

Jad Chaker Assaf

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Education

LEBANESE UNIVERSITY

2015-2018

Master in Business Administration (Post-Graduate)

Thesis: Volunteer Management in Volunteer Based Organizations

AUL UNIVERSITY

2011-2015

Bachelor in Business Administration

Emphasis: Management

Experience

Mercy Corps Lebanon

Beqaa, Zahle

Senior Cash Officer

Jan 2023 – Current

- Supported Cash Coordinator and Project Manager in planning and implementing Cash activities to meet project deliverables, ensuring compliance with organizational policies and donor requirements.
- Developed and designed project tools, such as beneficiary selection criteria, scoring tools, assessments, and tracking tools, to ensure efficient and effective implementation of the cash assistance program.
- Successfully managed procurement at the field office, ensuring timely and cost-effective acquisition of goods and services in compliance with organizational policies and procedures.
- Oversaw the financial literacy training conducted by a third party service provider ensuring its smooth execution and alignment with project objectives.
- Assumed responsibility for writing comprehensive reports as per the agreed-upon requirements and guidelines set by the donor, ensuring accuracy, clarity, and adherence to reporting deadlines.
- Coordinated and maintained good relationships with local Actors/Municipalities and other stakeholders to ensure proper outreach is conducted and ensure effective collaboration and coordination.
- Developed Multi-Purpose Cash Assistance (MPCA) Standard Operating Procedures (SOPs), establishing clear guidelines and protocols for program implementation, monitoring, and reporting, ensuring consistency to the best practices.
- Ensured that the weekly/monthly work plan is respected in the field.
- Trained and supported field staff and partners involved in the implementation of the program to ensure they have the necessary skills and knowledge.
- Identified and mitigated potential risks associated with MPCA to minimize fraud, abuse, and other potential negative impacts on participants.
- Supported program support team in conducting cash distribution for participants and MPCA.
- Ensured that the beneficiary complaint process is implemented.
- Liaised and coordinated with the financial service provider on creation of accounts and cash disbursements.

International Federation of Red Cross and Red Crescent (IFRC)

Beirut, Hazmieh

Regional Cash and Voucher Assistance Preparedness Officer

May 2022 – Aug 2022

- Provided technical support to selected National Societies to effectively plan, implement, manage and evaluate their CVA preparedness.
- Provided remote support towards the implementation of the PoA for each National Society. The PoA covered, if not already in place, the establishment of a baseline and a CVA feasibility study, a scenario development and analysis, a key stakeholder mapping (including potential Financial Service Providers (FSP)), the development and implementation of key internal and external advocacy messages, the appointment of a CVA focal point and an internal CVA working group, the development of CVA Standard Operating Procedures, the incorporation of CVA in the NS HR system, the development and implementation of a CVA communication strategy, the establishment of a CVA training plan and a CVA pilot project or simulation.
- With the support of the Regional CVA Coordinator and the Global Cash Preparedness and Capacity Building Officer, undertaken capacity building in CVA through face-to-face trainings, simulations and “learning by doing” exercises, as well as remote and face-to-face coaching. These covered training of NS staff and volunteers at national

HQ and branch levels

- In coordination with the Regional CVA Community of Practice and the MENA Cash Centre of Excellence (CCoE) as appropriate, identified peer-to-peer engagement opportunities across MENA National that are implementing or planning CVA preparedness programmes.
- Promoted and provided guidance on CVA data management system (e.g.: RedRose, Kobo) and data rights/protection. Established links between the NSs and the colleagues responsible for data management file in the Regional Office.
- Provided technical support to the selected National Societies for the selection of FSPs, and the preparation of the documents required for the procurement and establishment of an FSP contract/framework agreement.
- Collaborated with international colleagues to contribute insights and strategies for the Red Cross and Red Crescent Movement's Global Cash Working Group.
- Participated in discussions and decision-making processes aimed at enhancing the effectiveness of cash-based interventions in humanitarian contexts.
- Shared expertise and engaged in constructive dialogue to address challenges and develop innovative solutions within the working group.
- Supported any other CVA related tasks requested by the line manager

**Lebanese Red Cross
Economic Security Officer**

Beirut, Hamra
Feb 2020 – April 2022

- Supervised technical roll out of the cash programs and ensure the qualitative aspects of it (monitoring of objectives, due dates, budgetary provisions) are properly implemented.
- Participated in the design of the EcoSec strategy.
- Designed project tools including beneficiary selection criteria, scoring tools, assessments, tracking tools, and so forth for the cash and voucher program & in-kind food assistance.
- Dedicated extensive time at the bases, supporting teams in the field with implementation of plans and tools.
- Ensured timely procurement of goods and services for the program and accurate, regularly updated, budget followup and forecast.
- Coordinated with relevant Cash Actors (RAIS, Activity Info).
- Supported with creation/update, dissemination and implementation of SOP's for CVA.
- Participated in tendering processes for Financial Service Provider and delivery mechanisms and supported tendering processes that took place within LRC DMS.
- Liaised with a new Financial Service Provider to solve any technical or programmatic issues that may arise.
- Ensured the management and use of data registration and data management tools required for CVA such as RedRose, GIS, database update, data sharing, and data analysis.
- Ensured the preparation of detailed implementation work plans and provide the necessary guidance and support to the teams to achieve timely and quality implementation of activities.
- Managed the budgets of CVA activities, monitoring to be within budget allocations as per donor agreements and in compliance with donor regulations and concerned financial procedures.
- Produced internal and external reports in a high standard and timely manner.
- Member of Technical Working Group for CVA and led the MEAL sub-working group in creating the necessary MEAL tools for specified activities.
- Played an integral role within the Basic Assistance Working Group (BAWG), a platform focused on optimizing the provision of essential aid in crisis situations.
- Provided technical support and on-going on-the-job training to staff/volunteers as a CVA trainer within LRC DMS.
- Lead on a regional Lebanese Vulnerability Assessment to register Lebanese Households and gather necessary data.
- Formulated proposals drafts for projects including SMART indicators, expected outcomes/outputs, plan of action (PoA) and project budget.

**Skaff Group S.A.L
Regional Account Manager**

Beirut, Mkalles
Sep 2017 – Feb 2020

- Handle daily all local and regional agents' requests (emails, inquiries, inventories, sales orders)

- Arrange the shipment of goods to agents
- Arrange monthly sales results against preset targets in order to update agents on their sales status
- Work closely with import/export administrator to ensure timely shipment or delivery of product to customers
- Report any claim discrepancy received by the agents
- Review and approve samples distribution to agents
- Meet and contact potential agents in Lebanon and MENA region and support existing ones with SKAFF internal identity, operations and procedures
- Collaborate with marketing department to ensure a good image of our agents

Training and E-Learning Activities

- Practical Emergency Cash Transfer (PECT) – The International Federation of Red Cross and Red Crescent Societies
- Cash Transfer Programming in Emergencies – The International Federation of Red Cross and Red Crescent Societies
- Leading the Humanitarian Response – Global Health Institute
- Fundamentals of Humanitarian Action in Practice – Global Health Institute
- GTC – General Trainer Course – Lebanese Red Cross
- ATC – Applied Trainer Course (CALP II) – Lebanese Red Cross
- Economic Security PME – The International Committee of the Red Cross Feb 2020
- Sales Program – Wydner Coaches
- Social Worker Diploma – E-Learning
- Project Management Essentials – E-Learning

Voluntary Work

Lebanese Red Cross

EMT Volunteer

First Aid certified, EMT certified, Psychological First Aid certified

Beirut, Hamra
Feb 2019 – Current

Skills & Interests

Technical: Excellent IT/Computer skills – Microsoft Office

Language: Arabic / English: Fluent, reading, writing, verbal

Interests: Music, Reading, Sports