

Curriculum Vitae

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Horia Faizi Sardarzada

DOB: 10/03/1992

Nationality: Afghan

Gender: Female

EDUCATION

- 2021- 2022: Masters in Business Administration / University of the People.
2018- 2019: Masters in Gender and Women Studies/ Kabul University.
2019- 2020: Women's Empowerment in Asia Fellowship/ Ban Ki Moon Center for Global Citizens- Vienna, Austria
2013- 2014: Masters in Persian language and literature (MA)/ Kabul University.
2013- 2014: Diploma in English Language (DEL)/ Dunya University.
2007- 2012: Bachelor in Persian language and literature (BA)/ Kabul University.
2006: Graduation of Grade12/ Aryana High School.

TRAININGS

1. Certificate- **World Bank Procurement** by World Bank Group (2019)
2. Certificate- **Gender Statistics** by WEE-NPP (2019)
3. Certificate- **HR Champions** by Advanced Accounting LLC (2018)
4. Certificate- **Business Thinking and Entrepreneurship** by GIZ-IDEA (2017)
5. Certificate- **Corporate Leadership** by Advanced Accounting LLC (2017)
6. Certificate- **Project Management** by Afghanistan Centre for Excellence (2017)
7. Certificate- **Gender and Reporting** by BBC World Service Trust WORLD (2008)
8. Certificate- **TOT (Train of Trainers)** by Internews Network (2008)
9. Certificate- **The Art of Good Rhetoric's** by FES-Friedrich Ebert Stiftung (2008)
10. Certificate- **Radio Journalism** by Nai-Supporting Open Media in Afghanistan (2008)

11. Certificate- **Basic and advanced Journalism** by Nai-Supporting Open Media in Afghanistan (2007)

COMPUTER SKILLS

- Operating system (Windows Xp, Vista and Win7,8,10)
- Office package (Ms Word, Excel, Access, PowerPoint)
- Hardware (Operating system installation and installation of all soft wares)
- Typing English and, Dari and Pashto.
- Internet and usage of other computer devices

LANGUAGE SKILLS

Languages	Reading	Writing	Speaking	Listening
English	Excellent	Excellent	Excellent	Excellent
Persian(Native)	Fluent	Fluent	Fluent	Fluent
Pashto	Fluent	Fluent	Fluent	Fluent
Urdu	Excellent	Excellent	Excellent	Excellent

Experiences

1. July 2019- Aug 2021: **Director General of Women’s Economic Empowerment and Child Care** at Ministry of Labor and Social Affairs (MOLSA)- Afghanistan

Key Responsibilities:

- Facilitate the Development of a strategic plan for Women’s Economic Empowerment through Child Care services;
- Support the team through engaging in regular dialogue with government ministries, civil society, the private sector and donors;
- Ensure effective coordination between the Office and Line Ministries, Private Sector, Donors and CSOs to Improve the process of providing employee women with child protection services in the Kindergartens;
- Works closely with the team; M&E, Communications, Operation, to ensure relevant and latest information’s are available as needed.

2. Dec 2018-July 2019: **Deputy Program Director** of Women’s Economic Empowerment National Priority Program (WEE-NPP) at World Bank- Afghanistan

Key Responsibilities:

- Develop a comprehensive fund raising mechanism through which the Office will be engaged with interested donors to support, both technically and financially the WEE-NPP’s components
- Support the team in engaging with government ministries, civil society, the private sector and donors to establish a monitoring system, for reporting, tracking and information sharing on women’s economic empowerment

- Ensure effective coordination between the Office and Line Ministries, Private Sector, Donors and CSOs to improve sharing of data, knowledge, lesson learned and updates on the activities relevant to Women's economic empowerment
- Establish a platform for Capacity exchange and Knowledge Sharing on their best practices and lesson learned within line ministries, private sector, and civil society organizations

3. Aug 2017-Dec 2018: **Gender Expert** at Senior Advisory Office of the Afghan President in United Nations Affairs

Key Responsibilities:

- Provide technical analysis on approaching delivery as one (DAO) or One United Nations with focus on effective usage of financial aids provided by donors through United Nations;
- Coordination with UN-Women for smooth stepping into DAO pillars (one leader, one office, one program, one budget and one voice) according to MOWA priorities;
- Analysis and preparation of reports related to gender strategies and plans of MOWA and related ministries;
- Organization and management of women dialogues with UN-Women, CSO's, NGO's and private sector to discuss women issues and providing outcomes with recommendations;

4. June 2014-Aug 2017: **Head of Communications and Human Resources** at AUWSSC (Afghanistan Urban Water Supply and Sewerage Corporation)

Key Responsibilities:

- Organizational planning & development (finalizing staffing at AUWSSC headquarters; developing a staffing structure / level at the SBU level commensurate; Update the AUWSSC organization chart)
- Recruitment & Staffing (assist department heads at AUWSSC and SBUs in identifying candidates for recruitment, short listing and selecting them, contracting them and preparing appointment letters, orienting new employees on AUWSSC mission, and processing them through various HR administrative)
- HR Policies (Formulate and implement human resources policies at AUWSSC headquarters and SBU levels in all aspects of human resources)
- Training & Development (conduct Training Needs Assessment and / or guide line manager's in doing so; Develop Training Plan and Identify Training Programs)
- Staff Development and Performance Management (manage, motivate, coach and guide staff, establish and lead practices and procedures necessary to recruit and retain an effective workforce; Ensure the implementation of a performance management system)

5. Feb 2010- Feb 2012: **Youth Program Producer** at Internews Network/USAID-Afghanistan

Key Responsibilities:

- Make decisions regarding youth development programs in collaboration with the Youth Program Director
- Hold periodic Youth Development Staff meetings to review procedures, policies, department changes, etc.
- Organize youth development programs and classes with the Youth Development Coordinator
- Schedule, organize, staff and direct youth programs
- Create and maintain new youth development programs with Youth Program Director

6. Jun 2008- Feb 2010: **Media Trainer** at Nai (Supporting Open Media in AFG)/USAID

Key Responsibilities:

- Attend the Management and Journalism classes as Co-Trainer;
- Attend the Radio Production practical classes with female students;
- Assist the trainers on preparation of lectures in Journalism; radio production and management topics;
- Conduct the training assessments and prepare the feedback reports;
- Prepare radio programs as practical part of trainings with participants;

VO L U N T A R Y E X P E R I E N C E S

1. Aug 2021- Now: **Team Leader and Coordinator** of Afghan Evacuees in Albania with **Vital Voices**

Key Responsibilities: Coordination of Afghans evacuees' cases with Albanian and international organization for smooth resettlement.

2. Dec 2017- Aug 2021-: **Board of Director's Member and Spokesperson** at WISE (Women Initiatives Association for Sustainable Energy) -Afghanistan

Key Responsibilities: Establishing the Association's strategic direction and priorities; Monitoring association's performance and evaluating the achievement of the strategic and operational plans and annual budget outcomes; Reporting back to the stakeholders at the Annual General Meeting (AGM); Monitoring associations and its president's compliance with the relevant government legislation and bylaws; Representing WISE in national and international media.

3. 2013-2014: **Master Trainer** at Roshan Teachers Training Centre -Afghanistan

Key Responsibilities: Preparing educational materials on how to educate women about peace related issues and importance of women participation; Providing assistance on dealing with students as a part of center's discipline team; Developing training plans and reports; Conducting lectures and trainings based on Centre's mandate.

4. 2007-2008: **Journalism Assistant Trainer** at Nai (supporting Open Media in Afghanistan)

Key Responsibilities: Attending the classes of Journalism as Co-Trainer; Attending radio production practical classes with female students.

NATIONAL AWARDS/APPRECIATIONS

1. The appreciation letter of Afghan Senate house/Parliament (2020)
2. The appreciation letter of Afghan Minister of Labor and social Affairs (2019)
3. The appreciation letter of WEE-NPP (2019)
4. The appreciation letter for academic writing on Women's Economic Empowerment by AGO (2019)
5. The award of Young figure of the year 2019 by FEFA (2019)
6. The award and appreciation letter of Afghan President Advisor on UN Affairs (2018)
7. The award and appreciation letter of AUWSSC (2017)
8. The award and appreciation letter of Afghan Government Executive Director (2017)
4. The appreciation letter of GIZ (2017)
5. The appreciation letter of AUWSSC (2015)
6. The appreciation letter of RTTC (2014)
7. The appreciation letter of Internews (2011)
8. The appreciation letter of Nai-Supporting open media in Afghanistan (2009)

INTERNATIONAL AWARDS AND NOMINATIONS

1- 2018- UNDP's **N-peace Award** Candidate in Campaigning for action category
from Afghanistan

2- 2018 and 2020- Arizona University McCain Institute's **Next Generation Leaders**
Cohort member from Afghanistan

REFERENCES

Referees available upon request.