

CURRICULUM VITAE

Name: Bushra Naheed

Religion: Islam

Father's Name: Ahmad Yar Malik

Phone No. Office: (92-42) 9231553
Office: (92-42) 9230958

E-mail: bushra@dsw.pu.edu.pk

Qualification M.A (Social Work), Punjab University,
Lahore.

EMPLOYMENT RECORD

[Dec. 1997 to date]

Assistant Professor

Department of Social Work,
University of the Punjab, Lahore.

Description of Duties:

A. Teaching M.A. Social Work Students.

- Social Case Work
- Social Research & Statistics

B. Supervising Students' field work and training in:

- I. **Medical and psychiatric setting for Case Work practice** wherein the emphasis on helping students develop skills in working with the individuals and

groups to help overcome their problems in interpersonal relationships.

II. **Urban community Development setting:** Wherein the students work in close collaboration with NGOs and CBOs. They are guided to develop organizational and motivational skills.

III. **Rural Community Development Setting:** The students are placed in rural areas for experience of working with rural groups and communities in order to undertake

- **Awareness raising**
- **Community mobilization & organization**
- **Group formation**
- **Need assessment**
- **Capacity building**
- **Monitoring & Evaluation**

relating to welfare/development activities.

C. **Supervised and guided research thesis.**

A requirement for M.A degree in Social Work.

D. **In charge Admission Committee of the Department.**

[FROM MAY, 1991 TO DEC, 1997] Lecturer

Department of Social Work, University of the Punjab, Lahore.

- Taught MA Social Work classes Social Case Work, Social Research and Statistics, Supervised students' field work training and Research Practicum.
- Library Incharge

[FROM DEC, 1988 TO OCT, 1989]

Field Supervisor

Field Service Central, Lahore.

Description of duties:

- Area identification
- Training of enumerators
- Monitoring and evaluation
- Guidance and general supervision.

One year in Case Work Setting at Medial Social Services Project, Mayo Hospital, Lahore.

- Provided services of counseling
- Rehabilitation of Patients.
- Arrangement of blood and free medicines for deserving patients.

One year at Urban Community Development Project, Garhi Shahu, Lahore.

- Awareness and Motivational Campaigns for Education Promotion, Environment Protection & Cleanliness at various katchi Abadies and Slums.
- Organized people in small groups for different developmental activities.

Training/Workshops Conducted:

- Conducted a five days training workshop on “**Social Research Methods & Evaluation**” of the trainers of Girl Guide Association of Pakistan.
- **Training of the Trainers**, conducted 10 training sessions of Lead Mentors/Master Trainers under Women’s Political Participation Project (W3P).
- Provided **Supportive Monitoring** and evaluated W3P training sessions, which were attended by more than 1000 lady councilors.
- Conducted a training session on “**Participatory Research Methods**” for ILO-IPEC training programme, Lahore.
- A tour to Philippine in order to study its local government system, sponsored by Women’s Political Participation Project.
- A study tour to “**CARE**” **Bangladesh** sponsored by UNAIDS.

Training/Workshops Attended:

- A four months training course on “**Qualitative Research Methods**” Arranged by Aga Khan University, Karachi and Social Policy Development Center, Karachi.
- Workshop on “**Women Education, Focus of EFA, Dakar Follow-up, Pakistan Education Policy**” arranged by Bunyad Literacy

Community Council. (BLCC).
Lahore.

- Workshop on “**Feminist Research Methods**” arranged by Institute of Women studies, Lahore.
- Workshop on “**Contemporary Research Paradigms**” arranged by International Institute of Islamic Thought and Suhail Ifikhar Research Institute, University of the Punjab.
- Workshop on “**Awareness on women rights**” organized by NPA/CEDAW Unit Punjab.
- Workshop on “**Information Technology**” Arranged by the Department of Human Resource Development, University of the Punjab.
- Seminar on “**Comparative Non Profit sector in Pakistan**” Arranged by social Policy Development Center, Karachi.
- A series of Seminars on “**Rural Development Training**” Organized and attended at Social Work Department, University of the Punjab.

Research Studies Conducted: (Qualitative and Quantitative)

- “A study of Lost, kidnapped and Runaway children” in Punjab in collaboration with UNICEF and NCCWD.
- “Micro credit as a mean of empowerment for women”

- “Women’s empowerment & decision making power” by National Plan of Action for women (NPA/CEDAW UNIT, Punjab.
- A study on “ Nigehban Centers” in Punjab, in collaboration with UNICEF and NCCWD.
- “Needs and problems of the Aged” Lahore funded by Higher Education Commission, Islamabad.
- “Socio economic survey of Soon Valley” District Sargodha.

Research Projects Developed and guided:

- A Study of women in Paddy.
- Situational analysis of women in Power and decision-making.
- A study of lady councilors in Local Government.
- “An evaluative study of women development center” Directorate of Social Welfare and Women Development, Lahore.
- “Domestic violence against married women” in collaboration with human Rights Commission of Pakistan (HRCP).
- “Effects of pollution on the population” (Kala Shah Kaku).
- “Democratic attitude at domestic level”
- A Study of prisoners released from Kot Lakhpat Jail, Lahore”

- “Need of school social Work in educational institutions at secondary schools”.
- “Socio economic survey of Chak 11/4L, District Okara”.
- Socio economic survey of village Joyea, District Okara”.
- “Child labour in Auto Workshops in Lahore”.
- “Child labour in brick kiln industry”, in the suburbs of Lahore.

Memberships

- Member Board of Studies for the years 1991-1996, University of the Punjab, Lahore.
- Member Board of Faculty of Arts for the years 1991-96 University of the Punjab, Lahore.
- Executive member Alumni Association of Social workers of Punjab University, Social Work Department.
- Member, Professional Association of Social Workers.
- Founder member of PAIMAN, a strong network of women legislatures at the grass root level across Pakistan

Awards/Medal/Distinction:

- Best Teacher Award, University of the Punjab on the basis of students’ evaluation.

- Gold medal in UN project “Women’s Political Participation Project” under the umbrella of Ministry of women Development
- Distinction in a four months training course on “**Qualitative Research Methods**” Arranged by Aga Khan University, Karachi and Social Policy Development Center, Karachi.

Key Skills and competencies

- Strong commitment to principles and values espoused by the employing agency
- Good interpersonal skills, flexible and adaptable, able to respond quickly and effectively to changing circumstances, strategic thinking, very clear and focused approach to prioritize and organize work effectively and under pressure
- Good at communicating with, understanding and interacting/working with others from different cultures/backgrounds
- Willing to work outside of normal business hours when necessary
- Willing and able to travel
- Able to operate fairly autonomously while keeping within the parameters of the mission and mandate of the hiring agency, committed to teamwork

- Knowledge of local government structure, Social research and familiarity with human development instruments and agreements

Languages:

- English
- Urdu
- Punjabi

Computer Skills:

- MS. Office
- Excel
- Power Point
- Internet
- SPSS