

Rim Othman

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Personal Statement

I am committed to helping the disadvantaged people living in Lebanon today—both Lebanese and non-Lebanese. I believe that working in the spheres of development, humanitarianism, and crisis management are the best avenues in which to secure the most sustainable fulfillment of these goals. I am a self-motivated and hard-working person. Having gained experience working in several different work environments, I am a strong communicator with excellent organizational skills. My ability to adapt to different environments also makes me an excellent team player.

Experience **Islamic Relief Worldwide-Lebanon, May 2022-:**

Humanitarian Project Officer

- Responsible for the operation management of basic assistance and food security;
- Responsible for implementing all activities based on the project's objectives and following the PCM cycle; planning, organization, implementation monitoring, and evaluation;
- Responsible for all aspects of the project's daily management, including logistics, administration, security, community, and liaison with beneficiaries;
- Regularly review and update the project's work plan;
- Ensure the project remains on track to achieve the project work plan and objectives;
- Implement project activities and ensure the good quality and quantity of the project/s outcomes.
- Identify, facilitate, coordinate and when necessary, deliver targeted training to the Humanitarian assistants and provide regular coaching activities;
- Collects and reports information regarding the overall situation of the beneficiaries;
- Maintain regular written and oral reporting with the Programme Officer;
- Develop and maintain project records such as monthly reports, attendance sheets, success stories, database, and records of decisions;
- Regularly report any difficulty met in IRL activities implementation;
- Submitting daily updates and weekly and monthly reports to the Programme Officer;
- Prepare and share coordination meeting minutes and staff meeting minutes with the Programme Officer and all staff involved.

We World-GVC (Italian INGO), September 2021-April 2022:

Community Engagement worker, OCHA-Food Security-LHF project

- Conduct field assessments and data collection activities, ensuring the reliability of the collected information, and guaranteeing a dignifying and equitable relationship with the interviewees;
- Conduct field distributions to the designated beneficiaries and ensure accurate documentation of the activities through reporting, collection of handovers, etc.;
- Conduct awareness sessions with stakeholders and beneficiaries, providing any information relevant to the project;
- Liaise regularly with community leaders and beneficiaries to collect information, facilitate coordination, and mitigate/solve disputes whenever needed;
- Cooperate and coordinate with other WW-GVC personnel and departments;
- Maintain good working relations with beneficiaries, contractors, and all stakeholders involved in the project;
- Report to the line manager any issues which may have a direct impact on the implementation of the project, on the beneficiaries' safety, or WW-GVC's activities in the area;
- Represent WW-GVC appropriately at all times to the community, other NGOs, and institutional partners;
- Ensure maximum visibility of WW-GVC's actions amongst the beneficiary communities;
- Prepare accurate and timely reports of the conducted activities and ensure that all the project documentation (attendance sheets, distribution lists, MOU, etc.) is properly filled, updated, and classified

Akkarouna (local NGO), June-July 2021:

MEAL Enumerator, livelihood Project-cash for work

- Doing PDMs and all surveys under MEAL which took place with benefited Head of households
- Filling out the survey on the KOBO toolbox
- Reporting to the MEAL supervisor any question or challenge
- Explaining the objective of the survey to the beneficiaries
- Ask the questions with simple terminologies that will be understandable

IRL (Islamic Relief Lebanon) (worldwide), March-June 2021:

Distribution Assistant, Food Security project

- Ensure the proper documentation and filling of all activities and distribution (signature list, update of the beneficiary database, the record of complaints, etc.)

- Communicate with the team leader any problems on assessment or distribution day.

Medair (INGO), December 2020:

Distribution worker, Shelter

- Ensure the proper documentation and filling of all activities and distribution (signature list, update of the beneficiary database, a record of complaints, etc.)
- Communicate with the team leader any problems on assessment or distribution day.
- Handle any complaints within means, and refer complaints to team leaders when necessary.

Medair (INGO), June-Nov 2020:

Casual worker, Shelter Assessment Project, North chapter

- Collect data and complete surveys to assess the needs in Syrian refugee communities, and inform and select participants in Medair's programming.
- Maintain a transparent, honest, and supportive communication structure with the Medair team and beneficiary communities.

Save the children, Nov-Mar 2019-2020:

Child Protection Animator

- Provide appropriate and timely case management by assessing the needs of children with protection concerns
- Conduct home visits to assess clients' living conditions when necessary
- Refer clients to appropriate services
- Carry out all tasks respecting key protection principles, including but not limited to: do no harm, non-discrimination, confidentiality, accountability, and need-to-know principles.

Education

- BS in Business Management, Lebanese International University, 2014-2017
- High school certificate, official baccalaureate, 2013-2014

Training and skills development

- Prevention of sexual exploitation and abuse Training at Agora.
- Data entry at a medical center (apprenticeship by The International Rescue Committee for 4 months February- May).
- Class Management training at "Ana Aqraa" association.
- Education and learning training at "Ana Aqraa" association.
- Training by the BOB (Bank of Beirut) about using the western union.
- Training about associations' financial policies by Acted association.
- Projects management, life coaching, time management, sustainable development, and entrepreneurship workshops by Al Hariri Foundation.
- English language development (Speaking and conversation, and grammar) at EDC.

Languages

- Arabic: mother language,
- French: current (fluent),
- English: current (excellent)

Interests and skills

Skilled and familiar with Microsoft Office: **Word, PowerPoint, Excel, and Outlook.**
Working on ODK., Kobo, and 123 Surveys applications. Conducting and managing awareness sessions. Public speaking. Analytical, problem solving, Teamwork, and leadership.

References:

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