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# بر المنافراج

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## रिद्देश केंडिय

- مُدُودٍ تُرِمِدُونِ 18 مُرَيْرُ وَسَادُنَامُرُكُرْ وَمِوْرُ
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فِرَقُرِ فَيُ وُرُثُمِرُهُ وَرُ REPUBLIC OF MALDIVES

12222

A010770 Number: Ahmed Sulaiman Name

Address

Sox es Date of Birth 9 19 19/02/1985 

Hulhu Male', Endheri 7 Male'

SN0268199

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#### Curriculum Vitae

Personal

Full Name: Mohamed Shakeel

DOB: 10<sup>th</sup> February 1981

**Contact Details** 

H.Girifaru, 2<sup>nd</sup> floor, Male',

Mobile: 9696967

Email: shakeelmohamed@outlook.com

#### **Professional Experience**

**Director General** – Elections Commission (Sep 1, 2013 – to date) - Head of Commissioners' Bureau and Head of Media Unit

Janager – Bank of Maldives PLC – Feb 05, 2012 – Aug 29, 2013 (Administration Department, Procurement Jepartment and Merchant Acquiring Department)

Junior Officer - Bank of Maldives PLC - Dec 15, 2009 - Feb 04, 2012 (HRD, Credit Department - Credit Analyst)

Data Processing Officer - Min of Finance and Treasury - Feb 2004 - Oct 2009

#### Education

Master of Business Administration (MBA for Executives) – British School of Commerce – Colombo - (awarded by UWIC – UK, CMU – UK) - Course Ongoing (block mode)

Bachelor of Business Administration - Multimedia University, Malaysia - Graduated: June 2008

Diploma in Management, FMC, Maldives College for Higher Education - Graduated: December 2003

Certificate in Management, FMC - in affiliation with Wollongong University, Australia - Graduated: December 2001

#### **Others Trainings**

Ingredients of a Successful Business - Training - by business professional from USA - April 2013

CSR – (Corporate Social Responsibility) – by UN - May 2011

Central Provident Fund Board Training - Singapore - September 2004

Languages: Fluent in Dhivehi and English, Basics in Bahasa Malaysia, Basics in Spanish,

REPUBLIC OF MALENES

NATIONAL EDENTITY CARS

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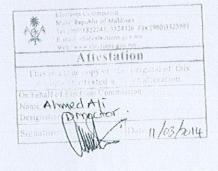
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#### **CURRICULUM VITAE**

1. Contact Information:

Name: Fathimath Muna

Date of Birth: 09th November 1976

**Identity Card No:** A-023102

Current Address: Hulhumale Flat 119-1-01,

Boaganvilla Magu

HulhuMale' Maldives

Permanent Address: Sanoaraamaage.

A.DH. Mahibadhoo

Maldives

Office: Ministry of Education, Velaanaage, 8th Floor, Male'

**Telephone:** 3351030 (Home) 334 1101 (Office)

**Cell Phone:** 777 4970

**Email:** <u>f.muna@moe.gov.mv</u>; <u>fathimath.muna@gmail.com</u>

2. Education: Tertiary: Master of Science, Education Management

Liverpool Hope University, Liverpool, England

17th July 2007

Professional Diploma in Teacher Education

Open University Malaysia, Malaysia, Kuala Lumpur

October 2003

Primary Teaching Certificate (English medium)
Institute for Teacher Education, Male', Maldives

December 1995

Secondary: 1994 GCE Ordinary Level: Aminiyya School

#### 3. Employment History:

FROM: November 2012 TO

TO: Present

EMPLOYER:

Ministry of Education

POSITION HELD:

Head of Policy Planning and Research Section

Key responsibilities:

Lead the Policy Planning and Research Section of the Ministry of Education.

#### Key responsibilities undertaken by the section:

 Provide the Ministry of Education with effective and efficient services like generating and processing of education- related data, developing educational programs/projects, program monitoring, assessment and evaluation, planning and programming of educational facilities and providing technical assistance to the other section & departments of the Ministry of Education and the schools related to the planning and related activities.

Specific duties:

- Prepare and review packaged project proposals in priority areas
- Undertake and coordinates projects related to research including feasibility and preinvestment studies including fund sourcing for education development projects.
- Spearhead the formulation of education plans and policies.
- Provide technical planning advice to the Budget Planning and Internal Audit Section in programming and budgeting activities leading to the preparation of a rational MoE budget.
- Engage in technology transfer through the compilation and dissemination of reports containing "best practices" educational programs and technologies developed within and outside Maldives.
- Collect and provide educational statistics needed in the formulation of policies, plans and budgetary proposals.
- Compile, analyze and interpret statistical data related to or equivalent in the assessment of the performance of the school system.
- Prepare enrolment projections and forecasts needed for planning and programming.
- Produce statistical bulletins and statistical reports needed for policy dialogues and decision-making.
- Facilitate and promote the use of basic education data and information to meet the demand of various local agencies and international organizations and data users.
- Formulate policies, guidelines and standards to upgrade, improve and maintain the educational facilities and equipment for basic education

FROM: March 2013

TO: Present

EMPLOYER:

Ministry of Education

POSITION HELD:

Projector Director, Enhancing Education Development Project

(World Bank funded project)

#### Key responsibilities:

Managing and coordinating the full range of project activities during the project cycle from preparation and implementation to completion, reporting and winding up.

#### Key Tasks:

- Employ, supervise activities of, arrange training for, and evaluate performance of all project staff and consultants.
- · Coordinate Project Launch Workshop
- Prepare a Project implementation Plan including disbursement plans for the entire project period, identifying annual targets of project activities and responsibilities of all CSU staff and line agencies.
- Supervise implementation of the project components on a regular basis especially;
  - Monitor financial activities, promote financial discipline and ensure proper implementation of computerised financial management system;
  - Ensure that procurement is carried out according to government and IDA procedure and guidelines;
  - Review disbursement status of project funds;
  - Monitor the progress of activities undertaken by various consultants during the project implementation process;
  - Monitor with project staff the progress of the project.
  - Ensure timely withdrawal / reimbursement of funds from the foreign financing agency for project expenditure;
  - Fulfill audit requirements of the Grant agreement;
- Provide guidance in preparing Annual Work Plan and budgets. Ensure that adequate funds are allocated in the MoE's Annual Development Programs. Maintain close links with Ministry of Finance and Treasury on budgetary allocation matters.
- Coordinate activities between IDA, other Line Agencies.
- Implement the project to achieve the agreed development objective and in conformity with the Grant financing agreement;

- Effectively organize coordinate and monitor the implementation of project activities, including impact monitoring and development of appropriate indicators;
- Identify problems promptly as they arise during implementation and take timely remedial action;
- Set up a system for regular performance monitoring.
- · Other duties as agreed from time to time;

#### Major tasks undertaken:

- Developed "Pre-School Administration Guideline" under the "Administration of Pre-School Act"
- Coordinated the work of formulating "School Board Policy" and compiled the Policy.
- Coordinated the work of Drafting of Education Bill and compiled comments for the Education Bill sent by Parliament.

#### Major tasks currently undertaken:

• Implementation of World Bank Grant Aid Project - Enhancing Education Development Project (EEDP).

FROM: March 2012

TO: November 2012

EMPLOYER:

Ministry of Education

POSITION HELD:

Acting Head of Policy Planning and Research Section

Key responsibilities:

Lead the Policy Planning and Research Section of the Ministry of Education.

#### Key responsibilities undertaken by the section:

 Provide the Ministry of Education with effective and efficient services like generating and processing of education- related data, developing educational programs/projects, program monitoring, assessment and evaluation, planning and programming of educational facilities and providing technical assistance to the other section & departments of the Ministry of Education and the schools related to the planning and related activities.

#### Specific duties:

- Prepare and review packaged project proposals in priority areas
- Undertake and coordinates projects related to research including feasibility and preinvestment studies including fund sourcing for education development projects.
- Spearhead the formulation of education plans and policies.
- Provide technical planning advice to the Budget Planning and Internal Audit Section in programming and budgeting activities leading to the preparation of a rational MoE budget.

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- Compile, analyze and interpret statistical data related to or equivalent in the assessment of the performance of the school system.
- Prepare enrolment projections and forecasts needed for planning and programming.
- Produce statistical bulletins and statistical reports needed for policy dialogues and decision-making.
- Facilitate and promote the use of basic education data and information to meet the demand of various local agencies and international organizations and data users.
- Formulate policies, guidelines and standards to upgrade, improve and maintain the educational facilities and equipment for basic education

FROM: October 2007 TO: March 2012

#### **Ministry of Education**

#### **Policy Planning and Research Section**

#### **Deputy Director**

- Plan, organize and conduct programs to improve educational activities.
- Formulate policies in the education sector and provide information on educational policies to other sectors.
- Formulate long term and short term plans of the education sector.
- The day to day life and overall supervision of the section's work, monitor subordinates work and provide guidance and assistance.
- Collect information from the respective sources to prepare projects.
- Compile projects to conduct in the education sector.
- Conduct and convey information to the project stakeholders.
- Plan and compile projects in order to get aid from agencies to develop education sector; and conduct these programs.
- Carry out all tasks related to section staff job (job description / staff appraisal etc) and provide the required information to Human Resource Section.
- Compile information on section's work required for the annual report of the section.

FROM: February 2012

TO: April 2012

Mandhu College, Male'

Part-time lecturer: Advanced Diploma in Teaching (Primary & Middle School)

Subject Taught: Micro Teaching

FROM: June 2010

TO: August 2010

Mandhu College, Male'

Part-time lecturer: Advance Diploma in Teaching (Primary & Middle School)

Subject Taught: Micro Teaching

FROM: February 2009

TO: Present

Ministry of Education, Male'

National Monitoring Focal Point for Education for Sustainable Development (ESD)

- Hold regular ESD steering committee meetings.
- Monitoring the implementation and progress of specific education programmes for professionals in different sectors.
- · Organize programmes for schools and community.
- Communicate the progress of ESD programmes to all relevant sectors and UNESCO Regional Office.

FROM: January 2006

**TO:** July2007

Career break to study abroad

I went to UK for further studies.

FROM: October 2005

TO: December 2005

Ghiyaasudheen School, Male', Maldives

Head of Department (English Language, grade 6 & 7)

- Co-ordinating English language for grade 6 & 7
- Making schemes,
- Preparing lesson plans and teaching aids,
- Setting test papers,
- · Preparing day to day work sheets,
- As well as day to day teaching of English language to mixed ability groups and mixed sex classes of grade 6 & 7 and
- Acting as link between the School Head and the English Department.

FROM: September 2004 TO: September 2005
Career break to join husband's higher studies in UK

• I made use of this time to spend at home with my husband and kid.

FROM: May 2004

TO: August 2004

Iskandhar School, Male, 'Maldives

Supervisor for grade 6 & 7

- · Responsible to 6 Teachers,
- Co-ordinating English language, ,
- · Observation of teachers & reporting,
- · Monitoring students behaviour,
- Planning & organizing extra & co-curricular activities and
- · Implementing new strategies, policies & practices to achieve high performances,
- Proof reading exam papers, unit test papers & worksheets and bring amendments if necessary.

FROM: January 2004

TO: May 2004

Iskandhar School, Male, 'Maldives

Head of Department (English Language, grade 6 & 7) & English Teacher

- Co-ordinating English language for grade 6 & 7
- · Making schemes,
- · Preparing lesson plans and teaching aids,
- Setting test papers,
- · Preparing day to day work sheets,
- As well as day to day teaching of English language to mixed ability groups and mixed sex classes of grade 6 & 7 and
- · Acting as link between the Head and the English Department.

FROM: August 2003

TO: December 2003

Iskandhar School, Male, 'Maldives

Teacher of English, grade 6 & 7

Co-ordinating English language for grade 6 & 7

- · Making schemes,
- · Preparing lesson plans and teaching aids,
- · Setting test papers,
- · Preparing day to day work sheets,
- As well as day to day teaching of English language to mixed ability groups and mixed sex classes of grade 6 & 7 and
- · Acting as link between the Head and the English Department.

FROM: October 2002

TO: August 2003

Career break to study abroad

 The government awarded a scholarship for further studies in Open University Malaysia.

FROM: June 2002

TO: September 2002

Iskandhar School, Male', Maldives

#### Middle School Teacher - Science & Practical Arts

- Teaching Science & Practical Arts for grade 6 & 7,
- Class teacher (grade 7F),
- · Making schemes,
- · Preparing lesson plans and teaching aids,
- · Setting test papers,
- · Carrying out extra & co-curricular activities.

FROM: July 2001

TO: May 2002

#### Career break to join husband's higher studies in UK

• I made use of this time to spend at home with my husband and kid.

FROM: January 1997

TO: July 2001

Iskandhar School, Male', Maldives

#### **Primary Teacher**

- Teaching Math, English, Environmental Studies, Practical Arts, Physical Education & Dhivehi
- · Class teacher
- · Making schemes
- · Preparing lesson plans and teaching aids,

- · Setting test papers
- · Carrying out extra & co-curricular activities.

FROM: January 1996

TO: December 1996

A.Dh. Atoll Education Centre, A.DH. Mahibadhoo, Maldives Primary Teacher for English

- · Co-ordinating English language for grade three and four
- · Class teacher grade 3A
- Making English scheme for grade three and four
- · Setting English test papers
- · Planning, organizing and implementing co-curricular and extra curricular activities

4. Other Experience:

Member of the National Elections Complaints Bureau,

Local Council Elections 2011

Coordinator of L. Atoll on Local Council Elections Day,

2011

5. Membership in Boards:

Member of Maldivian Red-Crescent (member since 2010)

Member of Villa International High School Executive

Board (member since June 2010)

Member of National Parole Board (member since February

2012)

Member of Dhraumavantha Secondary School Board

(member of 2012 School Board)

6. Membership in Govt. Committees: Member of Country Coordinating Mechanism (CCM), an establishment based on general guidelines of the Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM) (member since May 2012)

Member of Enhancing Education Development Project

Steering Committee

Member of Enhancing Education Development Project

Implementation Committee

#### 7. Other Trainings:

- Expert Meeting: Educational Policy Research on Equity and Inclusion in Asia-Pacific Focusing on Children with Disabilities, 30 September 2013, Bangkok, Thailand.
- The 18th Conference of Commonwealth Education Ministers, 28-31 August 2012, Mauritius
- Asian Group for Public Administration (AGPA) 2012 Annual Conference, May 8-10, Maldives
- The Role of ICT4E Policy in Education Transformation, A Workshop for Policy Decision Makers, 27-29 April 2011, Montevideo, Uruguay
- Gender Mainstreaming and Gender Analysis Workshop; 01-04 August 2010, Male' Maldives
- Evidence for Education Policy Advocacy and Planning, Keeping Children at the Centre, Regional Workshop, 10-14 August 2009, Kathmandu, Nepal
- National Training Development of Tsunami Early Warning System Standard Operating procedures (SOPs) in Maldives; 28 June – 2 July 2009, Male' Maldives
- One Day Workshop on Project Data Analysis, Male' (March 2009)
- South Asian Education for Sustainable Development Coordination and Capacity Building Workshop; 18-21 November 2008, Colombo, Sri Lanka
- National Training Risk Assessment of Natural Disasters In Maldives; 18-22 November 2007, Male', Maldives
- Workshop on "Creative Art" (November 2001)
- Workshop on "Teaching skills" (November 2001)
- Workshop on "Four Operations of Mathematics" (November 2001)
- Workshop on "Mathematics Content and Methodology" (December 2000)
- Workshop on "Dealing Children with Problematic Behavior (December 2000)
- Workshop on "Dealing with Slow Learners" (February 1999)
- Workshop on "English Skills" (October 1998)
- Workshop on "Bloom's Taxonomy" (October 1988)
- Workshop on "The History of the Primary Curriculum" (October 1998)

8. REFEREES: can forward on request.

#### 9. CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications and experience.

Date: 12 March 2014

בעלר ב'ל'מגלול REPUBLIC OF MALOIVES

NATIONAL IDEN Number:	A023102	برلور تشریلات در دهدم عملان
<sub>Name</sub> Fathimath f	عَمْ رُورُورُ رُدُّرُ Juna	
Sex ****	المراد مرد المرد	\$ B
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#### Profile

- Sector focus on Human rights, social development, sustainable livelihoods, good governance
- National level leader in human rights and social justice & sustainable development
- Seasoned manager with exceptional communication and organizational skills
- Excellent facilitation and conflict resolution skills

#### **Selected Accomplishments**

- · Led the development of the first community-based micro-credit program in the Maldives
- Supported the development of CBO projects that were the first to be included in the national budget
- Led development of local government system
- led establishment of Local government authority
- Member of National election Advisory Committee representing HRCM 2008
- Member of National Election Advisory committee, 2009
- Member of Commonwealth Election Observer team to Malawi, 2009

#### **Professional Experience**

Deputy Minister

#### Ministry of Health and Gender

Current

Lead policy, planning and monitoring functions of gender and social protections mechanisms for Children, elderly and the disabled

#### **Local Government Authority**

2011-2012

Vice-President

Led formulation of rules of procedure, training of council members, rules and regulations for councils

#### Human Rights Commission of the Maldives (HRCM)

2006-2010

Vice-President

Led human rights research, monitoring, policy and planning, reported on international relations and treaties, established functions of NPM under CAT and OPCAT

#### UNDP

2001-2006

National Program Coordinator

Managed implementation of Atoll development for sustainable livelihoods program, introduced adequate systems of financial and administrative management to ensure transparency of project management, set up and ensured sustainability of atoll development fund, established mechanisms for sustainability of poverty alleviation strategies following project completion

#### UNDP/UNOPS

1996-2000

National Project Coordinator

Managed projects for South Asia Poverty Alleviation Program, supported design and formulation of Mrf 3 million credit and savings scheme, established sustainable institutional mechanism for local institutions and NGOs on 13 islands, managed finance and administration, guided and supervised project staff

#### Mohamed Zahid

Male' Municipality ge Khaassa Dhaftar, 1548

Tel: 960-7782340

Email: zahidsocial@gmail.com

UNDP/UNOPS

Social Development Officer

1996

Coordinated projects for South Asia Poverty Alleviation Program (SAPAP), coordinated with relevant government agencies to establish training programs and other related activities, managed SAPAP office and supervised staff

Ministry of Atolls Administration

Senior Project Officer

1992-1995

Coordinated Nilandhe Integrated Atoll Development project, formulated credit scheme to assist island communities to undertake community-based island electrification, supervised junior staff

**Ministry of Atolls Administration** 

1991-1992

Project Officer (Trainee)

Led the development of annual atoll-wide project work plans, coordinated provision of technical inputs for project implementation, trained community-based organizations in viable grassroots institutions and income-generation

FASHAN (local NGO)

Founder and Executive Secretary

1988-present

Plan and provide leadership in program implementation in the areas of substance abuse & AIDS, violence against women, local NGO capacity building and cash for work for Tsunami-affected people in Meemu Atoll

Save the Children Federation (USA)

1995-1987

Senior Community Coordinator

Coordinated, planned, managed, implemented and monitored project activities in Haa Alifu Atoll

#### Major Workshops and Training programs attended

1- Water harvesting and aquaculture training	April	1985	Indonesia
2- Community Development /Training of trainers	December	1986	Maldives
3- Preparation and analysis of rural development projects	November	1992	India
4- Supervisory management	September	1993	Maldives
5- Study tour for senior government officials/rural development	October	1999	Bangladesh
6- Training in Institutional development at grassroots	May	1996	5 Pakistan
7- UNDP's South Asia Poverty Alleviation review workshops	December	1996	, 97, 98, Nepal, India
8- Project Management training for UNOPS Program managers			
Asia/Pacific region	April	199	7 Malaysia
9- Workshop on the linkage with poverty alleviation and decentraliza	ition		
& Good governance	December	1999	Nepal
10-Leadeship for poverty alleviation and human security			
(Organized by leadership academy of UN University, Jordan)	September	2001	Jordan
11- Implementing the convention against torture and its optional pro	otocol		
Challenges and its optional protocols	April	2007	Male
12- ESC rights monitoring and evaluation	April	2008	Geneva
13- International Human rights Training program	June	2008	Montréal, Canada
14- Regional workshop on establishment of national Human rights			
Mechanisms in the pacific (as a Resource person)	April	2009	Apia
15- Expert meeting on NPM self-assessment tools (as a Resource per	son) Ma	arch 2	2009, Geneva

### Mohamed Zahid

Male' Municipality ge Khaassa Dhaftar, 1548

Tel: 960-7782340

Email: zahidsocial@gmail.com

16- Common wealth UPR seminar (as a Resource person)

September 2009, Malawi

17- Mid Term Review of UPR

March 2010, UK

18- Dakar Conference on prevention of torture in Africa (as a Resource person) April 2010, Senegal

#### Memberships in NGOs

Founder & member of executive committee

Founder Member

Member & member of internal planning group

FASHAN

**Maldives NGO Federation** 

Maldivian Red Crescent

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