



Ikbel SAIDANI

Education:

- 2010 – 2012:** Master's degree in Management of Human Resources, Times University, Tunis
- 2004 – 2008:** Bachelor's degree on Applied Languages in Law and Management, High Institute of Human Sciences in Tunis.

Certificates:

- 2006:** Certificato Scolastico del Comitato di Tunisi, centre culturel DANTE ALIGHIERI di Tunisi).
- 2007:** Certificato di Italiano Come L2 Livello Pre-Intermedio (Département de Linguistique, Office de Certification de la langue Italienne du Rome-Italie).
- 2010:** For HR Harmonious communication, AFDB, Mane Gere Associés France
- 2020:** Business English Certificate B1, AMIDEAST, Tunisia

Trainings:

- **2007:** Training of 2 months at the International Arab Bank of Tunisia.
- **2007:** Training of 1 Month at the Office Linguistique de la Langue et de la Culture Italienne d'ATENEO, Rome-Italy.

International Workshops and contribution:

- **2013:** Assist with the preparation and the achievement of the African Development Bank's workshop related to "the Ending the drought Emergencies in the Horn of Africa, African Union, Addis Ababa, Ethiopia
- **December 2015:** Assist with Canada's Humanitarian Transfer of 5000 Syrian refugees from Turkey to Canada, UN Agency for Migration, Adana, Turkey



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2010, Manouba



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Languages:

French : Good

English : Good

Italian : Good

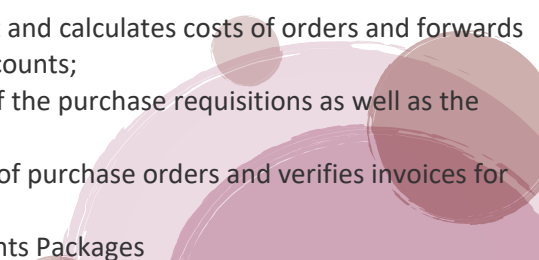
Arabic : Mother language


Computer Skills:

Word, Excel, Power Point, Front Page, Internet, HERMES, Outlook, SAP, DACON, DTS, DHL

Professional Experiences:

June 2019 – to date: *Procurement Officer, Family Health International FHI360, Tunis*

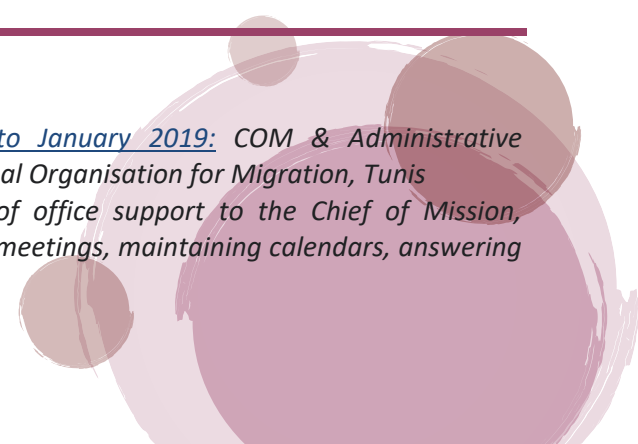
- *Provide procurement support for both FHI360 and sub-grant partners.*
 - *Collect quotations, issue RFPs, draft selection memos, liaise with vendors.*
 - *Coordinate with team members, hotels and other service providers to ensure events organization and hotels bookings.*
 - *Prepares, maintains, and reviews purchasing files, reports and price lists for department*
 - *Assists with developing bid specifications*
 - *Develops and maintains necessary records and files for efficient operation*
 - *Analyzes quotations received, selects or recommends suppliers, and schedules deliveries*
 - *Compares prices, specifications, and delivery dates to determine the best bid among suppliers.*
 - *Assists with developing and revising procurement operating procedures and policies.*
 - *Reviews requisition orders to verify accuracy, terminology and specifications;*
 - *Contacts suppliers to schedule or expedite deliveries, resolve shortages, missed or late deliveries to ensure contract terms and company needs are met;*
 - *Approves bills for payment and calculates costs of orders and forwards invoices to appropriate accounts;*
 - *Ensure the daily tracking of the purchase requisitions as well as the purchase orders*
 - *Maintains documentation of purchase orders and verifies invoices for payment with accounting;*
 - *Assist with the in-kind Grants Packages*
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- Assist with the call for tenders for the rehabilitation of the in-kind grants sites
 - Provides technical assistance to Regional Grants and Procurement Officers.
 - *Assist with Reviewing procurement packages of the Ma3an regional & Procurement officers*
 - *Assist with preparing consultants Agreement Template*
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February – to June 2019: *Executive Assistant, Family Health International FHI360, Tunis*

- Performs office administration functions such as setting up files, maintaining calendars, coordinating meeting times, scheduling conferences and conference room facilities, booking off site meeting locations, sending invitations out and keeping track of responses, creating and distributing meetings agendas, taking minutes during meetings and distributing them to attendees as appropriate, making logistical arrangements for meetings and conferences, etc.
 - Coordinates routing of documents/memo through the approval chain, follow up on pending details and ensures deadlines are met;
 - Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics;
 - Maintains ma3an schedules and project calendars by scheduling meetings, conferences, teleconferences, regional visits and travel upon direction from Senior Management Team.
 - Welcomes guests and partners and answering or directing inquiries;
 - Prepares reports by collecting and analyzing information;
 - Completing data base for contacts, mailing lists etc;
 - Provides historical reference by developing and utilizing filing and retrieval systems;
 - Translation of official documents from English to Arabic and from Arabic to English
 - preparing travel arrangements and claims for the Senior Team Management
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November 2014 – to January 2019: *COM & Administrative Assistant, International Organisation for Migration, Tunis*

- *Provides full range of office support to the Chief of Mission, including scheduling meetings, maintaining calendars, answering*
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phone calls, taking messages, providing logistics support, including preparing travel arrangements and claims, announcing and assisting visitors in the office;

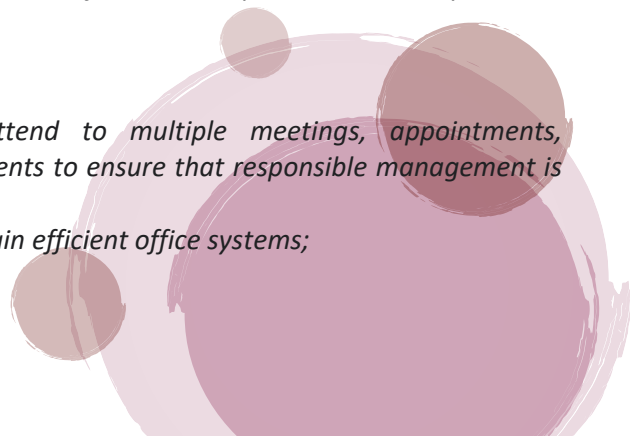
- *Draft routine correspondence, reference and type letters, Notes Verbales, and faxes related to IOM administrative matters;*
 - *Follow up on correspondence through coordination, signature by the CoM, etc.*
- *Ensure record keeping and maintenance of all relevant correspondence. Take responsibility for maintaining the office institutional filing system (both paper and electronic) and databases. File research as/when needed for colleagues seeking particular documents;*
- *Assist the CoM with translation of Arabic (to English /French) documents;*
- *Attend to the preparation of national/international meetings, conferences/visits including travel and hotel arrangements;*
- *Provides support to the CoM on outreach activity; this includes sending invitation letters, making travel arrangements, arranging for venues and others.*
- *Assist with visa requests for foreign visitors, in coordination with MoFA & Mol.*
- *Monitor Travel Authorizations issuance, coordinate with staff and TA authorized signatory members, ensuring Security clearances are requested and received, when applicable;*
- *Maintain and regularly update database of contacts with government officials, international organization, donors, civil society, academia, business, media and other stakeholders.*
- *Provides other duties as assigned by the Chief of Mission and contributes to a smooth function of the office.*

Octobre 2013 – Novembre 2014 : *Administrative Assistant, Division Environnement and Sustainable development Division, OSAN.3, African Development Bank Group, Tunis.*

Septembre 2010 – Octobre 2013: *Administrative Assistant, Agriculture & Agro-Industry Division, OSAN.1, African Development Bank Group, Tunis.*

Main Duties:

- *Organize and attend to multiple meetings, appointments, luncheons and events to ensure that responsible management is well prepared;*
- *Devise and maintain efficient office systems;*





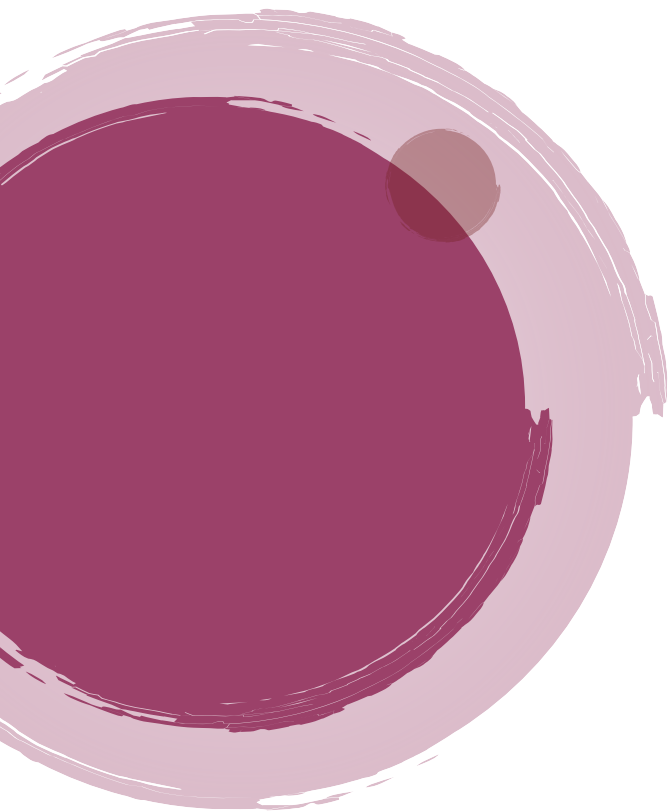
- *Organize meetings on the basis of the Division Manager's/Director's schedule while preparing relevant documents and the necessary logistics and facilities;*
- *Track and follow up on documents, deal with faxes and general correspondence and briefs;*
- *Manage the flow of information by receiving, examining, sorting and monitoring the Division's incoming and outgoing mail, taking into account the priority and urgency of the documents concerned; organize logical filing of this correspondence.;*
- *Handle incoming and outgoing telephone-calls;*
- *Establish and update the agenda and electronic mail address book; Drafting of mail and documents, in conformity with administrative instructions;*
- *Draft memorandum and acknowledgement letters to be submitted, along with their background documents, for the Division Manager's/Director's signature;*
- *Prepare minutes of meetings and briefs;*
- *Ensure the translation of documents;*
- *Prepare and administratively follow-up on the missions of the Division Manager/Director and staff of the Division (airline tickets, visas, hotel reservations, follow-up of per diem payments, transport reservation);*
- *Make necessary arrangements for visiting delegations;*
- *Provide general administrative support for the Department (office accommodation, allocation of office furniture, equipment and supplies as allocated in the Department)*
- *Request for repair and maintenance works and follow-up to ensure that such works have been satisfactorily carried out;*
- *Initiate and prepare various administrative documents and forms, such as staff lists, staff absences (annual leave, home, leave, excused absence and maternity leave) as well as statistical data on staff, as required;*

February 2009 – September 2010: Recruitment Assistant, Human Resources Department CHRM.1, African Development Bank Group, Tunis.

Main Duties

- Preparation of Longlists & Shortlists.
- Preparation of the Documents of interview (Global View, Interview Summary Sheets, Panel Recommendation, Time Table, Certification Diploma).
- Booking Hotel rooms for candidates and new staffs
- Request of Pauses Cafés and Lunch Packs.





- Coordination & follow up with protocole service for preparation of boarding letters for the candidates, the visitors of the Bank as well as new staffs.
 - Coordination & follow up with transport the issue of itinerary and air tickets.
 - Invitation of selected candidates for interviews.
 - Assistance on the drafting of interviews reports.
 - Preparation of per diem for the candidates invited for interviews.
 - Sending written tests for candidates to the evaluation service (HERMES) and to the concerned departments for the correction.
 - Organization of meetings.
 - Drafting & Translation of documents from English to French
 - Assistance of candidates during the Hirevue process.
 - Preparation of memos.
 - Consolidation of the written test results and of Hirevue.
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Octobre 2008 – December 2008 : Teleoperator, TRANSCOM, Tunis.

July 2008 – September 2008 : Teacher of French Language, Ecole de Technologie et de Langue, Tunis.

December 2007 – July 2008 : Teacher of computer skills and Languages, Ecole de Technologie et de Langue, Tunis

