

## Experience

**ISWA, Islamic Welfare Association, (Local Non-Government Organization), Saida,**

**MEAL Officer**

**October 2023 – Present**

- Develop, implement, and assess monitoring frameworks for all organization's partnerships and projects, as well as for funding proposals.
- Develop the overall framework for project M&E systems in collaboration with senior project staff, including requirements, reporting, baseline, and evaluation surveys;
- Ensure the alignment of M&E activities with program/project goals.
- Ensure adherence to specific monitoring and reporting requirements.
- Conduct field visits for data validation and to monitor the quality and completeness of data sets.
- Receive and manage beneficiaries' feedback and concerns through feedback channels to ensure accountability.
- Coordinate data collection at project sites to monitor program development and ensure timely compilation and reporting of data.
- Capture and document lessons learned.

**Soutien Belge Overseas (SBO) (International Humanitarian NGO), Beirut,**

**Project Development Officer**

**November 2019 to January 2023**

- Developing proposals and concept notes of current/new projects under the direction of the Head of Mission.
- Reporting "monthly, quarterly, interim, and final/closing donor reports".
- Assist in Budget planning of requested projects.
- Developing the organization's files for donors' capacity assessment.
- Developing new projects according to the field needs and funding priorities.
- Monitoring and Evaluation of the project to ensure the quality of implementation.
- Monitor and follow up the sponsorship program implementation.
- Support the implementation team in problem-solving.
- Conduct field visits for attending regular team meetings and collecting feedback.
- Lead team capacity building to ensure their readiness to be involved in the implementation (PSEA, security measures, child protection, SBO policies, etc).
- Organize needs assessments through surveys and visiting camps to collect and update information on field priorities.
- Ensure all documents and records are archived, classified, and updated.
- Developing the content of the annual report and bi-monthly "Refugee Journal" in coordination with the communication team.
- Represent SBO in UN working groups Sectors monthly meetings and training as requested.

- Preparing weekly and monthly teaching plans.
- Teach out of school Syrian Refugees' children & youth.
- Provide retention support for Syrian Refugees' children & youth in public schools
- Teaching early childhood education (ECE) for Syrian Refugees' children.
- Provide PSS activities for Syrian Refugees' children & youth under the supervision of the psychologist.
- Attending training on Classroom management, child protection, PSEA, active learning methods, first aid, SBO policies and training as per program needs.
- Attending meetings with public schools' teachers for collaboration and discussion of children's progress.

## **Education**

- Political Science – Bachelor Degree

## **Languages**

- Arabic – Fluent
  - English – Fluent
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## **Training & Certificates**

- **Market Assessment Tools**, CALP Network.
  - **Needs Assessment in Emergencies**, Save the Children.
  - **Gender in Humanitarian Action** (GIHA), UNDP.
  - **Assessment of Competences Tool** (WEACT), WarChildHolland.
  - **MEAL in Emergencies**, Save the Children.
  - **MEAL for NGOs**, AUB NGOi
  - **Safety and Security Protocol Training**, Save the Children.
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## **Skills**

- Microsoft Office.
- Data Analysis (Excell, SPSS)
- Adobe Premiere – video editing
- Teamwork
- Good Communication Skills