

TALINE N. HAIDAR

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EDUCATION

USJ- Saint Joseph University, Oct 2012 – Jun 2014

Masters in Business Administration International Paris- Sorbonne & Dauphine Universities,

Lebanese International University, Oct 2003 - Jun 2007

BS in Nutrition & Dietetics

Lycée Franco Libanais, Verdun, Oct 1993 - Jun 2003

French Baccalaureate

EXPERIENCE

I. Program management Unit at Ministry of Education and Higher Education, Beirut, May 2015 - November 2018

Emergency Education Stabilization System Project (EESSP)- funded by the World Bank

Annual Work Plan (UNICEF) 2015-2016-2017-2018

UNHCR agreement 2016-2017-2018

▪ Procurement Officer

- . *Manage all project procurement by implementing policies and related procedures.*
- . *Ensure that the donors' procurement guidelines are followed in all transactions.*
- . *Undertake procurement activities, such as assisting in reviewing technical specifications for goods and terms of reference for consulting services; preparing bidding documents; writing evaluation reports; providing necessary assistance and tools for conducting evaluation processes; etc*
- . *Undertake necessary advertisement on annual and periodic basis.*
- . *Conduct market research in order to update the price lists of relevant goods and consultancies.*
- . *Lead the development of a Project Procurement Plan and generate regular updates.*
- . *Develop tools for capturing procurement data and identify progress towards the achievement of procurement schedules.*
- . *Participate in the evaluation & selection of works, goods and services procured under the project in coordination with Financial Officer, and under the supervision of the Project Manager.*
- . *Coordinate with the Financial Officer for regular preparation of Project Management Reports.*
- . *Coordinate the evaluation of consultants' deliverables for the firms and report the evaluation result to the Project Manager.*
- . *Take action and undertake negotiations for the resolution of problems or conflicts inherent to complex projects, under the supervision of the Project Manager.*
- . *Assist in preparation of TOR .*
- . *Lead contract management in close collaboration with the Financial Officer and under the supervision of the Project Manager.*
- . *Report contractual failures and remedies action plan to the Project Manager and execute the agreed remedy after the approval of the Project Manager.*
- . *Develop and maintain a data base of suppliers and consultants including their contacts, areas of expertise, relevance to project components.*
- . *Create a simple cross reference system to facilitate identification of filed supporting documents and Curricula Vitae collected through expression of interests and received bids and proposals.*
- . *Maintain a coherent filing system to include procurement preparation and contract management, correspondence, claims, reports, etc.*
- . *Ensure that all Consultants deliverables are properly filed and referenced.*
- . *Coordinate with the Financial Officer for regular preparation of Project Management Reports, as a part of the donor's financial reporting requirements, and maintain a realistic planning allowing proper budgeting.*
- . *Provide basic training on procurement related processing to other staff involved in procurement (evaluation, drafting TOR, etc.).*

II. CitiAct, Beirut, Oct 2014 – May 2015

▪ **Operations Manager**

- . *Supervise the procurement officer work.*
- . *Prepare work plans, produce timely reports –progress reports –donor reporting systems.*
- . *Participate in meetings with other NGOs/ Government agencies and institutions;*
- . *Provide trainings to beneficiaries: conflict resolution, event management, mediation, tools of marketing and project management.*
- . *Ensure the participation and involvement of relevant stakeholders in project activities so that the process is inclusive, participatory and transparent.*
- . *Ensure delivery of resources and results according to planned targets.*
- . *Establish and maintain partnerships with stakeholders (NGOs, government and donors).*
- . *Actively participate in the design and implementation of CitiAct future project.*
- . *Advise management about issues affecting project implementation, or key local issues affecting future project developments.*
- . *Build and maintain good relations with community resources, including government officials (municipalities), NGOs, suppliers and others.*
- . *Encourage and stimulate full participation of youth groups.*
- . *Liaison with local & international Media, while promoting the Organization in versatile markets around the globe.*
- . *Assist in the setting and processing of the monthly & yearly P.R planning, organize and direct the organization media photo shoots & various promotional functions.*
- . *Monthly report to CitiAct Manager.*

III. Mercy Corps INGO, Beirut, Jun 2013 - Aug 2014

▪ **Logistics & Procurement officer**

- . *Product Purchases with respect to the procurement thresholds of goods.*
- . *Service contracts with respect to the procurement thresholds of services.*
- . *Provide procurement training for new program and operations staff.*
- . *Data Handling includes communication with the program team in order to provide the most accurate data regarding the goods and services; data handling include a daily update of the on-going Master list and a weekly update of the completed Master list.*
- . *Communication with Suppliers: maintain a good supplier relationship with continuous feedback about the received goods or services.*
- . *Field visits to identify new suppliers include a brief presentation of Mercy Corps in Beirut, Bekaa, Tyre, Nabatiyeh and Tripoli.*
- . *Advertise and manage invitational and open tenders for various projects including WASH projects.*
- . *Help the program team in planning reasonable purchase requests that fall under the grant specifications.*

IV. CitiAct- Citizen Activism local NGO, Jun 2011 - May 2013

▪ **Project Manager** for the project “From Beirut suburbs to A Nation”

- . *Supervise and manage project staff and external short-term consultants, lead and coach the project team*
- . *Undertake day to day management of the project, including smooth project implementation, efficient use of resources.*
- . *Prepare work plans, produce timely reports –progress reports –donor reporting systems.*
- . *Support an environment of learning for staff within the program.*
- . *Draft necessary strategic documents concerning project design and implementation, such as policy papers, results frameworks, work plans etc;*
- . *Develop Terms of Reference for project consultants/experts hired on a short term basis and ensure proper delivery of technical services and submission of technical and other reports.*
- . *Ensure the participation and involvement of relevant stakeholders in project activities so that the process is inclusive, participatory and transparent.*
- . *Ensure the timeliness and quality of the outputs as well as timely preparation of reports on achievements and challenges faced within the project.*
- . *Ensure delivery of resources and results according to planned targets.*
- . *Promotes identification and synthesis of best practices and lessons learned for organizational sharing and learning.*
- . *Establish and maintain partnerships with stakeholders (NGOs, government and donors).*

- . *Mobilization of resources from different partners. This will include the preparation of strategies, Project Briefs and project Documents, organization of field visits.*
- . *Project financial management*

V. Lebanese academy esthetic and cosmetology, Beirut, May09-May 011

▪ **Dietitian**

- . *Examine, assess and follow up with patients.*
- . *Provide trainings to internships.*

SKILLS

Languages: Arabic (native); English (fluent); French (fluent)

Computer Skills: Microsoft Word, Excel, Power Point, Outlook & Adobe Photoshop

INTERNATIONAL CONFERENCES

- SIDA ITP 282 "UN Resolution 1325: Women, Peace & Security", Sweden, 8 to 26 Oct, 2012
- . *Represented CitiAct in the meetings on the UN resolution 1325.*

WORKSHOPS & TRAININGS

- . Civic participation and Community Engagement workshop, 29 & 30 Oct 2011
- . Leadership Training, 12 Oct 2011
- . Non-Violent Communication & Presentation Skills Training, 16 Nov 2011
- . Conflict Resolution Training, 11 Dec 2011
- . Citizenship Training, 26 Nov 2011
- . Project Management Training, 29 Jan 2012 & 5 Jan 2013
- . Photography Sessions, 8 Mar 2012
- . Non-Violent Communication & Presentation Skills Training, 7 - 28 Apr 2012
- . Non sectarianism training, 9 - 23 Dec 2013
- . FAST training with US Embassy- financial management training, 10-14 Feb 2013
- . Certified Public Procurement Course (CPPC) - CIPS 14-18 March 2016
- . Works Procurement training- ILO international Training Center- Turin, December 5-9, 2016

CIVIL INVOLVEMENT

- Planned and **organized the “flash-mob series” with CitiAct**, Beirut, 2011 – 2013

INTERESTS & ACTIVITIES

Photography, fashion design, nature discovery, outdoor sportive activities, social work, reading, traveling & language learning.