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| Tali khalaf Shivan |

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***PERSONAL INFORMATION***

Full name : TALI KHALAF SHIVAN Gender : Female Date of birth: 21, Feb ,1994 Marital status: SINGLE Nationality: Iraqi Current address: Iraq- Nineveh- Sinjar- Sinuni

***EXPERIENCES AND WORK***

* Position :( Community Mobilization) Employer: Harikar
* Location: Sinjar-sinuni from April 2020 to Sep 2021
* Main responsibilities:
* Maintain updated records on cases received in consultation, and on referral and follow-up treatments with due attention to confidentiality.
* Compile and submit weekly and monthly reports to the MHPSS Director
* Forward to the MHPSS Director any suggestions for project development or recalibration.
* Identify gaps in PSS and mental health care provision in the locations served by the project and report any such to the MHPSS Director immediately
* Main Responsibilities and Tasks consultations and Psychosocial Support Services
* Assess individuals’ needs, abilities or behavior using different methods such as interviews and direct observation of behavior.

✓ Position :( Facilitator) Employer: Save the Children

✓ Location: sinoni from Jan 2019 to April 2019

✓ Main responsibilities: .

* Ensure that activities within the child safe spaces are carried out correctly and on time.
* Monitoring needs and violations in child protection and reporting them to the supervisor.
* Recording the children's attendance at the space with the help of the supervisor.
* Conducting multiple sessions according to the age of the children on life skills and awareness activities.
* Ensuring that these activities in the center are compatible with the children's point of view, their backgrounds and cultures.
* Ensure the correct use of toys and their proper storage, in addition to the equipment in the center.
* Ensure the safety of children during activities inside the center and during their exit.
* Doing a variety of games and systematic activities according to child-friendly spaces, taking into account the needs of children and young people of different age groups in a way that suits their abilities and gender (making safe spaces for children inclusive).
* Keeping the place clean and encouraging children to do the same.
* Supporting and assisting the supervisor in identifying and reporting the cases of children and those affected (such as children suffering from psychological problems, change in behavior, trauma and bruises in addition to other problems such as living alone or with a relative.

✓ Position :( Livelihood officer)

) Employer: NRC

✓ Location: Sinjar from Jun 2019 to Sep 2021

* ✓ Implement livelihoods needs and market assessments questionnaires through . . ..Focus Group Discussions, household surveys, and Key Informant Interviews, with assistants and enumerators

.Lead on beneficiary selection according to the agreed criteria

.Responsible for the skills development activities (vocational skills, apprenticeship, job placement)

.Overall supervision on the business development training and grants activities

Lead training of farmers and farmer

.Coordinate with relevant line ministries (e.g MOLSA/VTC, DOA, DOWR, COC)

.Engage with private sector actors including financial service providers

.Facilitate market linkages of farmers to value chain actors (Action for Alliance)

Monitor all field activities

.Participate in the recruitment of Project Assistants and incentive staff

.Prepare weekly work plans and assign tasks to all the assistants

.Lead on the preparation for all payments including stipends, and cash grants

.Provide mentoring and coaching to all businesses supported with grants

Supervision and management of field staff including work development planning .and performance management review and staff leave management.

.Conduct service provider mapping and assessments

Establish strong working relationships with targeted communities, including local leaders and identification of local focal points

.Implement beneficiary targeting and verification process for various activity streams

.Support partners/contractors/trainers to implement business-focused training and vocational training

.Implement NRC Community Engagement Approach

.Map financial service providers and implement questionnaires/surveys

.Support training and give guidance to field enumerators and assistants

.Support with referrals to other NRC sectors or through external referral mechanisms

.Vehicle movement planning according to weekly work plans and acting as head of mission on field trips

.Raise procurement requisition as per procurement and spending plans

.Develop weekly work plans as per the overall implementation plans

Leading field teams (assistants and incentive workers) in implementing Cash programming activities as per donor guidelines and agreed on standard operating procedures.

.Daily and Weekly Reporting of project activities as well as distribution reporting

.Ensure protection mainstreaming in implementation of Cash programme activities

*EDUCATION*

**Diploma / Mousl university**

**civil technical department**

**Electronic**

**Graduation year: 2017-2018**

***SKILLS***

WORK

Microsoft office (Excel, Word, Power point) ................................................. Excellent Dealing with Internet (Gmail, yahoo, Google and so on) ........................................... Excellent

LANGUAGES

Kurdish (mother tongue) ............................................................................. Excellent Arabic ........................................................................................................... Very good English ..........................................................................................................Very good

PERSONAL SKILLS

Communication............................................................................................. Very good Leadership ..................................................................................................... Very good Creativity ....................................................................................................... Very good Organization .................................................................................................. Very good

PRACTICAL SKILLS :

* I have the ability to work good individually and in a group.
* I have the ability to learn new skills in short time
* Flexible and have ability to work under pressure
* The ability to lead and manage team (group) .
* The ability to make and manage plans.
* The ability to work in civil society issues and different cultures.
* Good communications and project management (time management) skills.
* An experience in planning process (data collection and analysis methods).

Course and Trainings

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| Employer | Duration | Topics |
| Save the children | 3 day | Child protection |
| TDH | 2 day | Child protection |
| Handicap | 5 day | GBV & Social cohesion |
| MERCY CORPS | 5 day | Conflict sensitivity conflict management community mobilization and advocacy techniques |
| EPIC | 16 day | Development of skills and project delivery for humanitarian organizations |
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REFERENCES

* **Will be available upon request .**