

Elias Sahyoun

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OBJECTIVE: Seeking to enhance my background in the humanitarian sector and to alleviate the pain experienced by vulnerable communities. In my application to this position, I'm hoping that there will be reciprocal benefits, as my experience will contribute to program development, and the post occupied will render my capabilities furthermore professional.

WORK EXPERIENCE:

March 2024- February 2026: Livelihoods Officer for Lebanon and Syria
JRS MENA office- Lebanon

- Managed the livelihoods portfolio across Lebanon and Syria
- In Lebanon, led the full implementation of a market-based program that provided Syrian refugees with skills development training, upskilling, business development grants, and career guidance.
- In Syria, conducted a Market Systems Analysis focusing on the tourism sector.
- Standardized training materials by aligning JRS curricula with international standards, such as ILO frameworks for entrepreneurship and career guidance.
- Provided overall guidance and support for the implementation of work-based learning activities in Bar Elias and Baalbek.

May 2023- February 2024: Program Associate- Entrepreneurship and Professional Development
Amideast- Lebanon

- Handled communication with the department's current program participants, potential new beneficiaries, and alumni and ensured updated records and capturing of success stories
- Conducted monitoring and evaluation plans to ensure a high quality of training delivery
- Managed the online learning system and worked with facilitators and workshop participants in navigating and using the system
- Assessed hotel needs within Lebanon to strengthen their digital marketing skills
- Managed the Google Career Certificates scholarship program, responded to inquiries, facilitated enrollments, and monitoring participation of over 4000 applicants across the MENA region on Coursera.

November 2022- May 2023: Localization project officer
ACTED- Achrafieh- Lebanon

- Engaged in outreach activities to Civil Society Organizations (CSOs)
- Conducted needs assessments of CSO's
- Coordinated and facilitated training sessions for CSOs through liaison and coordination efforts.

January 2018- November 2022: Mount Lebanon Livelihoods Center Manager
International Rescue Committee, Mkalles

- Promoted and represented IRC's activities to municipalities, local charities, local NGOs, international NGOs, UN agencies, and governmental bodies (NEO, MoSA)
- Supervised the Employment Support Services team
- Oversaw the apprenticeship component (on-the-job training)
- Established liaisons with private sector companies
- Conducted field assessments and outreach activities in response to the Beirut blast
- Conducted outreach to municipalities for the implementation

- of cash-for-work activities
- o Served as a member of the tender evaluation committee for the selection of training providers
- o Provided feedback as a committee member in the evaluation of entrepreneurs applying to the micro-enterprise program
- o Monitored the administrative tasks of IRC staff at the Livelihoods Center.

May 2015- December 2017: Senior Livelihood Officer
International Rescue Committee, Mkalles

- o Oversaw the implementation of vocational and life skills training classes
- o Ensured the smooth day-to-day operations of the Livelihoods Center
- o Managed the registration process and supervised the registration team at the center
- o Coordinated with the Supply Chain Department on all logistical aspects of the work

April 2013- April 2015: Cash Assistance Program Officer
International Rescue Committee, Akkar

- o Participation in the unconditional cash assistance sessions to refugees and hosting communities
- o Handling of the hotline and the feedback and complaints mechanism
- o Coordination with IRC implementing partners, Al Majmouaa and Akkar Network for Development, on trainings and cash disbursements
- o Enrollment and supervision of 60 outreach volunteers promoting the livelihoods center services in Akkar

March 11-25, 2013: Field Officer
Emergency Market Mapping Assessment and Analysis (EMMA), Bekaa

- o Assessment of the agricultural sector needs

December-March 2013: Intern
International Center for Transitional Justice

- o Media monitoring and reporting

December 2012- Sep 2015: Volunteer
Amel Association, Chiyah center

- o Basic English language trainer to Migrant Domestic Workers

October 2009- March 2013: Guest Relation Officer (part-timer)
SOLIDERE, Beirut Souks

- o Team Leader
- o Information center focal point
- o Call center focal point

90 hours of training: Website administrator

Baldati non-governmental organization

EDUCATION:

2009- 2011:
Notre Dame University – Zouk Mosbeh.

M.A. Public Administration (Thesis postponed)

2004 – 2007:
Notre Dame University – Zouk Mosbeh.

B.A International Affairs & Diplomacy

1990 – 2004:
College Maristes Champville- Dick el Mehdi

Baccalaureate II S.E

TRAININGS AND CERTIFICATES:

- o Training on Gender Based violence
- o Training on Protection mainstreaming
- o Training on safety and security in the field
- o Training on first aid
- o Training on child protection
- o Training on management and development

- Training on Project Management (RedrUK)

COMPUTER SKILLS: MS Office (Word, Excel, Outlook, PowerPoint), Internet

LANGUAGES: Fluent in spoken and written English, French and Arabic.

HOBBIES: Reading, Jogging, watching movies