

## Personal Information

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## Work Experience

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### Team Assistant UNITAD (United Nations investigative Team for Accountability of Daesh/ISIL)

- Performs a wide range of office support and administrative functions including practical assistance in support of witness interviews and ensuring that the interview facility is appropriately prepared for the interviews.
- Responds or drafts responses to routine correspondence and other communications for the implementation of witness interviews; provides practical advice to witnesses for logistical arrangements and entry to interview location in close coordination with the relevant Field Investigation Team, and receives them at the interview location..
- Monitors administrative and financial processes and schedules related to the witness interviews; where applicable, processes the payments of witness expenses in accordance with the approved SOP and of expenses in relation to training/capacity building events, verification of receipts and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates standard reports and brings witness psychosocial support matters to the attention to the Psychologist when required.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to WPSU arranged training/capacity building events and meetings, arranges overnight accommodation to witnesses and witness interview facilities outside UN premises where required
- Assists in the maintenance of WPSU shared folders by scanning, converting and posting a variety of documents onto the site.
- Assists in the preparation of presentation materials using appropriate technology/software and Assists in arranging training events and meetings.;
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit, including maintaining contact with the national support services network
- Performs data entry and extraction functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions including assisting the Psychologists with queries and follow up with national service providers and witnesses in relation to support services referrals
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- Performs general administrative tasks, to include preparing and/or processing administrative requests/documents and coordinates with Security Section and Field Investigations Planning Operations Center on any relevant issue relating to the presence of the witness at the interview location;
- Maintains files (both paper and electronic) and databases for work unit.
- Assists in providing software and office equipment support.
- Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc.
- Performs other duties as assigned.

## Community Mobilization Project Officer /NRC

### Main tasks:

- Organize and lead needs assessments, focus group discussions, community meetings, and other community mobilization activities
- Supervise the beneficiary selection in accordance with the project selection criteria
- Assist the PM in developing messaging around project implementation methodology, the scope of work, selection criteria, and any other related beneficiary project documents and ensure effective delivery of such messaging to beneficiaries and stakeholders
- In collaboration with the Project Coordinator prepare Procurement Requests.
- Track and record information related to following up carried relating to any project beneficiary information requests and complaints as directed by the Project Coordinator and M&E unit
- Carry out field-level coordination with community stakeholders in areas of project implementation
- Organize and lead field level M&E activities and develop success stories from project implementation

Any other task relevant to the position as requested by the line manager

## Deputy Project Manager/Triangle Generation Humanitaire(Iraq-Ninawa-Sinjar) Oct-4-2020- April-30-2021

### Main duties

- Task 1 – Develop job descriptions and participate in the selection process for project staff and work out the best way to recruit in conjunction with the project manager and local authorities.
- Task 2 –Assure the management of the five officers by doing evaluation, setting objectives and building their capacities.
- Task 3 – Elaborate monitoring tools (work plan, weekly and monthly reporting) to follow up the activities done by the officers.

### Responsibility 2: Supervision of the project activities Implementation and participate to elaborate the intervention plan

- Task 1 – Prepare Terms of References of activities with clear attributions of responsibilities for its different components, with appropriate quality standards and with a chronogram in line with the project document;
- Task 2 – Supervise efficient Implementation of the grant activities (funding code, design of a catalogue of inputs, equipment and services, registration and voucher distribution)
- Task 3 - Supervise the technical trainings activities (demonstration plot, training support creation and distribution)
- Task 4 - Supervise the irrigation systems activities in close connection with the Agriculture/Irrigation officer.

### Responsibility 3: Assure that communities understand the objectives and the activities of the project

- Task 1 – Prepare and organise meetings with community leaders and with the population;
- Task 2 – Assure the setting up of communication campaign and supervises the registration of beneficiaries
- Task 3 – Organize the grant award committee
- Task 4 - Assure that the procedures for the selection of villages and beneficiaries are applied including the definition of vulnerability criteria, the door-to-door verification of their application
- Task 5 – Transcribe the discussions of the meetings and ensure concerns are appropriately responded to

## “Project Officer “with Handicap International (Iraq-Ninawa-Sinjar) Sep-16-2018/Oct-1-2020

### Main duties performed:

- Develop weekly/monthly planning of the activities and manage their daily implementation and movements to the field
- Ensure timely implementation of the project activities in the area of intervention identified in line with HI quality principles and donor guidelines
- Develop operational follow up tools in link with Project Manager in order to properly ensure projects/activities implementation, monitoring and quality
- Identify, document and report on technical and operational challenges and issues to improve upon
- Assure project documentation for all implemented activities is complete, archived and in line with donor requirements

Ensure coordination with the other project team members (Accessibility Officer, Inclusion Officer and MEAL agents)

## Interpreter /IOM Iraq-Erbil (UNAMI Compound) (Temporary Job) June -2-2018/Sep-16-2018

### Main duties performed:

- Provide translation and interpretation services to RSC Staff USCIS inside UNAMI Compound Erbil
- Arranging the cases by allocating the time and ensure proper update of the applicants

**Assistant /DORCAS Organization (Part-Time) Iraq –Duhok Governorate (Oct-14-2014-June-2-2015)**

- Mapping out the most vulnerable targeted beneficiaries in Duhok province
- Coordinate with external actors to ensure the process of delivery is flawless
- Responsible for procuring the FI and NFI material from the supplier /The market and ensure proper and punctual delivery
- Tracking on the change of IDPs influx, monitor and follow-up on the change
- Update the Project Manager about the increase/decrease or dislocation of displaced families

**Country Director (Part-Time)**

**YES Organization/Sinjar (Local Organization) Feb-1-2019-April-1-2019**

Main duties performed:

- Weekly reporting of the activities covered by the program
- Monitoring the daily activities of Literacy Courses, Mobile Clinic Team and Recreational Classes for Children in Dohola complex
- Coordinating with stakeholders in Sinjar and obtain security clearance from concerned authorities
- Participate in monthly OCHA meetings
- Regular meetings with British Embassy and donating agencies as representative of YES Organization

**Logistics Officer**

**Youth Bridge Organization (Local Organization)– Sinjar/ Iraq-Ninewa Nov-2-2016-May -10-2017**

1. Implement Projects Logistics plan developed by Project Manager
2. Conduct all procurement and logistic activities in the projects with adherence to PAH's and donor's policies and procedures.
3. Manage regular inventory (monthly, quarterly, yearly) for assets stored within the mission;
4. Ensure timely delivery of procured supplies and materials. Track procurement status, payments and warehouse work and report regularly to the PM
5. Provide documentary justification of expenses to the PM
6. Prepare reports on all procurement & logistics issues.
7. Manage YBO fleet, and ensure vehicle Logbooks are registered, and kept for each vehicle.
8. Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.
9. Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
10. Provide assistant in any logistic issues to YBO team members.
11. Undertake other duties as requested.

**Associate/ Commercial Plastics Company/ Nebraska, Waverly USA March-17-2016-Sep-10-2016**

Main duties performed:

- Plastic Injecting Moulding by using compressing machines
- Assembly of boxes and packaging
- Labelling, Decorating /Painting packages

**Linguist /GLS Company/ Talafar / Iraq Jan-22-2009-August-2-2010**

Main duties performed:

- Responsible for providing translation during the meetings for Iraqi Security and Coalition Forces
- Scheduling meetings / Providing minutes of meetings
- Drafting plans and coordinate with local authorities

**Cedar International Rose/ Translation Service Provider/ Part –Time/ Beirut –Lebanon (Online) August -3-2019-**

Main duties performed:

- Responsible for proving translation from Arabic/Kurdish and English for the records and company
- Correcting records and provide transliteration when needed

**Culture Shock Production/ Cultural Advisor/Translator /Iraq-Duhok (Temporary Job) June 7-2017-July-7-2017**

Main duties performed:

- Translating testimonies and transcribing video materials from English to Arabic and vice versa
- editing and subtitling videos
- rough cutting the videos

## Education

1. Bachelor's degree in College of Education / Faculty of Social Sciences/ English Language Department/ University of Duhok
2. Diploma in Liberal Arts/ Regis University /Social Work Concentration
3. MA in International Management from LCC International University
4. MA in Business Administration from International Foundation of Training and Consultancy (IFTC)

### Trainings (participated):

1. Gender& Disability Provided by Handicap International and CARE
2. Inclusion training 5 days provided by Handicap International in Kirkuk-Iraq
3. « Dealing with the Past in Iraq and Kurdistan» Provided by (Wings of Hope/ Jyian Foundation) Sulaymaniyah
4. «Transgenerational Trauma» Provided by (Wings of Hope/ Jyian Foundation) Erbil
5. Digital Market Training Certificate from Top Mountain Foundation
6. Certificate of Achievement in Journalism from University of Berkely/ Online
7. Certificate of achievement in Educational Technology from University of Iowa/ On line
8. TOT certificate on (Project Cycle Management) from Bioforce Institute in Erbil
9. Certificate of Participation in Genocide Conference in Poland. Krakow, Jagiellonian University

## Computer Skills

- Microsoft Office Pack
- QuickBooks

## Other Skills

- Technical and ability to deliver accurate results
- Communication.
- Ability to work outdoors in harsh weather conditions and under pressure.
- Decision Making.
- Time Management.
- Self-motivation.
- Coordination.
- Facilitation.
- Workgroup-Leadership.
- Teamwork skills and the ability to cooperate with others.
- Ability to define problems collect data, establish facts, and draw valid conclusion
- Able to support results with scientific data.

## Languages

English	Fluent
Kurdish	Native
Arabic	Fluent
French	Intermediate

## Referees

*References will be available upon request*