

Name: Mohamad Rami RAJJOUR

Date of Birth: 21/03/84 | **Nationally:** Syrian

Cell: Turkey:+90 53 101 391 66 | Iraq:+9647517316360

E-Mail: rami.rajjoub@gmail.com

EDUCATION

Hasan Kalyoncu University, Turkey, 2018-2020

- Master's degree in Political Science and international relations in politics

Asia University, Malaysia, 2014-2015

- English Diploma for Academic Purpose

Al-Furat University, SYIRA, 2007-2012

- Science College/ BA in Chemistry

TRAININGS:

Protection Cluster 2017

- Protection TOT, Certified Trainer

OXFAM England, 2014

- Sphere project TOT, Certified Trainer

British Red Cross, 2008

- Disaster management TOT, Certified Trainer

Syrian Red Crescent, 2006

- First Aide TOT, Certified Trainer

Syrian Red Crescent, Dutch Red Cross,2006

- Assessment during the disaster, advance training

ICRC, Syrian Red Crescent,2007

- communications, reporting, and media roll of RCRC, advance training

ICRC, Syrian Red Crescent,2007

- Safer Access, advanced training

Syrian Red Crescent, 2004 – 2011

- Disaster management, basic & advance training

- First Aide, basic & advance training

- Psychological support, advanced training

- International Humanitarian Law, advance training

- Sphere Project's Humanitarian Charter and Minimum Standards

PROFESSIONAL EXPERIENCES

May 22 – Present

Capacity Building Technical Advisors

Creative Association

The main objective of this position is to implement the training initiative within the training strategy under FURAT Plus project of Creative Association in NES. To promote improved service delivery and improve the capacity of the trainees. Additionally, work closely with the six master trainers (who deliver multi-training topics) and with the Coordinating team in the field to deliver the training initiatives to create a pool of development officers to be potential fresh trainers.

The achievements milestones include:

- Produce the strategy of the training program in the targeted area.
- Produce and analyze training needs assessment TNA.
- Support FURAT Plus in selecting the master trainers.
- Work closely with the master trainers for the preparation of training curriculums and other learning materials.
- Support the selected master trainers in implementing their ToT training sessions.
- Collaborate with the master trainers while conducting the training interventions.
- Provide support and expert advice for the master trainers for implementing the training and reporting back.
- Collect and analyze data and draft impact reports on the conducted training.
- Produce training', coaching visits, and learning circles reports template.

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Apr21 – May 22

Grants and Programs Senior Coordinator

UOSSM- France

The main goal and related responsibilities are to develop the relationship between UOSSM France Erbil mission and its donors by ensuring that all donors' requirements are met based on the approved project's documents. Also responsible for increasing the UOSSM France- Erbil mission funding portfolio by reaching new donors in NES and KRI.

The achievements milestones included:

- Managing UOSSM France Iraq mission ongoing grants: to ensure all donor's requirements are met as planned (narrative reports, workplan, finance reports, expenditure, M&E activities, IPTT, extensions) and provide suggestions to deal with existed variations.
- Leading the relationship with the donors for the upcoming projects (developing the work plans, launching the kick-off meeting, providing the project team and other relevant staff with all donor forms and data for the deliverables).
- Enhance UOSSM France Iraq mission portfolio
- Preparing CNS/ proposals in coordination with relevant departments

May 15 – Apr21

CEO

POINT Organization

The main responsibilities were to develop and meet the organization's strategic objectives, and policies & procedures. expand organization portfolio in three contexts. Established a positive work environment for all staff & volunteers and partners. building the team capacity.

The achievements milestones included:

- Contribute and develop the annual strategic plans from 2015 to 2021.
- Develop and supervise to implement policies and work procedures of POINT departments.
- Monitor and control operation departments and programs departments.
- Communicate with partners, Donors, and governmental bodies in Turkey, Iraq, Syria, Yemen
- Raise the portfolio of POINT and partnerships with a multi-level donors
- Legal and admin representation of POINT countries of missions (Turkey – Iraq – Syria – Yemen)
- Supervision of builds the Capacity of POINT departments and teams.

February 15 – April 16 / Part-time

Planning & development director

Al-Sham foundation

The main responsibilities were to develop the organizational structure and technical departments according to the clusters method and create policies & procedures.

The achievements milestones included:

- Contribute to developing the annual strategic plan
- Create and develop 1st structure of the organization.
- Develop and monitor the technical departments and implementation according to UN clusters mechanisms.
- Build Capacity for staff and raise their experiences.

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August 13 – Feb 2015

Disaster Management Consultant

Al-Sham foundation

The main duties were transforming Al-Sham from CBO which works in a charitable method to an NGO working upon a solid portfolio and open to all stakeholders and ensuring its presence at the level of implementation in Syria and the level of coordination outside Syria.

The achievements milestones included:

- Provide the technical support relief programs for Syrian IDPs (shelter – camping – food security – nonfood items NFI – wash)
- Establish and lead the development of the projects department in the organization.
- Contribute to developing micro-projects fund procedures for Syrian IDPs
- Mobilizing and facilitating immediate humanitarian assistance to Syrian IDPs from gulf donors.
- Joining the UN clusters and high level of coordination mechanisms like HLG, NOG forum.. etc.

February 13- August 13

Information & Communication Coordinator

Qatar Red Crescent

The main duties were to increase the quality of the data management visibility of QRCS Turkey mission for Syria response,

The achievements milestones included:

- Manage information about relief work for QRC mission in Turkey.
- Develop a database approaching relief provided to support the Syrian IDPs and quality of support.
- Collect and analyze data on the situation of those affected by the crisis in Syria.
- Prepare periodic reports on relief programs carried out by the QRC mission in Turkey.
- Supervise the appropriate media coverage.

Oct 11-Oct 12

Disasters Management Response Coordinator

Syrian Red Crescent

The main duties were transforming were planning and implementing projects of FSL, health, sheltering & NFI, CCCM, Psychological support (around 60,000 families) refugees to 50 shelter points around Homs governorate with SARC partners in Syria which are IFRC – ICRC – UNICEF – UNHCR.

The achievements milestones included:

- Provide technical and field assistance on disaster and emergency management projects for the international partners.
- Mobilizing and facilitating immediate humanitarian assistance to affected IDPs in Homs governorate
- Prepares Needs assessment report of disaster management programs to international partners.
- Responsible for DM trainers to plan the capacity-building courses for new volunteers.

February 11- July 11

Environment Health and Safety Officer

Al-Furat Petroleum Company

- Circulate material received from EH&S to appropriated members of the department.

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- Field assistant to monitor the safety of personnel and equipment in the work
- Accompany staff from the Department of Environmental Health and Safety
- Notify EH& of critical accidents, unsafe conditions, or work refusals.
- Keep the department Head informed on all of the above.

2006-2012

Deputy Coordinator /Youth Committee

Syrian Red Crescent - Homs Branch

- Coordinate the creation of a database for youth members
- Facilitates capacity development training for new volunteers
- Coordinated surveys to assess program requirements for volunteers
- Ensures that volunteers are participating in available activities/programs
- Coordinate and train several Media and Communication workshops for Media department volunteers
- Participated in preparing and finalizing media and logo manuals, development and design of the website of SARC

VOLUNTARY EXPERIENCE AND PARTICIPATIONS

Syrian Arab Red Crescent, SARC:

- Disaster management trainer
- First Aid trainer
- Facilitator for the training of communication, reports, and Media roll of RCRC
- Media coordinator in SARC (Homs Branch), 2006-2012
- Volunteer in SARC, 2004-2013
- First Aid committee member in SARC, 2004-2013
- Member of Disaster Management committee in SARC, 2004-2013
- Member of VCA (vulnerability capacity assessment) national team, 2005-2006
- Member of the National Intervention disasters Team in SARC, 2006-2013
- Participated in assessment and processing response plan for Iraqis in Syria, organized by Dutch Red Cross (2006)
- The field needs an assessment study of the Iraqi refugees in accordance with nature and culture to be placed in the food distribution program and health care
- Participated in registration and distributing food parcels for Iraqis, 2007 – 2010
- Participated in Syrian VCA (vulnerability capacity assessment) case study, 2005 A study prepared for the weaknesses points in Homs governorate
- Lead and Participated as a trainer in Disaster management camps and courses for SARC volunteers, 2008 – 2012
- Response to the Lebanese war 2006
- Response to Iraqi crisis 2007 - 2009
- Response to Gaza crisis 2008
- Response to Syria crisis 2011 - 2012

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LANGUAGES:

Arabic: C2

English: C1

Turkish: B2

COMPUTER SKILLS

Proficient in:

Microsoft Office (All Office 365 apps), Power BI

KoBoToolbox

Adobe Apps (Professional in Photoshop)

Hardware & Software fix problems (MAC and Windows PCs)

MULTIMEDIA SKILLS

Proficient in: Photographing (DSLR Cameras)

Using of different multimedia and communication devices