

SADEK ALAWIEH

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PROFESSIONAL SUMMARY

As a legal expert in Lebanese and International affairs, with over eighteen years of experience, I've operated as a researcher, lawyer, legal consultant, and journalist under governmental, nonprofit, as well as international organizations. Projects include collaborations with the EU as well as the Lebanese Economic and Social Council. My work ranges from legal analysis to socio-economic reviews in my current employment at *NSSF*, *I have extensive experience in the field of social protection.*

WORK HISTORY

- NSSF**, Beirut, Lebanon 2009 - Present
Head of Legal Department for the National Social Security Fund
- Managed the legal department & the contracted lawyers: organized meetings, provided tasks, instructions, training, as well as directions in tackling the daily legal processes.
 - Reviewed existing legal systems and documents and managed NSSF's lawsuits. Most notably adjusting NSSF labor laws and internal policies regarding employee benefits and duties.
 - Drafted laws, by-laws, decrees and regulations for the NSSF Board, and provided legal advice to the NSSF Directory.
- IOCC**, Beirut, Lebanon 2024-present
Consultant
- Monitored the enactment of humanitarian relief programs.
- Information International, Beirut, Lebanon**
2023 - 2024
Researcher
- Submitting studies based on socio-economic analytics, legal jurisprudence, public finance data and demographic indicators.
 - Submitted fundamental research in analyzing the Lebanese budget balancing and that of its governmental entities.
- Al Qaous**, Beirut, Lebanon 2022 - 2024
- Journalist, Legal Expert in the Newspaper
 - Drafted and edited weekly analytic articles dealing with justice & law enforcement topics.
 - Managed a team of writers in the weekly editorial to develop the journal's vision.
- AUB**, Beirut, Lebanon 2020
Mediator and Arbitrator, between the American University of Beirut and its Trade Union
- Mediated work contract disputes to achieve conflict resolution.
- EU Neighborhood Program for the Republic of Lebanon**, Beirut, Lebanon 2020
Head of The Strategic Team, as a collaboration between the NSSF and the EU
- Managed the strategic team to develop proposals on the provision of services within the NSSF
 - Developed new productivity guidelines: streamlined duties of the fund, merged fourteen applications into one to simplify the documents, increased supervision over the process in order to reduce error rate, & achieved productivity targets.
- Trade Union of Hotel Dieu de France**, Beirut, Lebanon 2018
Legal Expert
- Acted as a Legal Expert in analyzing collective labor agreements.
- LDK Consultants Europe**, Beirut, Lebanon 2014 - 2015
Legal Expert Contractor

- Worked under the “Strengthening Human Resources Management Capacities in the Lebanese Public Sector” project.
- Reviewed and analyzed the HR-related legal texts, proposed legal amendments for approval, including the identification of the necessary rules and regulations to apply the recruitment, advancement and promotion, and performance appraisal systems and suggested the required amendments.

Alawieh Law Firm, Beirut, Lebanon

2003 - 2009

Founder

- Negotiated and drafted contracts and agreements
- Provided legal consultations, registered companies, handled lawsuits in Commercial, Labor, Administrative, Financial, Real Estate and Criminal Law.

IOCC, Beirut, Lebanon

2001-2009

Field Monitor

- Monitored the enactment of humanitarian relief programs in the area.
- Established productive relationships with stakeholders, represented IOCC at meetings and events.

ACCOMPLISHMENTS & CONTRIBUTIONS

Affiliations

Through years of legal proficiency in International and Lebanese affairs, I act(ed) as a member in the following entities: The Economic and Social Council of Lebanon, Committee for General Economic Matters, Committee for Labor Affairs, Professions and Artisan Artifacts, the European Union’s “*Reinforcement of the National Social Security Fund in Lebanon*” “Strengthening Human Resources Management Capacities in the Lebanese Public Sector” (Legal Expert), Secretary General of NSSF Workers’ Syndicate, Vice President of the Confederation of Labor Syndicates in Public Institutions, Labor Law Amendment Council, Social Welfare System-Assessment Commission, and the NSSF Disciplinary Board.

Publications/Works (More Upon Request)

My publications include weekly legal articles under Al Qaous, socioeconomic & legal research topics with Information International, both of which are linked [here](#). Topics focus on worker’s rights, human rights, national and global policies on healthcare, pensions, and retirement, etc. Moreover, I have [published](#) a book titled “Social Security Law Analysis According to Judicial Jurisprudence”, regarding the NSSF system and its policies. Various transcriptions are also included on the prior link from interviews given to televised and radio appearances as a legal expert.

EDUCATION & SOFT SKILLS

Beirut Arab University

1999-2003

Bachelor’s Degree in Law

Linguistic Skills

Trilingual: proficient in Arabic, adept in both French & English. Public Speaker in lectures, seminars, and debates. Public appearances on Radio and TV interviews and lectures to further public awareness. Presented and Summarized cases to judges.

Management and Administrative Automation:

Computer-versed in office suite, data-entry, mailing and calendar-management/timesheets for efficient team-coordination.

CERTIFICATIONS

- December 2014 - Certificate from The Arab Labor Organization in Arab Labor Standards.
- March 2013 - Advanced Certificate from Institut des Finances in Training and Management.
- June 2012 - General Certificate from Institut des Finances in Training and Management.
- October 21, 2010 - Certificate from the Muhanna Foundation for the Social Insurance Program; Module: Retirement Benefits Schemes & Issues.
- June 30, 2007 - Certificate from Milestones Management Training & Consultancy in Self & Time-Management, Planning & Organizational Skills.
- December 2004 - Certification from the Arab Labor Institute in Computer Literacy and Health Databases.
- October 2003 - from the World Bank in collaboration with the Regional Office for Arab States in Accelerated Research Methodologies for Performing Field Work and Urban Management in the towns of Al-Kharoub region.