

Nadeem Khaddaj

Qualification Summary

Seasoned Non-Profit Executive and University Lecturer with 22 years of expertise in NGO management. Proven leadership in Governance, Humanitarian Principles, and Support Services (Finance, HR, Admin, Supply Chain, IT). Accomplished in Grants Management, Compliance, Organizational Development, Risk Management, and Social Entrepreneurship. Recognized for excellence in Training and Capacity Building. Holds a Master's in Political Science and International Relations with a focus on NGO Management from La Sagesse University. Currently pursuing a second Master's in Fraud and Risk Management at Salford University Manchester for ongoing professional development.

Key Career Accomplishments

- Delivered comprehensive training and one-on-one coaching to 21 innovative startups on financial management for SMEs, equipping entrepreneurs with essential skills in budgeting, financial planning, and sustainability. An initiative by **REAF program of Berytech (2025)**, funded by the **German Federal Ministry for Economic Cooperation and Development (BMZ)** and implemented by the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)**.
- Conducted comprehensive organizational assessments for **Amir Magid Arsalan Foundation (2023)** and **Beit el Yatim el Derze (2024)**, covering governance, financial stability, programmatic abilities, logistics, procurement, HR, networking, monitoring and evaluation, media, and action planning.
- Delivered training on business development and financial management for youth entrepreneurs in North Lebanon as part of a project funded by **Right to Play (2024)**.
- Conducted training on **Financial Sustainability and Fundraising Approaches** for 23 members of the **Lebanon Humanitarian and Development Forum (LHDF)**, funded by **Save the Children (2024)**.
- Contributed to revamping the **NGO Continuous Learning Education Program** at **Lebanese American University**, designing and delivering courses in humanitarian architecture & governance, financial management, and HR policies.
- Achieved a 25% increase in portfolio and outreach for **Asmae Lebanon** within 18 months, expanding partnerships and introducing new program areas.
- Enriched the Asmae Lebanon program portfolio with initiatives in Socio-Economic Development, Gender, and Social Inclusion. Strengthened the control environment through the implementation of policies and standard operating procedures.
- Led fundraising strategy for Save the Children Lebanon, resulting in a substantial budget growth from 44 million USD to 83 million USD during 2015-2017. Oversaw Financial, Partnership, and Risk-Management planning for a significant cross-border program inside Syria (2014-2018).

- Initiated the structures of Support Services departments at Save the Children Lebanon post the Syrian Refugee Crisis, managing fraud investigations and promoting a "zero-tolerance to fraud" policy. Restructured HR and financial processes from 2014-2018, transforming the HR department into a strategic unit.
- Led Save the Children Sweden's global finance team in 2009, unifying Support Services Functions with other Country Alliance Members. Managed the financial transition of Save the Children Sweden offices in Lebanon, Yemen, oPt, Zambia, Ivory Coast, Ethiopia, South Africa, and Peru into the current Save the Children International structure (2011-2013)

Professional
Experience

June 2022 – Present **Lebanese American University**
Position: Consultant/Lecturer in the Continuous Education Program for NGOs

Tasks and Responsibilities:

- Volunteered as a key consultant in the revamping of the whole Continuous Learning Education Program by revising the courses platform and suggesting a comprehensive curriculum in line with the current humanitarian requirements and through an innovative approach from the program delivery
- Established the curricula, and delivered the courses of Humanitarian Architecture and Governance, Financial Management for NGOs, HR Internal Policies & Procedures Managing Staff & Volunteers

January 2019 – Present **Asmae – Association Soeur Emmanuelle**
Position: Country Director

Tasks and Responsibilities:

- Represented Asmae at various forums and with stakeholders, fostering relationships with institutional and organizational partners, and potential donors.
- Identified and proposed strategic geographic focus and operational areas to expand Asmae's operations in Lebanon, ensuring compliance with the strategic orientation from Headquarters in France.
- Led strategic and operational planning, supervised monitoring and evaluation, and ensured the relevance, quality, and consistency of Asmae's projects in Lebanon.
- Developed and updated the fundraising strategy for Asmae in Lebanon, monitored donor strategies, and led the proposal development process.
- Established policies and procedures in Support Services and Human Resources in alignment with national regulations, ensuring full safety and security of staff, assets, and operations.
- Supervised financial monitoring, administrative and legal procedures, and Capacity Strengthening systems for partner organizations.

March 2014 – January 2019

Save the Children International – Lebanon

Position: Deputy Country Director for Support Services / Counter-Fraud & Anti-Corruption Focal Point

Tasks and Responsibilities:

- Integral member of the Leadership Team in the Lebanon Country Office, responsible for establishing and enhancing relationships with government authorities, partner agencies, and NGOs. Key contributor to emergency response efforts, ensuring prompt and scalable support in alignment with rules and principles.
- Assisted the Country Director in managing and administering Country Office resources, including formulating work programs and allocating resources. Played a pivotal role in planning and allocation exercises, monitoring donor agreements, and providing analyses for resource utilization.
- Collaborated with the Senior Management Team to develop plans addressing funding and programming needs, emphasizing resource diversification. Identified and managed key risks, particularly financial, and developed mitigation plans during proposal stages.
- Provided training on anti-bribery, fraud, and corruption policies to staff, partners, and stakeholders. Ensured correct budget authority levels, established emergency finance and grants procedures, and facilitated budget holder understanding of responsibilities.
- Worked with the HR Director to implement equitable staff compensation policies and practices within approved budgets and donor requirements. Designed and implemented organizational structures consistent with agency practices and program needs.
- Oversaw the Country Office financial systems, providing monthly budget variance updates to the SMT and budget holders. Ensured control systems for assets, funds, equipment, and facilities, submitting timely financial reports to Headquarters, Regional Office, and donors.
- Led the development of finance policies and procedures, applying a risk management lens to evaluate growth strategies. Developed a risk management policy to maximize financial resource effectiveness in both development and emergency contexts.

May 2013 – March 2014

Save the Children International – Lebanon

Position: Director of Finance and Support Services

Task and Responsibilities:

- Led the design and implementation of a streamlined organizational structure aligned with agency practices and program needs. Ensured Save the Children Country Office (CO) compliance with Management Operating Standards and Standard Operating Procedures.

- Identified and managed key risks, particularly financial, developing mitigation plans during proposal stages. Managed CO financial systems, providing monthly budget variance updates to the Senior Management Team and all budget holders.
- Collaborated with the SMT and Finance staff to establish control systems for assets, funds, equipment, and facilities. Submitted timely financial reports to the center, Regional Office, and donors as required. Effectively managed Country Office treasury operations.
- Oversaw the implementation of sophisticated, efficient, and cost-effective Information Technology Systems in compliance with Save the Children Management Operating Standards. Supervised administrative functions to ensure effective management of capital assets, inventory, and maintenance of office premises, facilities, assets, and equipment.
- Oversee the overall maintenance of the office premises, facilities assets, and equipment (physical work environment) and ensure that these are secure and efficiently utilized

July 2012 – May 2013

Save the Children Sweden – Head Office

Position: Transition Finance Advisor

Tasks and Responsibilities:

- Provided comprehensive financial support to Regional and Country Offices during transitions in multiple countries (South Africa, Zambia, Ivory Coast, Senegal, Ethiopia, Kenya, Peru, and Southern Sudan). Conducted training for international finance teams on administrative and financial closure requirements.
- Ensured quality assurance of financial data in Agresso, conducting detailed testing on the financial status of all Sources of Funding. Verified the accuracy of accounts receivables and payables before transitioning to Save the Children International (SCI).
- Assisted offices in preparing Transition Budgets, allocations, Asset Transfer Agreements, and Fund Summaries. Collaborated with external and internal auditors during year-end and close-out audit procedures.
- Played a key role in negotiating and agreeing on transitioning balance sheet items. Responded to specific missions requested by Regional/Country Offices or the Head Office to address financial management challenges arising from transitions.

2003 – June 2012

Save the Children Sweden – MENA

Position: Regional Finance Director / Regional Security Focal Point

Tasks and Responsibilities:

- As the liaison between Headquarters and Country Offices in Yemen, oPt, and Lebanon, as well as operations in Egypt, Morocco, Tunisia, and Libya, provided strategic guidance for country funding strategies. Conducted research to identify funding opportunities, ensuring regular communication with relevant staff.
- Led training initiatives for local accountants/finance officers and SCS partners in the region, enhancing proposal and grants management capabilities. Standardized

financial procedures, encouraging the use of available systems for improved efficiency.

- Assisted country offices with budget updates, gain/loss management on currency fluctuations, and supported the proposal development process to ensure high-quality submissions meeting donor requirements. Led the reporting process to ensure timely and high-quality reports.
- Served as the Security Focal Point for the Regional and Country Office in Lebanon, contributing to the security team in the region. Ensured up-to-date Security and Emergency plans, introduced them to all staff, and provided basic security information for visitors and participants from abroad.

Education	2023	Salford University	Manchester, UK
	<i>(In Progress) Master's in Fraud and Risk Management</i>		
	2019	La Sagesse University	Beirut, Lebanon
	<i>Master in Political Science and International Relations – Emphasis NGO Management</i>		
	2003	Hariri Canadian University	Meshref, Lebanon
	<i>Bachelor in Business Administration.</i>		

Languages	Arabic: mother tongue
	English: Excellent in reading, writing and conversation

References	Available upon request
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