

# FIZA HUSSAIN

Phone: +923355894281

Email: [fizahussain279@gmail.com](mailto:fizahussain279@gmail.com)

LinkedIn: <https://www.linkedin.com/in/fiza-hussain-5702b4100/>

## Key Skills

### Soft Skills

- Strong communication and coordination skills
- Proficient leadership skills
- Project management
- Project Partnership management
- Teamwork and problem-solving
- Event Management
- Report writing

### Technical Skills

- General computer skills (Excellent in Microsoft Software) and certified in Microsoft Office
- Skilled in using statistical analysis software (SPSS), NVIVO, In-Page software, Microsoft Excel, and PowerPoint.

## Internships & Volunteer Activities

### October 2023- May 2024

Event Volunteer | Oz' Harvest program, Form Filling Program | Cumberland Council, Sydney

## Employment History

### October 2024- February 2025

Program Manager- Inclusion & Diversity | Expand, Pass and Promulgate Laws for Religious Minorities' Rights in Pakistan- Bureau of Democracy, Human Rights, and Labor (DRL) U.S. Department of State Funded Project | Community World Service Asia

#### Key Responsibilities:

- Lead the project implementation to contribute towards protection of religious minorities legal rights.
- Build linkage and coordination with the National and Provincial level Government Commissions such as National Commission on the Status of Women (NCSW) to advocate for legislative reforms of family laws, National and Provincial level policies for the religious minorities protection in Pakistan.
- Ensure project outcome-based quality annual and quarterly reporting, capture advocacy-based results and its financial management.
- Monitor project financial spending against the allocated budget.
- Manage the team of program officers and a forum of religious minority social activists entitled National Lobbying Delegation (NLD) for effective project implementation.
- Contract development and close coordination with legal consultant to review and strengthen legal framework to advocate for amendments in the existing religious minorities personal laws in Pakistan.
- Developed Standard Operating Procedures (SOPs) for the NLD forum and conducted regular refreshers with them to ensure their adherence to safeguarding policies, their up-to-date knowledge about the organization's Grievance Redressal Mechanism, and to provide a safer space for women NLD members to share their grievances.
- Provide technical inputs and backstopping in relevant key stakeholders' mapping and advocacy efforts to NLD in Project Implementation from the perspective of women empowerment through protection of their legal rights.
- Contribute to program development (proposal writing for new projects) based on the existing and previous experience on the empowerment of religious minorities through legislative enactment and amendment in Pakistan.

### July 2024- October 2024

Technical Expert- Short Term Technical Assistance (STTA) Consultant | Leadership in Union Councils- Bureau of DRL U.S. Department of State Funded Project | DAI Pakistan office

#### Key Responsibilities:

#### Project Monitoring

- Conducted field visits to monitor the progress of Punjab and Sindh

- Coordinated with the groups of schools' teachers and students to ensure their effective participation in the project activities.
- Facilitated Cumberland Council members in the event management.
- Ensured adherence to the child protection policy during the event.

**September 2023- May 2024**

International Student Volunteer & Team Leader | New South Wales (NSW) International Volunteer Program | StudyNSW and Communitier, Sydney

- Trained newly onboarded volunteers on international students' desk tasks and module on the directions of the airport.
- Assisted newly arrived international students with essential arrival details at Sydney and responded to their queries.

**February- July 2021**

grantees against the assigned project milestones and project implementation plan of strengthening local governance in respective provinces of Pakistan.

- Conducted focused group discussions and interviews with the project beneficiaries to triangulate the validation of field findings with the project progress.
- Reviewed the submitted prerequisites of ongoing milestones and gave feedback to ensure content quality.
- Verify the submitted Means of Verification (MoVs) of achieved milestones and report the feedback.

**Project Reporting**

- Document project grantees' progress against allotted milestones based on field findings, feedback, and recommendations for future courses of action on project progress to the Project Team Lead.
- Collected data from the field to capture project results and develop success stories to highlight key achievements.

**Event Management**

- Led the preparations of the Hackathon event under **the Youth driven Governance Innovation lab initiative** with a grantee in Punjab in collaboration with the University of Punjab and Lahore College for Women University, Pakistan.
- Manage the preparations of the **Provincial Conference on Strengthening Local Governance in Sindh** to ensure its quality implementation.

**April 2024- June 2024**

Service Coordinator | The Extend, Sydney Australia

**Key Responsibilities:**

- Maintain overall planning cycle to capture children learning and development by managing observations, documentation, planning, implementation, and reflections.
- Manage incidents and emergencies in consultation with relevant authorities and in line with the organizational policies.
- Monitor and adherence of Children Safeguarding policies at workplace aligned with Australian Government laws.
- Manage the sufficient resourcing of service equipment and resources alignment with the allocated budget.
- Manage the team educator to ensure their effective service delivery.

**July 2022- June 2023**

Senior Program Officer | Social Inclusion & Justice for marginalized communities in Pakistan - Bureau of DRL U.S. Department of State Funded Project | Community World Service Asia Pakistan office

**Key Responsibilities**

- Lead the project implementation and overall management.
- Worked on the project proposal, budget, consultancy contract, and monitoring and evaluation framework for project extension.
- Captured project results in the form of success stories, case studies, and best practices through coordination with project key stakeholders.

Staff Representative| Oxfam Pakistan country office  
**Presenter at Conferences**

- Presented initial findings of my research entitled **“Giving the voice to the Voiceless: Analysis of Religious Minority Hindu Women Access to Formal Justice System in Islamic Republic of Pakistan”** at Faculty of Arts Research Frontiers (RF2) Conference, Macquarie University, Sydney Australia- November 2024.
- Presented Community World Service Asia’s (CWSA), efforts in promoting Peace and Harmony in Pakistan at South Asia Peace convention, Kathmandu Nepal- 2022.
- Conducted a Session on **“The Protection against Women’s Harassment at Workplace”** for Special Olympics Pakistan - October 2019.

- Conducted regular field visits and monitored project progress through coordination with the NLD members.
- Ensured smooth functioning of grievance mechanism of beneficiaries through coordination with field staff and spot check visits of field.
- Managed team encompassing officers and project managers to ensure smooth and timely implementation of the project.
- Conducted regular workshops and meetings with the project implementation team and key stakeholders to capture implementation key challenges, evolving context and lesson learned along with way forward.
- Ensure smooth coordination with the government Human Rights bodies relevant government officials and parliamentarians along with NLD forum members to advocate for religious minority rights and preventing caste-based discrimination in Education & Health sector of Pakistan.
- Project financial management: Review financial reports, budgetary revisions, and re-alignments; ensure timely payment submission and processing.

#### **February 2019- June 2022**

Project Coordinator| Improved Access to Fair, Legitimate & Effective Justice in Pakistan- Ministry of Foreign Affairs (Netherlands) funded Project| Oxfam International

#### **Key Responsibilities**

##### **Project Coordination, Monitoring & Visibility**

- Lead regular coordination with partners for effective project implementation and troubleshoot the implementation challenges.
- Oversee local partners' progress on the project implementation and annual budget spending.
- Ensured quality implementation of activities, capturing results, key learnings, risk identification, and partner capacity building.
- Captured and developed success stories and visibility products with the Media and Communication department and the Programme Manager.
- Facilitated Team Lead in organizing capacity-building training for partners on "Outcome Harvesting and Advance Influencing".
- Organized Provincial level Conferences on “Improving Citizens’ Access to Formal Justice System in Pakistan” in Punjab, Sindh and Khyber Pakhtunkhwa (KPK) provinces of Pakistan.
- Facilitation and close coordination with the consultant in conducting Political Economy analyses of Pakistan’s existing scenario of Rule of Law”.
- Coordinated with the admin/operations department to ensure logistical arrangements for organizing meetings, events, training, and workshops.

##### **Project Reporting**

- Quarterly donor annual and quarterly report writing, capturing meeting minutes, writing event reports, and field monitoring reports.

- Delivered a lecture on “A spectrum of psychological causes of Alzheimer’s Disease” at Student’s conference, Rawalpindi Medical College, Pakistan- September 2016.

### Completed Workshops & Trainings

- Participated in "Storytelling your thesis" workshop organized by Macquarie University- 26th June 2023.
- Completed training on “MEAL Management” organized by Parhao Sabaq Foundation- 11th and 12th July 2020.
- Completed a comprehensive training on the Monitoring and Evaluation toolkit for successful Project organized by Parhao Sabaq Foundation- 20th June 2020.
- Participated in Outcome Harvesting and Advance Influencing

- Facilitated Team Lead in Annual report writing.
- Monthly reporting of project beneficiary data along with the progress on updates of project plans, key challenges, and partners' performance for further action.

### Program Development & Fundraising

- Engaged in the concept note and proposal development process of application to donor calls under the Governance Pillar.
- Facilitated the development of the proposals' annexures (detailed implementation plan, financial budget drafting).
- Conducted programmatic assessment of potential partners for project implementation.
- Facilitated Partnership agreement development and signing-off process.

### Other Tasks

- Coordinated with the finance department for timely payment processing and review of partners submitted financial reports.
- Assisted Team Lead in administering and managing various external consultant assignments.

### October 2017- February 2019

Social Inclusion & Gender Research Officer| Empowering Youth for Employability & Entrepreneurship Project, Health Signature Program- UK Aid funded Projects| Voluntary Service Overseas

### September 2017- October 2017

Customer Service Executive| ASK Development

### Educational Qualification and Academic Awards

#### 2023- 2024

Master of Research in Security Studies & Criminology- Year II (Year -I exempted)

Macquarie University, Sydney, Australia

Attained Percentage: 80.2% (Distinction)

Academic Achievement Award: International Macquarie University Research Excellence Scholarship recipient

Completed Research Thesis: Giving Voice to the Voiceless: Analysis of Hindu Women’s Access to the Formal Justice System in the Islamic Republic of Pakistan (Thesis words limit= 20,000)

#### 2018- 2019

Master of Philosophy in International Development Studies

Iqra University, Islamabad, Pakistan

Attained CGPA: 3.67/4:00

Academic Achievement Award: Gold Medalist in the batch

Completed Research Thesis: Understanding the Perception of Digital Citizenship and its impact on Cyber bullying among Pakistani Youth (Thesis words limit= 11,861)

#### 2013-2017

Bachelor of Science (Hons.) in Behavioral Sciences

Fatima Jinnah Women University, Rawalpindi, Pakistan

Attained CGPA: 3.38/4:00

Academic Achievement Award: N/A

training organized by

- Oxfam- December 2019 in Dubai.
- Participated in Project Cycle Toolkit training organized by Oxfam- 14th and 15th of October 2019.
- Participated in three days' workshop on "Social Inclusion and Gender" organized by VSO International- October 2017.

### **Professional affiliations and memberships**

- **2023-2024**  
Global Leadership Program, Macquarie University, Sydney- Graduate student membership (successfully completed the program)
- **January 2017- October 2017**  
Friend of Lincoln Corner Program of US Embassy (actively participated in activities and completed the program)

Completed Research Thesis: Association of Dental Anxiety with Pain Perception among Dental Patients (Thesis words limit= 13,855)

### **Research Outputs**

#### **Journal Publications (First Author publication)**

Hussain, F., & Shah, S. A. A. (2021). Understanding the Perception of Digital Citizenship and its impact on Cyber Bullying among Pakistani Youth. *Pakistan Review of Social Sciences*, 2(2), 7–18. <https://www.pakistanreview.com/index.php/PRSS/article/view/118>

#### **Public Scholarship/Newspaper Opinion Editorials/Blogs**

Hussain, F. (2023, August 6). A grave concern | Dialogue | thenews.com.pk. [TheNews.com.pk; The News International. https://www.thenews.com.pk/tns/detail/1097231-a-grave-concern](https://www.thenews.com.pk/tns/detail/1097231-a-grave-concern)

Hussain, F. (2023, November). Discovering the unfolding insights of China town and Thai town. MQ Global Leadership Program. <https://www.mqgloballeadershipprogram.com/single-post/discovering-the-unfolding-insights-of-chinatown-and-thai-town>

#### **Research Grants & Awards (N=2)**

- Recipient of an **International Macquarie University Research Excellence Scholarship** (“iMQRES MRES”) to support your Master of Research one-year full time program (with one year exemption) from Macquarie University Sydney, 2023 (Scholarship grant received= AUD\$35,000).
- Recipient of the **Gold Medal** on the achievement of Distinction in Master of Philosophy (MPhil) from Iqra University Islamabad, 2020.