

Mohammad Ehsan Jabber

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Education

Bachelor's degree in Political Science

Work Experience

Operations Officer / AL – Anbar, Ramadi/ (gateway company)/ May 2022_ Aug 2024

- Serious follow-up of work processes and adherence to company rules
- Data entry and preparation of reports
- Assist in coordinating operational needs
- Completing other tasks assigned by the Operations Manager

livelihood Assistant /AL – Anbar, Ramadi/ (NRC) / Aug. 2021_ Feb 2022

- Conduct registration of beneficiaries for the agriculture support and markets and skills development components of AMAL project.
- Ensure that the most vulnerable beneficiaries are selected in line with the approved beneficiary selection criteria
- Follow up on all beneficiaries regularly to ensure that they implement activities in line with schedules provided
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- Ensure that projects target beneficiaries most in need, and explore and asses new and better ways to assist
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Education Assistant/AL – Anbar, Ramadi/ (NRC) / Feb. 2021 _ Aug. 2021

- Provide support to NRC activities, schools and facilitate key activities with children in line with NRC quality standards
- Ensure ongoing monitoring and reporting of projects at field level
- Ensure direct communication and feedback with beneficiaries and relevant host communities
- Regularly travel to the field to support education, recreation and psycho-social support (PSS) activities.
- Organize and implement distributions of teaching and learning materials
- Any other task relevant to the position as requested by line manager

Protection assistant/ AL – Anbar, Ramadi/ (Afkar Organization)/ Feb.2020 _ Dec. 2020

- Conducting assessments of vulnerable families and their needs to determine their eligibility for protection cash assistance
- Conduct surveys, focus groups and awareness sessions on protection issues
- Assist the Protection Officer in developing and updating assigned services in the areas of operations
- Provide written feedback about protection incidents, community assistance issues and disputes
- Ensure that a gender-sensitive approach to programming is integrated into protection assessments and activities.
- Any other related tasks assigned by the line managers

Project Assistant/ AL – Anbar, Ramadi/ (Iraqi Al-Amal Association)/Mar.2019 _ Nov. 2019

- Ability to establish rapport with youth and communicate the needs of diverse youth, with respect and sensitivity.
- Providing organizational and administrative support as required in all aspects of the program.
- Help ensure adherence to project deadlines.
- Work on project reports and collect data as required.
- Managing program and field staff records and identifying all office needs.
- Assist in implementing project activities according to the work plan.
- Preparing administrative documents, as well as collecting, translating and documenting inputs

Qualifications and skills

- Microsoft programs (Word, PowerPoint, and Excel) (Kobo. odk. Input Giss. Toolbox)
- Expert in legal advice
- Excellent Communication Skills
- Experience in negotiation and persuasion
- Able to work in different conditions.
- Organizational and administrative skills.
- Strong interpersonal and communication skills.
- Ability to work in a team and individual environment. Able to work under pressure.
- Public relations and self-confidence
- Team leadership.
- Problem solving ability, disciplined and loyal. Professional attitude and a strong sense of responsibility

Training courses

- Training The art of driving (Al Fahd Organization for Development and Human Rights| Jun 2019)
- Training about Gender based violence (GBV)(Bint Al_ Rafi Dain Organization| Oct5, 2019| Oct 15,2019)
- Training teachers in crisis contexts (ticc)Training topics: Child protection and well-being Pedagogy and curriculum planning. The role of the teacher and welfare (NRC| FER22_MAR4,2021)
- Training Better learning program (NRC| FER22_MAR4,2021)
- Training persuasion skills (Success Foundation 10 Jan 2022 _14 Jan 2022)
- Training on sexually transmitted diseases, breast cancer, family planning and contraception
- (28 Jan.2022.Oxfam)

Languages

- I speak Arabic, excellent in writing and pronunciation
- Good English speaking and writing

Reference

available upon request