

YOUSAF KHAN

St. John's, Newfoundland & Labrador, Canada Tel: +1 (709)-631-4172 Email: yousaf72@gmail.com

SUMMARY OF SKILLS

- Dedicated Research and Policy professional.
- Strong leadership skills with a proactive attitude.
- Ability to anticipate change and effectively manage quality and risk at all times.
- Ability to work effectively with various technical teams and flexible in work assignment.
- Excellent time management, communication, report writing and presentation skills
- Good knowledge of strategic planning and performance analysis
- Committed to ongoing professional and self-development.
- Positive attitude with a professional mindset

Citizenship: Canadian

EDUCATION

2010 Master of Environmental Studies (Thesis based), University of Waterloo, Ontario, Canada

2003 MA Political Science, University of Peshawar, Pakistan

1998 MSc (Hons) (Thesis Based), NWFP Agricultural University, Peshawar, Pakistan

PROFESSIONAL DEVELOPMENT

- **Writing Policy & Procedure Manuals** (2015), Government of Manitoba, Canada
- **Assertive Communication Skills** (2015), Government of Manitoba, Canada
- **Project Management Essentials** (2014), Government of Newfoundland & Labrador, Canada
- **Policy & Evaluation** (2013), Government of Newfoundland & Labrador, Canada
- **Facilitating multi-stakeholder Processes & Societal learning**, (2005), Wageningen University Netherlands

LANGUAGES

English	Full proficiency
Arabic	Speaking Basic Reading and Writing: Fluent
Urdu	Full proficiency

WORK EXPERIENCE

Policy and Program Development Specialist

April 2018 to date

*Energy Branch, Department of Natural Resources
Government of Newfoundland & Labrador, Canada*

- Support the division in overall strategy and strategic objectives
- Draft reports & briefing notes, presentation decks for Executives/ Minister
- Draft correspondence to citizens on a diverse array of political and public policy issues
- Assist with the development of policies in collaboration with the relevant stakeholders
- Conduct jurisdictional research on Energy policy in Canada and globally
- Collect and analyze data and conduct primary and secondary research
- Track regulatory failings and attend the Public Utility Board (PUB) hearings

- Prepare Request for Proposals (RFPs) for purchasing services
- Advise Executives of the department on various electricity related issues in the province/country
- Prepare custom reports requiring specialized output and analysis using computer programs
- Conduct research activities focused on the impact of governmental initiatives,
- Review & interpret technical reports and provide qualitative analysis
- Respond to information requests and correspondence from public in a timely fashion.

Environmental Protection Officer

*Department of Service Newfoundland & Labrador,
Government of Newfoundland & Labrador, Canada*

April 2016 - March 2018

- Administer and regulate various environmental protection/ pollution prevention programs
- Collect water samples to implement safe drinking water program and ensure proper water treatment standards
- Investigate Novel water treatment technologies
- Write research proposal and funding applications
- Ensure compliance with Environmental regulations under the Province's Environmental Protection Act and other pieces of legislation by performing inspections on service stations, oil refineries, waste disposal sites, asphalt plants, farms, bulk fuel storage, bio-remediation, salvage/scrap, PCB storage and others as required.
- Liaise with industry groups, government departments and various environmental stakeholders
- Responsible for interpretation, program development, and records management
- Enforce prevention, elimination, and control of all aspects of environmental pollution
- Respond to Environmental referrals from other departments and advise on requirements
- Review proposals for new facilities and prepares Certificates of Approval outlining stipulations

Projects Coordinator (Policy)

Financial Administration Services Branch

Manitoba Agriculture, Food and Rural Development, Winnipeg, Canada

October 2015 - March 2016

- Researched and reviewed departmental manuals, administrative and procurement policies and guidelines in Government departments
- Stay current with knowledge and leading practices relating to policy development
- Develop and track Key Performance Indicators
- Interpreted departmental guidelines, policies and procedures
- Consulted other departments and divisions such as the department of Finance and Procurement Services Branch through email and in person meetings
- Received approval from other departments for use of any of their existing policies within the department
- Reviewed existing final and draft policies and procedures and amend as required
- Collected and analyzed data using MS Excel.
- Drafted policies, procedure manuals and guidelines

Research & Policy Analyst

Department of Municipal Affairs

Government of Newfoundland and Labrador St. John's NL, Canada

November 2012 - March 2015

- Supported the Director of Municipal Infrastructure in oversight and coordination of a municipal infrastructure program of the Department
- Drafted briefing notes, cabinet papers and presentations for departmental executives.
- Reviewed and coordinated intergovernmental funding agreements with Government of Canada
- Consulted with government representatives on a variety of policy and program issues
- Developed Key Performance Indicators (KPI's), monitor changes in the strategy implementation process in line with the KPI's;
- Conducted environmental scanning and analysis to identify and assess the impact of departmental policies and initiatives and stakeholder needs
- Prepared relevant reports, dashboards and metrics to ensure operations are in line with strategy and KPI's
- Advised municipalities on water and wastewater treatment systems
- Reviewed & Interpreted federal and provincial legislation & technical reports
- Identified problems with existing programs/policies and recommended improvements.
- Developed, maintained and promoted partnerships with officials in the department, other government departments and clients of the department

District Coordinator

May 2003 - October 2005

Cowater International Inc.,

Communication for Effective Social Services Delivery (CESSD) project, Nowshera, Pakistan

CESSD was a community participation and institutional development project that built the capacity of the government of KPK, selected local governments and municipalities at sub-district and village levels, and NGOs, to deliver decentralized social services and increase community participation therein.

Key accountabilities included:

- Provide technical and strategic advice to local governments in district Nowshera (KPK) stakeholders local governance/ facilitate dialogue between government & community
- Assist & train communities in need assessment, record keeping and organization
- Build and maintain key relationships with Government counterparts and stakeholders
- Provide input to program review, operational plans and other policy documents
- Implement program through a range of delivery channels such as building effective working relationships with key influencers:
- Liaison and development of partnerships with project stakeholders
- Successfully advocate for social services needs of communities
- Conducted province wide workshops for educating public and municipal officials
- Facilitate trainings sessions for local Government officials at the district level
- Drafted and quarterly reports and monthly meeting minutes

COMPUTER SKILLS

Proficient in Microsoft Office applications such as Word, Excel, Outlook, Power point; MS Visio and, HPRM (formerly TRIM) software