

CURRICULUM VITAE



Dr. Shaheen Sahak

Address: 3rd Macroryan, Kabul, Afghanistan

Mobile: +93 0780120855

Email: shaheensahakkhan@gmail.com

PROFILE

As a Doctor of Medicine (MD) and professional Ultrasonographer, I am currently employed as Regional health extender with UNICEF. Over the past five years, I have accumulated extensive experience working with various national and international organizations in roles such as Senior RH Officer, Acting Project Manager, Senior Technical Health Program Officer, Senior Education Program Officer, and District Monitoring Officer.

According to my supervisors, I am a quick learner who is dynamic, highly analytical, efficient under pressure, punctual with deadlines, an excellent team player, and oriented towards change. They would also note my strong commitment to advancing human rights in Afghanistan, striving for a society where everyone lives with dignity.

I am now seeking a responsible career opportunity within a reputable organization where I can fully leverage my training and skills, contributing significantly to the organization's success.

EMPLOYMENT EXPERIENCE

HIVA Regional Health Extender (01 November 2025 - Present)

- Supported UNICEF and Service Providers (SPs) in performance management and monitoring of BPHS/EPHS implementation under the HIVA Project.
- Prepared and verified data packs including HMIS, TPM, QQC, and functionality assessment results to inform performance reviews.
- Conducted and facilitated Quarterly Performance Review meetings at provincial level with key health stakeholders.
- Provided technical assistance to SPs in adapting performance management tools, procedures, and dashboards.
- Analyzed provincial health data to identify low-performing health facilities and recommend corrective actions.
- Assessed management capacity of Service Providers and contributed to developing Performance Improvement Plans (PIPs).
- Coordinated communication between UNICEF zonal teams, monitoring agents, and provincial SPs to ensure data-driven decision-making.
- Produced field mission, monthly, and quarterly performance review reports, summarizing progress and challenges.
- Supported establishment and functioning of provincial performance review committees.
- Ensured timely reporting and feedback loops in alignment with HER performance management framework, including P4P and QQC benchmarks.

Reproductive Health officer (RH) (21 January 2025 – 31 October 2025)

Organization: *International rescue committee (IRC)*

- Provide technical training to field-based RH and Infection prevention and control (IPC) department staff to ensure that health facilities provide standard and quality reproductive health services.
- Ensure in collaboration with Logistic department that orders for medical equipment, drugs and consumables are appropriate to program requirements and local constraints, Supervise medical purchase process (needs evaluation, orders, quality).
- Provide the needed support in the implementation of quality RH program activities at the IRC supported MHTs /health facilities, the medical doctor, midwives, pharmacist, vaccinator(immunization)psychosocial, Mobilizer (health promotion including Nutrition screening and strengthening maternal and young child nutrition (MIYCN).
- Ensure that all standard procedures related to sexual and reproductive health are followed correctly by health facilities staff.
- Analyse the medical data on monthly basis and provide feedback to the Coordination team and partners.
- Conduct regular supportive supervision from field office and provide on the job training for RH related staff to achieve reproductive health targets.
- Ensure national guidelines and policies related to reproductive health services are properly followed and implemented in all health facilities.

- Take care of facility RH supplies with all relevant departments and work closely with the pharmacy team to prevent stockouts.

Senior Reproductive Health officer (RH) (1st May 2024 – January 2025)

Organization: *Organization of Research and community development*

- Provide technical training to field-based RH related staff to ensure that health facilities provide standard and quality reproductive health services.
- Participate to the different medical meetings, especially Health Clusters meetings, playing a key role in any relevant medical coordination mechanisms, and be pro-active in the technical working groups that are created to answer the pressing health issues that need immediate action of the Health Cluster members.
- Provide the needed support in the implementation of quality RH program activities at the ORCD supported MHTs /health facilities, the medical doctor, midwives, pharmacist, vaccinator(immunization)psychosocial, Mobilizer (health promotion including Nutrition screening and strengthening maternal and young child nutrition.
- Ensure that all standard procedures related to sexual and reproductive health are followed correctly by health facilities staff.
- Providing RMNCH in emergency services.
- Conduct regular supportive supervision from field office and provide on the job training for RH related staff to achieve reproductive health targets.
- Ensure national guidelines and policies related to reproductive health services are properly followed and implemented in all health facilities.
- Take care of facility RH supplies with all relevant departments and work closely with the pharmacy team to prevent stockouts.
- Participating in MoPH RH taskforces and other working groups.
- Prepare and arrange the training according to the RH section training plan in close coordination with the RH manager.

Senior Technical Health officer (March 2023 –May 2024)

Organization: *Swedish committee for Afghanistan (SCA)*

- Overall management, reporting and technical support to project activities (RMNCH) to Family Health House (FHH) project manager.
- Support field staff and provide technical inputs to Strategic Planning, Project Operational Plans, Work plans and other types of planning exercises, which are launched at provincial level.
- To ensure that quality services of are being provided in all in target areas.
- To assist Health programme unit (HPU) and field teams in FHH related planning, budgeting, and reporting.
- To provide technical assistance and on the job training to all existing FHH project staff at the field level.
- Conduct regular monitoring as per monitoring plan from the field and provide feedback to FHH project manager/coordinator.

- Review of project implementation plan and to compare with its achievement.
 - To conduct field visits to and supportive supervision of FHH project covered areas and provide technical back shop and come up with viable recommendations for further improvement.
 - To oversee the application of the national guidelines and policies of the family health houses
 - To coordinate with Human Rights and Gender Unit (HRGU) to ensure that gender sensitive and rights-based approach has been taken into consideration while designing or executing projects in field.
-

Senior Education Programme officer (school health) (November 2021 -March 2023)

Organization: *Swedish committee for Afghanistan*

- Developing new concept, contribute planning and reporting processes.
 - Lead implementation of school health activities and provide technical backstopping to Education project team in regions.
 - Coordinate school health activities with MOPH (ministry of Public Health) and MOE considering the set policies and respect SCA in event.
 - Budgeting the core activities for school health project.
 - Support project progress reporting, project mid-term review and final evaluation.
 - Preparing MOU, Action workplan and proposal and submitting to MoEc (ministry of economy) and MOE (ministry of education).
 - Field trip for Follow up purpose of main activities and working for improvement of target activities.
 - Ensure that quality services are being provided in all in target areas.
 - Supporting colleagues in developing the budget and concept note.
 - For any other assignment by line manager.
-

Gynaecologist/ultra sonographer (March 2020– April 2021)

Organization: *Bakhtar Hospital, Kabul*

- Overall responsible for the management of Gynecologic and ultrasound department
 - Perform annual and regular examinations on patients to diagnose various Internal conditions.
 - Providing Basic and Essential health services as per BPHS/EPHS policies and programs facilities.
 - Provision Reproductive health services according to Afghanistan RMNCH policies in Hospital.
 - Assist midwives in implementation of RH services.
 - Responsible for OPD and IPD.
-

District Monitoring Officer (OCT 2018 – Feb 2020)

Organization: *welfare association and development of Afghanistan (WADAN)'s LTS with UNICEF, Polio Program Kabul Office*

- Participated and actively contributed to WADAN annual polio eradication project work planning and for the year 2020
- Practiced monthly and quarterly progress reports preparation.
- Collaborated with staff as an active member of the team.
- Developed training material and assisted with health education classes.
- Responsible for design and implementing the M&E activities of project; assisting the project, providing daily and monthly reports to find out the issues and find solutions.
- Participated in outreach events and built relationships with external partners.
- Research available chronic disease data to assist with community health assessments.

Surveyor – Kabul Afghanistan (March 2021 – May 2021)

Organization: *UNHABITAT*

- Survey of families immigrated to Afghanistan.
- Collecting data in KOBO system.
- Preparing individual files for households.
- Reporting data to management.

Social Mobilizer (Aug 2016 – Oct 2018)

Organization: Polio Eradication Program UNICEF - Kabul

- Attending polio eradication trainings monthly
- Provision of Health education to the household.
- Make sure that polio vaccine is given to children under 5 ages.
- Look after the health, safety, and welfare of all vaccinated children.

EDUCATION & TRAINING:

MSc in Public Health

University of Suffolk in United Kingdom (2024 – In Progress)

Medical Degree (MD 86.3%)

Spinghar Medical University Kabul (2013 - 2018)

Baccalaureate (12th Grade Graduate ,96.5%)

Afghan Turk International Girls High School Kabul (2000 - 2011)

Certifications

House Job

Shah Amanullah khan Hospital Kabul (2018-2019)

Ultrasound Certificate

Kabul Tec institute (2019)

A. Training/Courses:

- Strengthen midwifery skills in Reproductive health skills training by IRC (2025)
- PSEA, Safeguarding Essentials, BSAFE course and Equality, diversity and inclusion UNICEF (2025)
- MISP TOT (minimal, initial service package in EMERGENCY) by UNFPA (2024)
- WASH in Emergency, SBC, Water supply source, design and treatment by UNICEF(2024)
- PSEA TOT (protection from sexual abuse and exploitation) TOT by UNICEF (2023)
- Attending Public Health and WASH technical training in MOPH and MOE as representee of SCA organization, as member of SHTWG (school health technical working group) and HTWG (hygiene technical working group) responsible for developing guidelines for mentioned services with MOE and MOPH. (2022-2023)
- Attended covid19 presenting training in EP (2020 -2021)
- Family planning, STI, PPH and BEMONAC training (2023)
- Monitoring and Evaluation Trainings at WADAN NGO Afghanistan (2018-2019)
- Practical work in medicine in Shah Amanullah Ghazi Hospital (2017- 2018)
- Attended Family Planning /Family Health training in MOPH (2018-2020)
- Epidemiology training at Bakhtar Hospital (2021)

Computer Skills

- **Software:** Proficient in MS-Office applications (Windows operating systems, MS (Word, Excel), Internet efficiency in use, all with English/ Pashto/ Dari keyboards, Quick books
- Networking, Digital scanner, photocopier, and digital Camera in use

Language Skills:

Pashto (Native),
Dari (Native)
English (fluent)
Turkish(fluent)
Urdu (Fluent)

References available on request: