

Nagi Sayah, M.A.

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Education

- **October 2013- October 2015: Deutscher Akademischer Austauschdienst** (German Academic Exchange Service) University of Siegen: M.A. in Political Science Roads to Democracies- Political and social development- University of Siegen – Germany; Cumulative GPA is equivalent to A- on the American Scale
- **September 2014- January 2015:** Erasmus Plus Scholarship Coimbra University- Portugal
- **January 2014- June 2014:** Erasmus Scholarship Uppsala University –Sweden (Top 100 Universities in the world)
- **February 2013 –June 2013: M.A. in International Affairs**, Lebanese American University (LAU), Beirut, Lebanon-Governing Post-Arab Spring States
- **2007 - 2010: B.A. in Political Science**, Notre Dame University (NDU), Zouk Mosbeh, Lebanon
- **1992 – 2007: Graduated Economics and Sociology**, Saint Joseph School, Cornet Chahwan- Lebanon (July 2007)
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Professional Experience

May 2025- November 2025: Development Manager: Fondation Diane, Beirut, Lebanon

- *Collaborating with the Board of Directors on governance matters, strategic planning, and organizational performance while providing regular reports and updates to the Board on finances, programs, and operational issues*
- *Leading the development and implementation of strategic plans aligned with the organization's mission and goals*
- *Fostering a strong organizational culture rooted in transparency, collaboration, and inclusivity*
- *Serving as the primary spokesperson and advocate for the organization with stakeholders, donors, and the public*

December 2024- February 2025: Protection Specialist (consultancy basis) at Terre Des Hommes Lausanne, Beirut, Lebanon

- *Coordinating the technical unit that includes senior technical officers.*
- *Providing technical support and expertise in Child Protection (CP), Gender-Based Violence (GBV), Legal Protection, Mental Health Psychosocial Support (MHPSS), Case Management, and Psychosocial Support (PSS)*
- *Ensuring the development and dissemination of knowledge, technical expertise, and tools in the field of CP, GBV, MHPSS and legal protection.*
- *Continuously monitor and ensure that TdH's response aligns with the tools and methodologies endorsed at the sectors' level for the ER.*
- *Advising on the technical components in the development of new proposals, situational analysis, and other documents related to CP, GBV, and MHPSS.*
- *Supporting the technical unit in planning and leading trainings and capacity building efforts on CP, GBV and MHPSS addressed to TdH staff and local/national partners.*
- *Validating technical documents and training materials developed by the senior technical officers and ensure the monitoring of training is implemented*
- *Ensuring TdH actively participates in national and local coordination working groups by sharing good practices, lessons learned, recommendations, and well-developed tools (seeking sectors' endorsement).*

January 2024- January 2025: Human Resources Manager and administrator at Elefteriades (Elefrecords, MusicHall and the Park)- Beirut, Lebanon

- *Developing recruitment strategies, implementing systems for managing staff benefits, payroll and behavior and onboarding new employees*
- *Negotiating and finalizing deals with food and beverage suppliers*
- *Drafting SOPs and hiring and laying off employees accordingly*
- *Planning and implementing events at the company's venues*

January 2023- November 2023: Project Manager and Protection Officer, INTERSOS for the Emergency Multi-Sector Response for Yemen in Taiz Governorate, Taiz/AI Turbah, Yemen

Technical and HR supervision of the work of all staff working under project (42 staff members); Activity coordinators per typology (CP, women protection and PWSN), Case management supervisors, Collective PSS team, psychologist, psychiatrist, livelihood activity coordinator – for beneficiary screening/selections, community center supervisors, and receptionists.

- Ensuring the planning, implementation and monitoring/evaluation and setting targets as included in the project description by guaranteeing an efficient financial management for the project in compliance with INTERSOS' model and donor regulations.
- Team management (staff and volunteers) and mentoring staff on protection technical aspects and databases
- Reporting, including the findings in terms of impact/changes at the level of beneficiaries achieved through the project.
- Ensuring final link and reporting to relevant sectors and hubs, through protection coordinators (technical) and program coordinator/deputy HOM (programmatic and operational).
- Providing ongoing protection analysis (including aspects of conflict analysis, gender, and risk management) and lessons from project experience to inform the project manager, protection and program coordinators and head of mission in improved program development, implementation and policy/advocacy work.
- Reviewing/developing and updating SOPs for case management, referral pathways and supporting in report writing, data analysis and providing protection trend analysis
- Ensuring correct application of cash for protection guideline ensuring integration between protection and livelihood through assessing gaps in economic and social empowerment activities, making recommendations/suggestions for improvements to the supervisor and developing strategies to address the gaps.

January 2022- May 2022: Executive Director, Act for the Disappeared, Beirut, Lebanon

Supervising and providing guidance to the staff (23 staff members and field officers)

- Ensuring implementation and follow up of ACT's projects by proper planning, budgeting and reporting of projects
- Leading monitoring and evaluation
- Ensuring close cooperation with ACT's partners as well as lobbying, advocating and networking with all stakeholders.
- Overseeing budgeting, finance, project implementation within budget constraints and reporting to donors
- Representing ACT in conferences, seminars, workshops, and other public forums
- Leading efforts on grant applications and other fundraising opportunities
 - Coordinating and following up on ACT's projects with Project Managers and partners
 - Holding regular staff meetings and managing internal communications
 - Developing ToRs for new positions as required
 - Preparing staff and consultant's contracts, using ACT's models (templates)
 - Following up on staff NSSF and tax registration, in coordination with the Finance Officer
 - Agreeing on objectives with staff and providing annual reviews
 - Developing annual and quarterly budget forecasting, aligning budget spending with programme strategy, and execute within agreed-upon budget parameters
 - Preparing reports for donors and financial reports in close collaboration with the finance officer and project manager
 - Maintaining positive relationships with donors and organizing meetings with potential donors to present Act's work
 - Preparing quarterly management reports for the Board of Directors
 - Coordinating the communication strategy of ACT and following up on its implementation, in collaboration with the Communication Officer

July 2020- August 2021: Detention Delegate, International Committee of the Red Cross, N'Djamena, Chad

- Leading a multidisciplinary team into detention missions in the Bourkou-Tibesti region
- Implementation of the protection plan with regard to persons deprived of liberty under Government authority (detention visits, reporting, follow-up)
- Contributing to the detention file of the delegation and implementation of the detention strategy.
- Liaising with other departments (Health, Water and habitat, nutrition log, Admin), to ensure a transversal approach and smooth implementation of all related interventions.
- Conducting general dissemination sessions on international humanitarian law and Healthcare in Danger with local authorities.

February 2019- February 2020: Protection Delegate, International Committee of the Red Cross, Agadez Sub-Delegation, Niger

- Analysing the flow of migrants and route analysis from and into the Agadez region from West African countries and moving towards Libya and Algeria to identify protection concerns.
- Restoring family links with migrants, detainees, and their families.
- Conducting detention visits to detention centres to implement protection activities.
- Producing timely and concise internal reports with due respect for confidentiality.
- Supervising and coaching one protection field officer.

November 2017- November 2018: Field Delegate, International Committee of the Red Cross, Ramadi Office covering Western Anbar, Iraq

- Analysing the general situation (including security) in Western Anbar and the humanitarian needs of the population.
- Expanding and consolidating a network of partners and contacts within the area of responsibility (e.g. local authorities, weapon bearers, non-governmental organizations, The Red Crescent Society, and community/tribal leaders), in addition to representing and promoting the ICRC's mandate.
- Carrying out field and detention visits to conduct protection-related activities (e.g. talking in private with detainees and following up individual, sensitive cases, restoring links among family members separated by armed conflict, violence or migration, managing missing persons files and assessing the needs of vulnerable civilians and potential violations of international humanitarian law)
- Coordinating with other departments (e.g. health, economic security, communication, cooperation within the International Red Cross and Red Crescent Movement) to implement the planned activities.
- Producing timely and concise internal reports, with due respect for confidentiality

February 2017- September 2017: Senior Protection Assistant G5, United Nations High Commissioner for Refugees- Tripoli sub-office- Lebanon

- *Handling cases of ex-combatants to identify their status through a civilian character of asylum assessment.*
- *Leading a team of six registration assistants and providing them with the needed training.*
- *Assessing the team performance.*

January 2016- January 2017: Registration Assistant G4, United Nations High Commissioner for Refugees- Tripoli sub-office –Lebanon

- *Identifying vulnerable asylum-seekers and refugees.*
- *Preparing detailed records of counselling sessions and following up on individual cases.*
- *Conducting registration interviews, maintaining registration and counselling database and providing regular input on daily actions.*
- *Managing and updating refugee files as necessary.*
- *Analysing data to ensure data quality and integrity, and report trends and issues as required.*
- *Participating in support missions to the field offices.*
- *Drafting routine correspondence based on instructions provided by the supervisor or based on background information available on office files.*

November 2015- January 2016: Protection Monitor, International Rescue Committee- Beirut and Mount-Lebanon

- *Conducting daily field visits to refugees in Mount-Lebanon and Beirut.*
- *Producing daily and weekly reports on activities based on IRC and UNHCR tools.*
- *Utilizing a digital data collection system based on smart-phone handsets for data collection and uploading, participating in training in the digital system, data cleaning and regular debriefing and supervising of digital data collection activities.*
- *Analysing data and highlighting trends and protecting needs in reporting to the Protection and Information Manager.*

May 2011 – August 2013: Administrative Affairs Officer, Elefteriades Productions, MusicHall Beirut

- *Handling matters pertaining to public relations.*
- *Handling employee queries and requests as well as reservations and customer service.*
- *Handling other logistical and managerial aspects.*

September 2010 – February 2011: Bookstore keeper, Librairie Antoine, ABC Achrafieh

- *Handling, processing, classification and sales of book stocks using specialized software (Paperbricks).*

Social and Practical Experience

- Attended the **INTERSOS Integration** course (Online, Beirut- December 2022)
- Attended the **ICRC Leading a Team** course (N'djamena, Chad- February 2021)
- Attended the **ICRC Managing a protection office** Training/Course (N'djamena, Chad- March 2021)
- Attended **ICRC Perfectionnement en Gestion du Système Pénitentiaire** (Niamey, Niger- September 2019)
- Attended **ICRC Protection of the Civilian Population Training**, Identifying, documenting, and following up with protection cases such as aerial bombings, healthcare in danger, SGBV, and concerns of IDPs and returnees (Erbil, Iraq- August 2018)
- Attended **ICRC Detention Course: ICRC detention framework and the policy on torture and ill-treatment.** (Erbil, Iraq- April 2018)
- **ICRC Staff Integration Program:** Intensive training on basic ICRC rules, regulations, mandate, and work in the field in (Amman, Jordan- November 2017)
- **UNHCR training sessions:** regular drills on safety and security in the field in addition to interviewing techniques (Tripoli and Beirut, Lebanon 2016)
- **Training for Diplomats:** Intensive sessions for the Lebanese Foreign Office- Notre Dame University (January- February 2015)
- **Labora NGO:** Training for Foreign Office exam (February- March 2015)
- **Société St. Vincent de Paul:** Internship in refugee assistance and relief (June 2014- August 2014)
- **Participated in 'Initiatives of Changes – Making Democracy Real: Asia Plateau' Workshop, Panchgani, India, January 2014**
- **Trained in oral history at Umam Documentation and Research NGO, Beirut (2009)**
- **Very active on Campus:** Vice-president of the CIR (Club of International Relations) at the Faculty of Political Science, Public Administration and Diplomacy
- Attended an anti-landmine rally in summer 2007 with a group of international NGO's
- Attended the **Lebanon 2020 Conference** and actively participated in its seminars and lectures (Al Bustan Hotel, Lebanon- November 2009)
- Worked in community service at the SOS Orphanage, Bherisaf, Lebanon (2007)

Spoken Languages

Proven advanced oral and written proficiency in **Arabic, French, and English**

Technological Proficiency

- Good handling of UN and ICRC software (Progres, Prot6, RAIS)
- Good handling of all MS Office applications in current use
- Good handling of book management software (Paperbricks)