effects of the training, arranging refresher training and training follow up plans, etc.

Security Management: *Security assessment, *Security management, medical and emergency evacuation. *Developing security guidelines and plan, *Staff security training, *Security information management *Security coordination.

Employment History

1. **Country Representative**, Turkey, **Malteser International**, November 2014 – Present
2. **Health Coordinator**, South Sudan, **International Rescue Committee (IRC)**, May 2014 - September 2014.
3. **Public Health Director**, Bangladesh, **FEEL Bangladesh**, May 2013 - April 2014,
4. **Public Health Officer**, South Sudan, **UNHCR**, October 2012 - April 2013.
5. **Country Health Director**, South Sudan, **Medical Emergency Relief International (MERLIN)**. November 2011 - July 2012.

6. **Country Operations Manager**, Afghanistan, **Medical Emergency Relief International (MERLIN)**, April - October 2011.
7. **Health and Nutrition Advisor**, Uganda, **Concern Worldwide**, September 2009 - March 2011.
8. **Medical Coordinator**, Liberia, **International Medical Corps (IMC)**, January - July 2009.
9. **Field Medical Coordinator**, Liberia, Medical Emergency Relief International (MERLIN), May 2007 - December 2008.
10. **Consultancy Service**, Bangladesh, **FEEL Bangladesh**, November 2006 - April 2007.
11. **Health Manager**, Sudan, **International Rescue Committee (IRC)**, March 2005 - October 2006.

Language skills: Fluent in English in every way. Working knowledge in Arabic, Turkish, Dari, Urdu and Hindi.

Computer skills: Proficient in MS Word, Excel, PowerPoint, MS Outlook, Outlook Express and internet use. Have experience of working in District Health Information System (DHIS) and SPSS and Microsoft Project.

Driving Skill: Have clean driving license.

Communication tools use: HF and VHF radio, Sat Phone and internet.