



Said Obaid Sadat

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Date of Birth : 4 July 1962
Place of Birth : Herat
Nationality : Afghan
Sex : Male
Marital Status : Married
Current duty : General Manager of Planning Unit, Municipality

Work Experience

- 2009 up to now, General Manager of Planning Department in Herat Municipality.
 - Acting of Administrative and Finance Manager several times and on his absence.
- Year 2007 to 2008, Admin/Finance officer in Afghan Shoe Company.
- Year 2005 to 2006, Project Manager in Microcredit and Development, ARF Organization.
- Year 2004 to 2005, Regional Trainer/Job Placement assistant, WORLD VISSION
- Year 1996 to 2003, Resource Officer/Field Supervisor/Field Coordinator/Acting Manager, UN/CDAP.
- Year 1979 to 1996, General Manager of Planning and Administration Department/Acting Manager of Construction Department, Macroyan Kabul

Education

- Year 1989 to 1995 Law Faculty of Kabul University, Night Shift.
- Year 1975 to 1987 Abdurahman Jami High school, Herat Afghanistan.

Trainings/workshops

- 3rd to 4th April 2012, Reviewing Organizational Structure Training, RUMP-UP / USAID
- 2nd to 3rd May 2012, Basic Project Management (Need Assessment) RUMP-UP / USAID
- 18th to 19th April 2012, Basic Project Management (concepts and principles) RUMP-UP / USAID
- 3rd to 4th June 2012, Project Management (Planning), RUMP-UP / USAID
- 20th to 21st Feb. 2011, Orientation workshop for Local Governance Technical Specialist, UNDP/ASGP
- 6TH Sep. 2011, Proposal Writing Training, RUMP-UP / USAID
- 14th to 15th Dec.2011, Report Writing Training, RUMP-UP / USAID
- 28th to 29th Dec. 2011, Public Participation Training, RUMP-UP / USAID
- 5th to 6th Mar.2011, Training workshop on School Municipal

Committee as Public Outreach, UNDP/ASGP

- 11th to 12th Aug. 2009, Media Outreach and Citizen Service Delivery, USAID
- 9th to 12th Oct.2010, Service Excellence Program Training, UNDP/ASGP
- 16th to 18th June 2009, Project Planning Training, USAID
- 11th to 13th July 2009, Proposal Writing Training, USAID
- 7th to 10th June 2010, Regional Municipal Governance Workshop focused on Creating Service Orientation and Institutional Financial Sustainability, UNDP/ASGP
- 12th to 14th July 2010, Service Excellence roll out Training, UNDP/ASGP
- 24th to 26th Mar.2009, Project Budgeting Training, USAID
- 22nd to 24th Dec.2009, Tools and Techniques for Provincial Profiling, UNDP/ASGP
- 24th to 26th Aug. 2010, Functional Analysis Training of Trainers, UNDP/ASGP.
- 11th to 30th May 2011, Tax Mapping, Valuation and Records Management, UNDP/ASGP.
- 28th May to 5th June 2001, Training of Trainers for Upgrading of CRDWs, UNDP/UNOPS.
- 3rd to 4th Nov. 2010, Provincial Budget Consultant Workshop, Provincial Budget Unit.
- 26th Aug to 10 Sep 2001, The Basic Competences of Learning Workshop, UNICEF Herat.
- December 2005, Training Workshop on Participatory Need Assessment, PRAXIS.
- Five month Training Course in Community Based Rehabilitation Programme Organised by the Comprehensive Disabled Afghans Program, CDAP/UNOPS/UNDP.
- 26th to 30th May 2002, First Sign Language Training Course, CDAP/ICMC
- 12th to 17th March 2005, Impact Evaluation Training Workshop, PRAXIS – Christian Aid
- 7th to 11th Dec 2003, Assistive Devices And Carpentry, HANDICAP - Afghanistan
- November 1st 2005, Community Development and Village Organization, ARF
- 3rd to 18th June 1998, Workshop on Planning, Communication, Record Keeping, and Supervision and..... CDAP/UNOPS/UNDP.
- 19th to 30th Oct 2003, SERP Training (sign language and mental recordation and brail), UNOPS/CDAP
- 3rd to 8th May 1997, Admin and Management Report Writing Training, CHA
- 16th Nov to 7th Dec 1998, Attend as CBR Coordinator and Regional Trainer From CDAP/CHA , UNDP/UNOPS.

Appreciation & Recommendation Letters

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- 12 April 2011, Issued By Herat Mayor Alhaj Mohd Salim Taraki
 - Year 2010, Issued By Herat Governor, Dr. Ahmad Yousof Norestani
 - 12 April 2004, Issued by CDAP (comprehensive disable afghan program)
 - Year 2005, Issued By World Vision International - Afghanistan
 - March 2002, Issued By ICMC – Herat
 - August 2004, Issued By World Vision
 - July 2006, Issued By ARF (Afghanistan reconstruction federation)

- June 2004, Issued By UNOPS (United Nations Office For Project Services)
- Year 2008, Issued By Manager of 10th district of Herat Municipality

computer skills

- Ms windows and office (word, Excel, Power point ...)
- Internet and network communication

Languages

	Specking	Writing	Reading
Dari	Native	Native	Native
Pashto	Fluent	Fluent	Fluent
English	Good	Good	Good

Major Achievements & Responsibilities

- Active member in developing of PSP (Provincial Strategic Plan), and PDP (Provincial Development Plan)
- Member of municipality academic and advisory board
- Member of team in budgeting for municipality development projects
- Active member in developing of Municipality strategies (CDP) Capacity development strategy, revenue enhancement strategy and communication & public outreach strategy
- Active member in developing of five year strategic plan for construction unit and Nahia development plans
- Focal point for all internal and external coordination of municipality
- Member of PDC, Provincial development council
- Conducting all governmental and nongovernmental training/workshops in Municipality level
- Cooperation on conduction capacity building training and workshops with NGO's and UN agencies

Management Skill

- Excellent Communications
- Leadership
- Human Resource Management
- Financial Management
- Planning
- Project management
- Conflict Resolution

Travels

- External

- Pakistan for different trainings and workshops and by support of CDAP (comprehensive disable afghan program)
- Tajikistan for exposure visit to community based activity and by support of CA (Christian Aid)

- Internal

- Iran for tourism tour in different time
 - Arabia for performing Hajj
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- Kabul
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References:

- Mr. Waheed Homan

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EMAIL - waheedhoman@yahoo.com

- Aziz Ahmad Esmaily (Urban Planning and Development Specialist – UNDP/ASGP)

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