

RESUME

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Nationality	Fijian
Residential Address	11 Totoya Street Samabula Suva
Date of Birth	29 October 1984
Educational Qualifications	Master's in Business Administration (in progress) Bachelor of Arts, Sociology and English Language and Literature (double majors), University of the South Pacific, 2006 Certified Communications for Development expert
Country Experience	USA, Indonesia, Fiji, Solomon Islands, Vanuatu, Kiribati, Tuvalu, Marshall Islands, Federated States of Micronesia
Languages	Hindi (mother-tongue), highly proficient in English and Urdu; Proficient in reading Arabic; Basic knowledge of Fijian
Summary of Key Technical Expertise	<p>As an International Development Programme Specialist with over 10 years of progressive experience in child right, adolescent and youth development, sexual and reproductive health and development, gender and human rights, I have specific technical expertise on programme and project management and research, planning and design, implementation, monitoring and evaluation and reporting.</p> <p>I also have specific skills in developing concept notes and proposals for funding, appraising and assessing proposals. I am skilled in conducting qualitative and quantitative studies and mixed method approaches for research. I am familiar with statistical analysis and use of software to analyze data specifically, SPSS and EpiInfo. I have previously provided technical expertise and built capacities of government and civil society partners to advocate for resources, leverage funding and ensured that planned activities of partners are in line with and contribute to national and regional plans and goals. I am capable of formulating complex budgets, determining funding needs and making forecast for funding for implementation of activities.</p> <p>In addition, I have specific skills in curriculum design and development of national training manuals to support adolescent girls and boys and young women and men's access to information on a range of issues for eg, STIs, HIV & AIDS, mental health, and prevention of suicide, teen pregnancies, and disability and psycho-social challenges faced by young people. In my previous role with UNICEF, I have successfully established guidelines and minimum standards and developing monitoring tools for provision of quality, friendly and effective health services to children and young people.</p> <p>I am trained on communications for behavior change and thus am able to mobilize children, adolescents and young key affected populations to access and utilize health services. I am capable of facilitating communication for development planning, implementation and monitoring and reporting to achieve greater results for children. I also have prior experience developing newsletters, press releases, high level speeches and content development for social media and am able to edit and provide high quality reports in a timely manner.</p>

	<p>In my roles with Save the Children Fiji and also with UNICEF, I have engaged as the Gender focal point and thus, I am able to provide quality technical guidance to mainstream gender within program and project activities. In addition to that, I have served as the focal point for emergency response in my previous roles and thus, I am well versed with in-country humanitarian response processes and am able to mobilise SC Fiji’s emergency response in accordance with its priorities for children during a humanitarian event.</p>
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Employment History	
Nov 2018-current	Program Manager-Development with Save the Children Fiji
July 2015-July 2016	<p>Child and Adolescent Development and HIV & AIDS Specialist –UNICEF Indonesia</p> <p>Key responsibilities</p> <p>Timely sectoral analysis, input, support and collaboration to the Situation Analysis, with consistent integration of sex-disaggregated data, and its periodic update made for effective project planning, development and management for HIV/AIDS and Adolescents programme at the field office level and within the UN Joint Programme for the Highlands.</p> <p>Knowledge management effectively promoted through drafting/finalizing key HIV/AIDS and Adolescents sectoral programme documents and reports, sharing good practice, lessons learned, and knowledge/information exchange, especially the sharing of good practices in the field office</p> <p>Quality of rights-based HIV/AIDS and Adolescents programmes effectively promoted, and coherence, synergy and value added to project management process through results-based management.</p> <p>Sectoral work plan and activities formulated, implemented and monitored, ensuring alignment with the defined project strategies and approaches and integration with gender mainstreaming across sectors within the Education and Adolescent Development Cluster in the Field Office.</p>

	<p>Project delivery, evaluation and reporting carried out efficiently, rigorously and transparently in compliance with the established guidelines and procedures.</p> <p>UNICEF's global goals effectively promoted through advocacy and policy dialogue in the Adolescents and HIV/AIDS sector, focusing on the contributions of gender equality in achieving these goals at the field office level.</p> <p>Proper and timely UNICEF and Government accountability ensured regarding supply and non-supply assistance as well as disbursement of programme funds for the HIV/AIDS and Adolescents programme.</p> <p>Effective communication and networking achieved through partnership and collaboration, sharing UNICEF's position on gender equality as useful.</p>
<p>May 2009-March 2015</p>	<p>Program Officer-UNICEF Pacific Adolescent Development and HIV & AIDS Programme</p> <p>As a program officer with the HIV & AIDS Programme, key responsibilities include:</p> <ul style="list-style-type: none"> Support governments of five Pacific Island countries to develop plans to strengthen the Reproductive Health and HIV & AIDS response within their respective countries. Develop supportive policies, guidelines and standards to advance services for adolescents and young people. Support governments to have most recent data on reproductive health and HIV & AIDS that can guide their national response by planning and implementing surveillance surveys. Strengthen routine monitoring of programmes by developing monitoring tools and systems for government and civil society partners. Provide technical guidance to partners on proposal writing, design of programmes, life-skills based family life education, peer education initiatives and youth friendly health services. Support governments, civil society, community and faith based organization's to have and use sound strategic communication initiatives to be able to influence behavior change amongst youth so that their risks and vulnerabilities to sexual and reproductive health issues including STIs and HIV & AIDS is reduced. Sharpen focus on young key affected populations i.e. those who due to their background, and social and economic status are more at risk and vulnerable to STIs, HIV & AIDS. Support the re-establishment and strengthening of the HIV Global Fund Country Coordinating Mechanism (CCM) for Fiji and Solomon Islands. Create and maintain partnerships across sectors and with partners at various levels for example, within UN, with regional partners and national partners' in-country. Provide regular monitoring updates and progress reports to Chief of the UNICEF Pacific HIV & AIDS Programme and with other programme colleagues. Draft updates and progress reports for sharing at regional level meetings (AIDS Team meetings) Develop funding concept notes and proposals Prepare donor reports Develop training curriculums and manuals to address adolescent sexual and reproductive health and HIV Document HIV & AIDS Programme interventions and dissemination of results to partners Lead design and dissemination of key HIV & AIDS documents Generate HIV & AIDS content for social media.
<p>March 2008-May 2009</p>	<p>Program Administrative Assistant-UNICEF Pacific HIV & AIDS Programme. Key responsibilities</p>

	<p>Implement programme related financial transactions in the Program Management System of UNICEF(SAP)</p> <p>Support programme partners to draft request for funds and liquidate funds once activities had been completed in a timely manne</p> <p>Prepare and present regular financial updates to programme team</p> <p>Support programme officers, specialists and Chief of the HIV & AIDS program to carry out daily programmatic functions.</p> <p>Coordinate section administration and logistics for workshops and meetings</p> <p>Draft correspondence to programme partners and donors</p>
Dec 2006-March 2008	<p>Program Officer-Fiji Council of Social Services</p> <p>Key responsibilities included:</p> <p>To implement CDO (Capacity Development Organisation) project activities in close consultation with the relevant stakeholders.</p> <p>Call for proposals under the Pacific Regional HIV & AIDS Project (PRHP) National AIDS Committee (NAC) grant scheme and assess and put through recommendations to the NAC committee for approvals.</p> <p>Coordinate and facilitate project design and management workshops and monitoring and evaluation workshops in under the PRHP/CDO programme in close consultation with the Project Coordinator.</p> <p>Coordinate and facilitate the smooth running of all NAC grant projects approved under the PRHP /CDO Project.</p> <p>Coordinate and facilitate all national workshops under the CDO yearly work plan in close consultation with the Project Coordinator.</p> <p>Coordinate and participate in all PRHP/CDO/NAC reviews, meetings and workshops.</p> <p>Monitor and assist all NAC grant projects funded to date.</p> <p>Monitoring and evaluating the sustainability of HIV Programmes in communities and its impact through collection of Most Significant Change stories.</p> <p>Assist in the preparation of all NAC Grant financial and narrative reports and report to PRHP.</p> <p>Integrate programmes on HIV & AIDS in programmes such as Child Care, HelpAge & Promoting Adolescent Life Management (PALM) programmes.</p> <p>Prepare CDO Quarterly narrative reports to PRHP.</p> <p>Draft donor proposals for funding.</p>
March 2006-Dec 2006	<p>Program Administrative Assistant-Fiji Council of Social Services</p> <p>Drafting articles for the compilation of all FCOSS newsletters, publications and reports.</p> <p>Providing logistical support to programmes.</p> <p>Assist in the write up of proposals for funding.</p> <p>Write up of the minutes for FCOSS Executive Committee meetings.</p> <p>Drafting and compiling any material assigned by the Executive Director.</p> <p>Preparing advocacy and lobbying materials to raise awareness on HIV Prevention and Protection.</p> <p>Compiling project reports and financial liquidations.</p> <p>Liaising with various donor agencies and stakeholders for effective programme delivery.</p> <p>Maintaining effective records, reports and database for references.</p> <p>Editing publications, newsletters and brochures.</p>
Jan 2006-March 2006	<p>Intern-Fiji Women's Crisis Center</p> <p>After completing the undergraduate degree, Shairana volunteered at the Fiji Women's Crisis Centre for two months. During her internship, she supported the organization to</p>

	conduct qualitative research on gender inequities, prepared draft speeches and media releases.
Jan 2003-Dec 2007	English Tutor
Affiliation to key technical working groups and taskforce	<p>Member of the UN AIDS Team in the Pacific</p> <p>Member of the UN Regional Programme Monitoring and Evaluation Working Group</p> <p>Member of Sexuality Education Network Peer Education Forum (SENPEF) Fiji.</p> <p>Member of the regional programme management committee for a programme on adolescent health and development covering ten Pacific island countries.</p> <p>Vice-Chair-UNICEF Gender taskforce team</p> <p>Alternate member-UN Gender Group</p>
Key Publications	<p>Contributed to UNICEF Pacific HIV & AIDS Baseline study reports on 'Understanding HIV & AIDS risks and vulnerabilities amongst youth' in Solomon Islands, Kiribati and Vanuatu.</p> <p>Provided technical input to guidelines to strengthen youth friendly health services in Solomon Islands, Kiribati, Vanuatu and Fiji</p> <p>Developed a HIV Inter-faith strategy for Fiji</p> <p>Established the Inter-Faith Response to HIV & AIDS</p> <p>Produced a 2013 HIV Documentary to mobilise action against HIV & AIDS.</p>
Key technical competencies	<p>Proficient in MS Office and SAP</p> <p>Excellent communication skills, ability to work with people from diverse backgrounds in an effective and efficient manner, strong drive for results, excellent research and analyzing skills, skilled at formulating strategies and concepts, competent in planning and organizing and applying technical skills to achieve results, ability to multi-task and work as part of team, ability to take responsibility for actions, good understanding of gender, human rights and equity issues, excellent skills in the use of computer applications, ability to work independently and manage competing priorities, ability to take on responsibilities at a higher level, strong attention to detail, problem solving skills</p>
References	Available on request