



CV
of
Md. Sanwar Jahan Bhuiyan
Deputy Secretary (On study deputation)

Previous Assignments

1. As the *Director (PPR)*, discharging the responsibilities of planning, programming, monitoring and evaluation of training and HRD activities of BPATC.
2. Working as *Member-Secretary* of Curriculum Development Committee for Core Courses of BPATC.
3. Working as the technical member in formulating the *9-year Strategic Plan for Institutional Development* of BPATC.
4. Working as one of the members of “*Formulating Standard Operating System (SOP) for Training Management*” of BPATC.
5. Nominated as the **Innovation Officer (CIO)** for working as the ICT focal point of BPATC with a2i program of PMO.
6. Working as member of **Resource Person Pool of a2i program** for conducting Innovation Workshop.
7. As one of the *Adjunct Faculty* members of **Civil Service College, Dhaka** (affiliated to Dhaka University), conducting courses on Strategic HRM and Training & Development.
8. As one of the *Adjunct Faculty* members of Northern University, Bangladesh conducted courses like Public Management, Strategic Management and Human Resource Management in Executive MBA and Masters programs.
9. As an **external resource person**, regularly and irregularly conduct training classes on HRM, Public Management, Land Management, Training Management, Gender and Development and some other subjects in BCSAA, NAEM, BIAM, NAPD and LATC.

Previous Assignments on Training, HRD and Public Management

Part-A: Professional Experience in Training, Teaching and Management Development

No	Responsibilities	Achievements	Duration
01	Worked as a <i>local consultant</i> of KOICA-KMAC with the project titled “ <i>Developing The Training Capacity of Bangladesh Civil Service Administration Academy</i> ” with a view to develop curriculum and training materials on “Organization and Human Resource Management” during the period of October 2007 to May 2008.	<ol style="list-style-type: none"> 1. Proto-type Curriculum Developed on Organization & HRM 2. Training Manual with Text Book Published 3. Trail-Run Conducted 4. Curriculum Finalized 	07 months (Part-time)
02	As one of the <i>Lead Facilitators</i> , facilitated successfully MATT-2 Top Managers’ Development Workshop (as much as 25 workshops) jointly organized by DFID and GoB during the period of February 2008 to January 2013 (except 9 months).	<ol style="list-style-type: none"> 1. 25 HRD Workshops completed successfully 2. Successfully led facilitation team for 12 workshops by me 3. Graduated as Lead Facilitator 	04 years (Part-time)
03	As the Assistant Component Director (Training) of MATT-2 HRD Program, coordinated Human Resource Development Programs since October 2010 (ended in the 31 st January 2013).	<ol style="list-style-type: none"> 1. Successfully managed Training Component of MATT-2 2. Successfully assisted PD Training and International Consultation Team 	02 years 03 months (Part-time)
04	Coordinated and managed a good number of basic and foundation training courses during the tenure of BCS Administration Academy and BPATC.	<ol style="list-style-type: none"> 1. Successfully coordinated and managed 8 short training courses and 5 core courses 	09 years
05	Provided technical assistance to Ministry of Public Administration in developing <i>curriculum and training materials of 20-hour training per year for the Assistant Secretary to Secretary level officers</i> of different Ministries of Bangladesh.	<ol style="list-style-type: none"> 1. Curriculum Developed 2. Training Materials Developed 	03 months
06	As a member-secretary of the <i>Curriculum Development Committee for Core Courses of BPATC</i> reviewed and modified the training Curriculum for Senior Level Police Officers and Special Foundation course for BCS (Health) to be conducted by Bangladesh Police Staff College, Dhaka and BIAM Foundation respectively.	<ol style="list-style-type: none"> 1. Curriculum for FTC of Health Cadre reviewed 2. Curriculum for Bangladesh Police Staff College reviewed 	02 months
11	As the member of technical team, formulated 9-year <i>Strategic Plan for Institutional Development of BPATC</i>	<ol style="list-style-type: none"> 1. SPID approved by BoG 2. Final copy of SPID published 3. Detailed Operational Plan on IDSP formulated 	01 year (Not exclusive)

Part-B: Experience in Public Service Management

No	Positions Held	Duration
06	Working as Director (R&D) and Director (Planning & Programming) in BPATC	From September 2010 to till date
07	Deputy Director (Quantitative Method/Service/Finance) in BPATC	From 27 th February 2007 to 4 th January 2010.
08	Worked as Deputy Director (Law and Revenue)/ (Training) in BCSAA	From 25 th August 2003 to 30 th January 2006)
09	Worked in different Upazillas as Assistant Commissioner (Land)	From 23 rd August 1999 to 20 th August 2002
10	Worked in different Collectorates as Assistant/ Senior Assistant Commissioner occupying positions of Assistant Commissioner (Education)/ (General)/ NDC etc. as much as 5 years.	From April 1994 to July 1999
11	Assistant Director in Bangladesh Bank	From 10 th January 1993 to 24 th April 1994
12	Lecturer of Management in Hussainpur Degree College	From 01 st July to 30 th December 1992

Academic Profile

Name of the Certificate/ Degrees	Division /Class	Marks/ CGPA obtained	Year	Major Subjects
Ph D in Development Administration from National Institute of Development Administration (NIDA), Bangkok	Program Completed	Course work CGPA 3.88	2014-2017	Public Policy, Philosophy of Social Sciences, Development Administration and Globalization, Quantitative and Qualitative Research Methods, Fiscal and Monetary Policy, Organization Analysis and Management, Policy Implementation and Evaluation, Development Policy and Global Governance, Ph D Dissertation
Executive Diploma in Leadership Management (From Executive Development Centre, Universiti Utara Malaysia)	Distinction	CGPA 3.90	2010	Leadership Management and HRM (Total credit: 38)

Name of the Certificate/ Degrees	Division /Class	Marks/ CGPA obtained	Year	Major Subjects
Masters in Human Resource Planning & Development (Guru Gobind Singh Indraprastha University, Delhi-110006, India)	High First Class (First Class First)	80.84% CGPA-8.08 out of 10	2007	Human Resource Planning & Human Resource Development (Total credit: 63)
Masters of Business Studies (One Year) (Local Degree)	1 st Class	301 (60.2%)	1989	Management
Bachelor of Business Studies (Local Degree)	2 nd Class	476 (52.99)	1988	Management
Higher Secondary Certificate	2 nd Division	594 (59.4%)	1985	Science
Secondary School Certificate	1 st Division	750 (75%)	1982	Science

□ Academic Distinctions

1. Awarded Executive Diploma in Leadership Management from UUM, Malaysia with distinction.
2. Awarded **IAMR President's Medal** for Outstanding Academic Performance (For Securing the Highest CGPA) in Masters of Human Resource Planning and Development from GGS Indraprastha University, Delhi in 2007.

Professional Publications

a. Professional articles published in national and international journals (5)

- 1) "Influence of Individual Characteristics, Organizational Support System and Learning Organizational Practices in Post-program Transfer of Training: A Study on Management Development Programs of Bangladesh Civil Service", published in International Journal of Human Resource Studies, ISSN 2162-3058, Vol. 7, No. 3, 2017
- 2) Training Curriculum on e-Government: An Empirical Study on Senior Civil Servants of Bangladesh. Published in International Post-graduate Business Journal, Vol. 6(2), 81-110 (2014), as third author
- 3) "Financial Accountability of the Government: Re-examining the Mechanism" published in special issue (July 2003-June 2004) of the "**BANGLADESH JOURNAL OF ADMINISTRATION AND MANAGEMENT**" ISSN- 1811-5195 -Volume 10 published by **BANGLADESH CIVIL SERVICE ADMINISTRATION ACADEMY, DHAKA.**
- 4) "Environment Friendly Land Management: A Critical Analysis" published in special issue (July 2004- June 2005) of the "**BANGLADESH JOURNAL OF ADMINISTRATION AND MANAGEMENT**" ISSN- 1811-5195 -Volume 11 published by **BANGLADESH CIVIL SERVICE ADMINISTRATION ACADEMY, DHAKA.**
- 5) "Concept of Human Resource Information System (HRIS): Structure, Uses and Limitations" published in the issue no: Vol. 39, June 2006 (Actual date of Publication is July 2009) of the "**LOK PROHASHAN SAMOEEKY**" (A QUARTERLY JOURNAL ON PUBLIC ADMINISTRATION: ISSN 1605-2021) published by **BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE, Savar, Dhaka.** <http://www.bpatc.org.bd>

b. Text Book Authored (Jointly 1)

- 4) Jointly authored a Textbook titled "**Organization & Human Resource Management**" as an outcome of a joint research assisted by **KOICA, KMAC and Bangladesh Civil Service Administration Academy, Dhaka.** (co-authors are **Professor Heungsuk Choi, Ph. D,** Korea University, **Professor Dr. T. K Ahn, Associate Professor,** Korea University, **Ms. Salima Jahan,**

Deputy Secretary, Ministry of Finance, and **Mr. Md. Mostafizur Rahman, Deputy Secretary,** Cabinet Division, Bangladesh Secretariat)

c. Journals Edited (10 issues)

5) Edited as much as 10 issues of Journal titled the “**LOK PROSHASHAN SAMOEKY**” (A QUARTERLY JOURNAL ON PUBLIC ADMINISTRATION: ISSN 1605-2021) published by BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE, Savar, Dhaka. <http://www.bpatc.org.bd>)

d. Training Manuals Edited & Contributed (Jointly 3)

6) Jointly edited Training Manual of BPATC, published by SBPATC project in 2009.

7) Contributed in Standard Operating System (SOP) for Managing Training of BPATC.

8) Contributed two Articles in Training Monograph (Readings) of NAEM jointly made by NAEM and UNDP.

9) Participated and contributed actively as many as 3 trial-run workshops for formulating *Training Manual on Gender and Development* jointly organized by NAEM, BCSAA and CBGM project financed by UNDP.

Research Works Conducted (Four)

1. Conducted a research on “*Effectiveness of Gender Responsive Government Interventions in Secondary Education in Bangladesh*” (Based on both primary & secondary info) sponsored by Bangladesh Public Administration Training Centre, Savar, Dhaka.
2. Jointly conducted a research on “**e-Governance Training Need of Senior Staff Course of BPATC**” funded by SBPATC Project of BPATC.
3. Jointly conducted a research work on “**Learning Utilization of Overseas Study Tours by the Participants of Core Courses (SSC, ACAD & FTC) funded by the SBPATC Project.**”
4. Jointly conducted a research work on “**Evaluation of IAP, PIP, SPIP undertaken and implemented by BCS officials under MATT2 Development Programs**” funded by SBPATC Project of BPATC.
5. Jointly conducting a research work on “**TNA of Innovation Officers of Bangladesh**” sponsored by Access to Information (a2i) Program of UNDP.

Paper Presented in International Conferences

1. Paper Title: *Medium-term Budgetary Framework (MTBF) for Fiscal Efficiency: A Conceptual Analysis of Bangladesh Case*, in Fourth International Conference on Advancement of Development Administration, 2015 (May 28—30) organized by NIDA, Thailand.
2. Paper Title: *Examining the Applicability of Strategic management as a Tool for Managing Public Organization: A Conceptual Analysis*, in International Conference on 60th Anniversary of GSPA, 2015 (2 September), NIDA, Thailand.
3. Paper Title: *The Influence of Globalization in Public Management Reform in Bangladesh: A Critical Analysis*, in Korean Association of Public Administration (KAPA, Seoul, Korea), held in 22-24 June 2017.

Areas of Specialization and General Competencies for training and teaching

- i. Leadership Management
- ii. Human Resource Management
- iii. Training & Management Development
- iv. Strategic Management
- v. Strategic HRM
- vi. Change Management and OD
- vii. Knowledge Management
- viii. Conflict Management and Negotiation Techniques
- ix. Gender and Development
- x. Public Finance Management
- xi. Land Management

General Ability in Managing Training and Teaching

- i. Planning, Developing and Implementing Training & HRD program including preparation of training calendar for organization
- ii. Designing and Implementing Training & Management Development Program
- iii. Conducting TNA/DNA and Designing Curriculum for training and management development
- iv. Network building with all types of organizations including training institutions and knowledge providing organizations for developing and implementing collaborative programs
- v. Developing Generic Competency Profile for the executives of different level and career modeling for employees
- vi. Developing capacity building strategies for mid-level and top-level executives
- vii. Developing knowledge and repository for training and development program
- viii. Program Evaluation and Monitoring specifically evaluation of training & development programs
- ix. Conducting training session and workshop facilitation
- x. Managing and leading project management team
- xi. Leading facilitation- team/Leading cross-cultural team
- xii. Developing strategic plan for CB (Capacity Building), OD (Organization Development) and CM (Change Management)
- xiii. Designing Workshop using Experiential Learning (Andragogic)
- xiv. Developing standard operating system (SOP) for training management
- xv. Overall management of supporting training and teaching activities including logistics and training aids

Personal Profile

- ☐ Designation : Director (Planning & Programming)
(Deputy Secretary to the Government)
- ☐ Working Place : Bangladesh Public Administration Training Centre (BPATC)
Savar, Dhaka., www.bpatc.org.com
- ☐ Name of the Cadre : BCS Administration (Id # 5899)
- ☐ Date of Encadrement : 25/04/1994 (First Joining)
- ☐ Date of Birth : 1st July 1967.
- ☐ Permanent Address : Village : Shibrampur, Post Office: Burichong
District: Comilla, Bangladesh.
- ☐ Present Address : House # B-2/B, BPATC Officer's Quarter
Savar, Dhaka.
Phone: 7742275 (Res), 01716459158 (Cell)
- ☐ E-mail : sanwarsamia@gmail.com

Service Profile (Short)

- ☐ Total Service Length : Total: 23 Yrs.
- Teaching and Training : 09 Yrs.
- Consultancy work on HRD : 01 Year
- Public Administration : 06 Yrs. 04 Months
- Land Administration : 03 Yrs.
- Central Banking : 01 Yrs. 04 Months
- Study Deputation : 05 Yrs.

Training Profile

☐ Local Trainings Participated

Participated 23 local training courses including FTC, Law & Administration, Survey and Settlement, FEEM, MATT-2 stage 1 and 2.

☐ Foreign Trainings Participated

Name of the Courses	Academy/Institutions	Durations
01. International Training Course on Integrated Rural Energy Planning and Technology.	Mahatma Gandhi Institute of Integrated Rural Energy Planning and Development, Bakoli, Alipur, Delhi-110036, India	01 day September 25, 2006
02. Decentralization and Governance in Madhya Pradesh	RCVP Noronha Academy of Administration & Management,	01 week 16/08/2006- 19/08/2006

	Bhopal, Madhya Pradesh, India.	
03. Administrative and Managerial Aspects of Human Resources	HCM Rajasthan State Institute of Public Administration, J.L.N Marg, Jaipur, India.	01 week 04/12/2006- 08/12/2006
04. Public Service Management of India.	The Indian Institute of Public Administration, New Delhi, India	01 Week 19/05/2008- 24/05/2008
05. Organization & HRM	KOICA-KMAC, Seoul, Korea	01 Week 31/08/2008- 01/09/2008
06. Change Management in Civil Service of Singapore	Civil Service College, Singapore	2 weeks 5 July 2009-16 July 2009
07. Change Management in Vietnam Civil Service	National Academy for Public Administration, Hanoi, Vietnam	10 days 15 March 2011- 23 March 2011
08. Public Service Reform in Thailand	AIT, Thailand	12 days 23 January 2011- 5 February 2011
09. MATT 2-Managing at the Top (Stage-2)	CIDT, Wolverhampton University, UK	42 days 10 April – 21 May 2011
10. Public Management	Beijing Administrative College, China	10 days 2 May- 12 May 2012
11. Trainers Development and Strategic Planning Workshop	AIT, Thailand	12 days 19 Nov-30 November 2012
12. Course on Development Administration	University Putra Malaysia	10 days 12 May-21 May 2013

Referees

i. Dr. Rizwan Khair

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