

MUSTAFA KOB TAN

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EXPERIENCE

Borderless NGO

Projects Officer

Beirut, Lebanon

Sep 2025 – Present

- Lead multi-sector Education, Livelihood, Social Cohesion, and Protection projects from design to delivery, ensuring strategic alignment, quality standards, and full donor compliance across all implementation stages.
- Drive programme execution by planning, coordinating, and supervising workshops, trainings, and community initiatives, ensuring timely, high-quality outputs that directly address community needs.
- Strengthen operational efficiency by monitoring progress, budgets, procurement, and risks, enabling data-driven decisions and adaptive management to keep projects on track.
- Build and maintain effective collaboration with internal teams, partners, community actors, and service providers to ensure coherent implementation and strong field-level coordination.
- Produce high-quality inputs for concept notes, proposals, and donor reports, translating field data, learning, and evidence into strategic recommendations that enhance program design and funding prospects.
- Identify gaps and implementation challenges, propose practical solutions, and introduce improvements that increase efficiency, beneficiary engagement, and overall project impact.

Women's Programs Association - WPA

Education Coordinator

Lebanon

Feb 2024 – Mar 2025

- Contributed to the development and implementation of WPA's education strategy and work plan.
- Oversaw the execution of 5 multi-thematic education projects across 6 Palestinian refugee camps, benefiting over 940 learners. Projects included retention support, youth basic literacy and numeracy, psychosocial support through arts, and recreational/extra-curricular activities.
- Supervised and mentored 20+ education staff, conducted regular field visits, and provided technical guidance to improve the quality and consistency of implementation.
- Designed and facilitated over 10 capacity-building trainings for education staff and conducted weekly classroom observations with feedback sessions to enhance teaching quality and learner engagement.
- Ensured projects were delivered on schedule and within budget, contributing to 95% implementation efficiency and full donor compliance.
- Supported the Programs Manager in drafting concept notes and proposals and contributed to high-quality donor and internal reporting by providing program data, analysis, and field insights.

Unite Lebanon Youth Project - ULYP

Education Field Officer

Lebanon

Jan 2022 – Aug 2024

- Led the implementation of two retention support projects that integrated life skills and psychosocial support, targeting over 200 students in middle and secondary classes, significantly improving student engagement and retention.
- Facilitated the enrollment and orientation of students into the program, ensuring clear communication of objectives and fostering a strong sense of ownership and commitment.
- Collaborated closely with 6 educators to design and deliver tailored training sessions, enhancing teaching methods to meet the diverse needs of students and improve overall academic and personal development outcomes.
- Conducted comprehensive monitoring and evaluation of program activities, tracking student progress and adjusting interventions to ensure continuous improvement in learning outcomes and program effectiveness.
- Managed all logistical aspects of the projects, including scheduling, resource allocation, and coordinating activities, ensuring seamless delivery and adherence to program objectives.

Borderless NGO

Youth Led Initiative Trainer

Beirut, Lebanon

Jul 2023 – Dec 2023

- Coached youth aged between 15 and 25 in designing, planning, and implementing a community service initiative aimed at helping people in the Karantina neighborhood.
- Facilitated youth participation and engagement by teaching planning, report writing, finance, procurement, and project implementation. Enhanced development of relationships to improve youth social skills and expand their networks.
- Maintained regular follow-up with youth participants, ensuring that designed projects met all criteria for eligibility and implementation.

ADDITIONAL EXPERIENCE

Unite Lebanon Youth Project - ULYP

Skills Trainer

Lebanon

Nov 2025 – Present

- Deliver monthly life skills and soft skills workshops for youth, and quarterly sessions for parents, focusing on communication, personal development, project management, and effective learning strategies.

SKILD

Trainer

Louaize, Lebanon

Jun 2022 – Aug 2022

- Designed and conducted Life Skills, CV Building, and Interview Tips sessions for special needs students enrolled at Notre Dame University - NDU, utilizing adaptive teaching methods to meet diverse needs.
- Provided personalized support to first year students in creating effective CVs, identifying job opportunities, and practicing interview skills, provided guidance, and coaching to enhance their employability.

Adduha High School

Physics & Mathematics Teacher

Beirut, Lebanon

Sep 2020 – Jun 2021

- Delivered Physics (Grades 7, 8, 10) and Mathematics (Grades 10, 11) using evidence-based, learner-centered methods to engage diverse students, including those with special educational needs.
- Fostered a supportive school environment by monitoring student progress and maintaining consistent communication with families to enhance both academic performance and overall wellbeing.

Techworks

Assistant Trainer

Lebanon

Jan 2019 – Jan 2020

- Supported the development and delivery of courses for out-of-school children, providing tailored guidance and hands-on support throughout project implementation.
- Assisted in facilitating a design-thinking program, ensuring a safe, engaging, and productive learning environment that strengthened learners' creativity and problem-solving skills.

Makhzoumi Foundation

Physics & Mathematics Teacher

Beirut, Lebanon

Feb 2017 – Jul 2017

- Taught Physics and Mathematics to Grade 9 students using innovative, learner-centered methods, while monitoring progress and providing individualized support to enhance academic performance and student potential.

EDUCATION

Lebanese University

Master's Degree in Physics

Hadath, Lebanon

Oct 2017 – Sep 2019

Beirut Arab University

Bachelor's in Physics

Debbieh, Lebanon

Sep 2014 – May 2017

SKILLS

TECHNICAL SKILLS: Project Management – Advanced Microsoft Office – Data Collection – Reporting & Documentation – Training Design & Curriculum Development

CORE COMPETENCIES: Leadership – Communication – Facilitation – Team Building – Cultural Competence – Problem-Solving – Time Management & Productivity – Adaptability

LANGUAGES: English – Fluent | Arabic – Native

CERTIFICATIONS

FISTA – Inclusive Education Training

Feb 25-26, 2025

Humanitarian Leadership Academy – EdTech 101: An Introduction to Education Technology

Jan 6, 2025

Terre Des Hommes – ToT on “Mainstreaming Disability Inclusion”

Aug 19-23, 2024

Humanitarian Leadership Academy – Prevention of Sexual Exploitation and Abuse (PSEA)

Feb 20, 2024

Humanitarian Leadership Academy – Psychological First Aid for Children

May 10, 2023

Humanitarian Leadership Academy - An Introduction to Proposal and Report Writing

Feb 10, 2023

ECDL Foundation - International Certificate of Digital Literacy – ICDL

Apr 25, 2017

VOLUNTEER LEADERSHIP EXPERIENCE

Lebanese Scout Association

Consultant, Assistant Beirut Commissioner, Group Leader, Unit Leader

Beirut, Lebanon

Sep 2012 – Present

Led youth programs, community initiatives, and leadership trainings, contributing to team development, service projects, and long-term community engagement.