



Professional Experience

- **Field Coordinator (Head of Office)** **(Oct. 2024 – Mar. 2025)**
Solidarités International – South Sudan
 - Monitor and analyze the humanitarian, political, cultural, social, and economic context.
 - Propose and develop an operational strategy and operational directions in line with the association's policies and the population's needs.
 - Ensure the coordination, development, monitoring, and evaluation of the programs implemented, and that programs are relevant and consistent.
 - Ensuring programs implemented following the annual operational strategy, Solidarités International's technical requirements and financial donor's criteria.
 - Propose the human, financial and logistical scale.
 - Ensure efficient mobilization of all financial resources and other means necessary.
 - Monitor the personal and professional stability of Solidarités International employees and ensure keeping an adequate living and working environment.
 - Promote the ethics and values of Solidarités International
 - Monitor and analyze financial donor strategies, at area level.
 - Strengthen relations between Solidarités International and donor representatives, as well as related stakeholders at area level.
 - Ensure documents produced meet deadlines and quality standards.
 - Responsibility for the security of teams and property, under the CD's supervision
 - Monitor and analyze the security situation and adjust security mitigation measures accordingly.
 - Ensure that a permanent security monitoring system is set up and updated.
 - Ensure the immediate management of any security incidents occurring in the Area of Intervention.
 - Being the official representative of Solidarités International for aid workers, administrative, political, and local authorities, civil society, and the media.
- **Deputy Field Coordinator - Programs** **(Oct. 2021 – Apr. 2024)**
Solidarités International – Lebanon
 - In close coordination with the FC and DCD-P; responsible for watching the humanitarian trends in the operational area.
 - Actively take part in the definition and adaptation of the mission's strategy, ensuring being consistent with the association's policies and population's needs.
 - Supervise over the development of projects and the drafting of proposals to donors in close collaboration with the Field Coordinator, Program managers and Coordination office.
 - Oversee programs implementation following mission strategy and the project proposals.
 - Ensure proper monitoring program's context leads to decision making; adjustment of activities or result shifts according to the evolution of the context.
 - Ensure consideration of programs evaluations' recommendations and corrective measures are in place.
 - Responsible for the preparation of donors reports and amendments in coordination with the Field Coordinator and mission coordination office.
 - Represent the organization in external meetings / sessions when asked and/or delegated to do so.

- Support and manage the Program Managers, as well as MEAL Manager, and ensure good coordination and collaboration between Program Managers, insisting on synergies and complementarity within the program team and projects.
- Ensure good coordination and communication between projects teams, MEAL, IM and Program Managers as well as the support team (HR, Finance, Logistics, and security Managers).
- In coordination with FC, propose organizational chart adjustments in case of need, and contribute to implementing these changes.
- Acting Field Coordinator during his absence/ leave of the Field Coordinator.

● **Programs Manager (Deputy Country Director – Programs) (May 2019 – Sep. 2021)**
Islamic Relief Worldwide – Lebanon

- As a member of the Senior Management Team (SMT), playing a leading role in setting the country strategy and contributing to key decisions affecting the country office.
- Represent IRW-Lebanon at national level, and coordinate with the clusters, local authorities, UN agencies, international and national NGOs as well as the donors to ease successful coordination of programs.
- Co-chairing the Country Risk Management Group and ensure analyzing risks regularly and mitigate them accordingly.
- Review the operating model on a regular basis and ensure delivering operations across the country with the highest efficiency, with the best mobilization of all available resources: staff, volunteers, offices, assets, humanitarian aid, funds available, fleet, buildings, and warehouses.
- Supervise over project/ program design and implementation (Food Security, Basic Assistance, Shelter/WASH/Infrastructure, Health, Livelihood, Education and Orphans and Child Welfare).
- Ensure remarkably close and regular coordination with support depts. (MEAL, Finance, Logistics, HR, Media and Communication, Security and Access, Partnerships, as well as Program Quality at the HQ level)
- Create an environment of high performance within the team, rewarding success and allowing greater autonomy for high performers, and providing support for all team members, as needed, and carrying our staff appraisal, defining their strengths and areas to develop and to better design tailored capacity building plans.
- Lead the preparation and monitoring of the programs budgets, working closely with the Finance Department to ensure effective financial and budgetary control of the programs according to IRW & donors’ policies and guidance, addressing over/under spending in the project budgets.
- Deputizing Country Director for Programs, and Acting Country Director, if needed.

● **Interim Head of Mission (Sep. 2018 - Jan. 2019)**
Qatar Red Crescent Society (QRCS) – Iraq

- Establish and maintain collaborative relations with Local Authorities and Governmental Institutions, Donors, International Agencies, NGOs, and other stakeholders.
- Define country priorities based on regular context and needs analyses; monitor donor in-country strategies; design, promote and elaborate new interventions.
- Supervise, monitor, and evaluate the implementation of the country operations - and all related administrative, financial, human resources, logistics and security aspects - ensuring timely and quality assistance delivery, as well as cost efficiency and accountability, in compliance with QRCS and donors guidelines, regulations and procedures.
- Define the mission financial plan, ensuring consistency of expenses, and assume responsibility for the mission funds management, including bank accounts.

- Coordinate, guide and supervise the mission staff (head of departments), and evaluate their performance. To ensure the respect for the values, Code of Ethics and Organization Management and Control Model of QRCS within the mission
- Validation of all the mission security plans (main office, sub-offices/ bases, and projects locations)

● **Relief Coordinator** **(Oct.2016 - Feb. 2019)**

Qatar Red Crescent Society – Iraq

- Managing the overall implementation of Emergency Response programs for IDPs in-camp, covering Food Security, Shelter/ NFIs as well as emergency WASH services (Mar.2018 – Feb.2019).
- Ensure integration of resilience perspective with the assessment, planning, implementation and monitoring of emergency response and humanitarian relief activities.
- Develop concept notes and proposals in full coordination with Head of Mission and Desk Coordinators at HQ.
- Develop and keep strong donor liaison and improve partnerships.
- Prepare monthly, interim, and final reports, and manage project revisions, including adjusting project budgets, and activities based on the contextual/ needs changes.
- Direct and continuous consulting with other departments; HR, Logistics, Finance, Safety & Security, M&E, and Media to ensure all supportive actions provided to projects activities as needed.
- Represent employer in external meetings, as delegated by the Head of Mission.
- Acting Head of Mission during his leave and/ or absence, as needed.

● **Programs Manager** **(May 2015 – Jul. 2016)**

International Humanitarian Relief (IHR) – Lebanon

- Manage the overall implementation of projects related to Food, Non-food, Education, and Livelihood sectors promptly and oversee its financial, administrative, and technical oversight in line with IHR policies and practices as well as donor's requirements.
- Support PMs in writing proposals and concept notes that follow donor-specific guidance. In coordination with technical PMs, ensure the prompt start-up of the various phases of the projects.
- Develop and keep a strong donor liaison to ensure proper and consistent information exchanges and updates take place.
- Developing monthly, interim, and final reports,
- Draft project revisions, including adjusting project budgets based on changed work plans.
- Prepare and collate general and specific information on project activities as requested by the Headquarter, donors, and other internal counterparts.
- In coordination with the M&E department to develop monitoring tools and processes to track implementation of activities, achievement of results.
- Oversee the implementation of the project's activities to ensure the donor's visibility strategy is adhered to.
- Make recommendations for new programming or growth ideas, lessons learned; and/or potential innovations suggested by related stakeholders.

● **Team Leader** **(May 2014 - Apr.2015)**

Watan Organization – Lebanon

- Supervise over Food/ Non-food distributions are implemented as planned, and in accordance with donor requirements.
- Ensure all activities are documented (Finance, Media) as required.
- Improve templates and field regulations as per field/ scenarios requires.

- Seeking to improve capacity of all Field Officers, and Volunteers related to projects fields.
- Develop daily/ weekly/ monthly activity reports to be submitted to the Office Management.
- Participate in writing new proposals based on collected and analyzed data.

Education & Professional Development

- Bachelor's degree; **Business Administration – Accounting & Finance**, *Jinan University in Lebanon (JUL), Tripoli-Lebanon* 2014
- Mini MBA – International Business Management Institute (IBMI) 2025
- Global Governance - International Business Management Institute (IBMI) 2025
- Program DPro Foundation (PgMD Pro) – PM4NGOs 2024
- Project DPro Foundation (PMD Pro1) – PM4NGOs 2024

Training & Certificates

- MEAL DPro, *Humanitarian Leadership Academy* Dec.2024
- HEAT, *Resilience Academy* Sep.2024
- Accountability to Affected Populations (Workshop), *UNICEF* Nov.2023
- Understanding the Management Role, *Humanitarian Leadership Academy* Jan. 2023
- Prevention of Sexual Exploitation and Abuse, *UNICEF* Apr.2022
- Results Based Management, *UNICEF* Sep.2021
- Strategic Planning Foundations, *LinkedIn* Jun.2021
- Strategic Thinking, *LinkedIn* May.2021
- Wellness and Resilience for Managers, *Humanitarian Leadership Academy* Oct.2020
- Developing Resourcefulness, *LinkedIn* Oct.2020
- Methods of Assessing Community Needs, *American University in Beirut (AUB)* Dec. 2019

Skills

Literacy: Languages: **English;** Fluent, **Arabic;** First language

Computer: Proficient with MS (Outlook, Word, Excel, Teams, To-do, OneDrive); good with (PowerPoint, MS Planner, and G-Suite; Gmail, Google Drive, Calendar, Sheets, Docs, Slides, Tasks).

Personal: Trustworthy; Organized; Highly skilled at communication, analytical and logical thinking, attention to details, great ability to work with multi-sized and multi-cultural teams; Excellent moderation skills; exceptionally good at creating a positive and effective working environment as well as team dynamics.

Professional: Humanitarian Work, Programs Management, Team Leadership and Staff Development, Planning/Coordination, Employer Representation, Budgeting and Financial Management, resourcefulness, Work under pressure, work independently with almost no supervision required (High-skilled) as well as part of a team, Reporting (monthly, quarterly, and final; familiar with multiple donors' reporting templates; BHA, AFD, EU, ECHO, UNICEF, GAC, IsDB, IHF/LHF-GMS, CDCS, and others)

Key Working Relationships

- Direct reporting to:
 - Country Director/ Head of Mission.
 - Field Coordinator and Deputy Country Director-Programs/ Head of Programs.
- Directly supervise:
 - Departments' heads: Liaison and Security, Log., Admin, Programs, and MEAL.
 - Programs Managers/ Coordinators, Projects Managers, MEAL Manager.
- Key Contacts – Internally:
 - National: Head of Mission (HoM)/ Country Director (CD), DCD-P/ Head of Programs, Field Coordinator, Grants and Partnerships Coordinator, Programs Technical Coordinators, MEAL Coordinator, IM Coordinator, Security and Liaison Manager, Finance Manager/ Coordinator, HR Manager/ Coordinator, Log. Coordinator, Supply Manager, Operation Manager.
 - Regional/ Global: Regional Desk Manager/ Coordinator, Head of Region.
- Key Contacts – Externally: partner organizations, peer humanitarian actors, UN agencies, clusters/ working groups, donors, and local authorities.

References are available upon request.