

## Personal information



Name and surname: Jihan Khalil  
 Martial situation : Married  
 Birth : 1990  
 Nationality : Syrian  
 Address : Kobani – Syria

### Contact Info:

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### Scientific qualification:

- Specialization: Arabic language and its literature

### Other certificates:

- ICDL countersigned by foreign ministry
- Certificate on first aid courses issued by Humanity and Inclusion (MAG) organization
- Certificate on UXO (unexploded-ordnance) & awareness of dangerous objects and IEDs issued by Mines Advisory Group (MAG) Organization.
- Experience certificate in Electronic data processing countersigned by the Syrian Cabinet
- Certificate of Attendance / NDI / in Issue Identification and Grassroots Advocacy (Oct-2021)
- Certificate of Attendance/ Medical/ in GBV (Aug- 2022)

### Other practical experiences: --- Worked as/in:

#### 1- Better Hope for Al-Tabqa in Tabqa (16-Aug2023 till Now)

##### Protection Officer:

- Communicate with community stakeholders in order to implement protection programs.
- Participate in protection training.
- Commitment to protection principles and standards.
- Identify and evaluate beneficiaries of the protection program on the basis of agreed upon criteria.
- Support the monitoring and evaluation team with basic data collection and evaluations based on the organization's guidelines.
- Work closely with caregivers to ensure consistent attendance of beneficiaries.
- Taking effective measures to address equality issues, especially those related to gender, in programs and activities.
- Ensure the highest levels of issue by ensuring good communication and exchange of information within and outside the organization.

#### 2- Mari Research and Development Organization in Raqqa (1- September2021 till 30-Apr2023)


##### Safeguarding Officer (1-Sep-2021 till 30 June – 2022)

- In collaboration with the Program Manager, support establishment of effective safeguarding system annual safeguarding work plan.
- Reduce the risk of abuse, neglect, exploitation, or harm to children and adults in the programs by implementing and monitoring respective policies, including Code of Conduct, Child Protection Policy, Protection from Sexual Exploitation and Abuse Policy (PSEA).
- Provide technical support to relevant stakeholders and departments.
- Provide Safeguarding technical advice and capacity-building support to staff and programs, and closely

coordinate with all staff in all offices in different locations.

- Ensure that the safeguarding mechanisms are in place and are subject to continuous monitoring/review.
- Deliver high-quality, accessible, and reliable support, guidance, and capacity for all staff in all locations.
- Ensure that all programming is designed, implemented, and monitored through a Safeguarding lens.
- Support staff to take proactive steps to ensure that risks within all programs activities (including workshops and community events) are identified and procedures are in place to eliminate or lower risks of harm done against boys, girls, men, and women participants.
- Write reports and provide recommendations for follow-up and for future safeguarding capacity-building activities.
- Provide information for and support with proposal writing and reporting to donors with safeguarding aspects of program activities.
- Maintaining a reporting system that works based on the Local/Country Procedures.
- Ensure that the senior management team is actively engaged and promoting Safeguarding measures.
- Work to ensure vulnerable populations, including women and children have knowledge about our Safeguarding and Code of Conduct policies and procedures and have access to respective reporting mechanisms.
- Undertake clear, strong advocacy in line with the Safeguarding Policy at all levels, utilizing all appropriate internal platforms and events in order to raise awareness, challenge complacency and increase commitment.
- Identify and utilize opportunities to integrate safeguarding approaches into all aspects of our work.
- Apply critical analysis to ensure that we live up to our commitment to making Mari Development safe for children by ensuring safeguarding concerns are reported effectively in line with the policy.
- Make appropriate use of external opportunities to develop the Safeguarding Policy and practice them, drawing on these experiences to inform and refresh the policy to ensure that the Mari Development maintains its position and standards.
- Support teams (logistics, HR, Compliance and Internal Audit, Communication) in their role to create a safe environment and organizational identity promoting Safeguarding approaches.
- Support Human Resources in their preventive role in ensuring abuse by staff, volunteers, consultants, or visitors does not occur.
- Ensure that protection and safeguarding concerns are included in Human Resource procedures during the recruitment processes as well as during their tenure (e.g. ensure that HR requests regular reminders to familiarize with and sign the organizational policies, etc.).
- Support Human Resource in addressing staff well-being and support as a measure to reduce misconduct and possible abuse and harassment.
- Ensure clear recommendations are defined and agreed upon following audits and/or analysis and implemented through an agreed and documented action plan, reviewed on a quarterly basis.
- Contribute to Gender Audits and Analysis in Mari Development's Departments.
- Where appropriate, undertake safeguarding investigations, sometimes in challenging environments and to rigorous timescales and standards, in coordination with the CEO.
- In coordination with Program Coordinator, deliver mandatory safeguarding inductions and training to Mari Development's staff to enable them with key responsibilities to undertake their roles and mainstream safeguarding functions. Deliver ongoing refresher training and inductions as appropriate.
- Monitor and disseminate Gender, Protection, Child Protection and Safeguarding information to all staff as appropriate.

- The duties and responsibilities set out above are not exhaustive and the post holder may be required to carry out additional duties from time to time that is reasonable in relation to their level of skills and experience.

 **GBV Officer**                    **1-Sep 2022 till 31- Dece-2022**

- Plan and organize GBV program activities.
- Technical follow-up of the implementation of GBV activities through follow-up teams (team leaders, case managers, case workers, and outreach workers) and all relevant processes and their compliance with the plan.
- Ensure that all GBV activities are implemented and coordinated on a “do no harm” basis.
- Ensure the integrity and appropriateness of referrals to other organizations for further assistance as necessary in order to suggest the best possible support and maintain confidentiality.
- Oversee the coordination of GBV services.
- Supervision sessions for team leaders, case managers, case workers, and outreach workers) (supervision sessions, case discussion when needed).
- Capacity building sessions for GBV teams (GBV basics and standard operating procedures - disclosure and referral - case management).
- Preparing terms of reference for trainings including target groups, nominating trainers for training, reviewing training materials, and reviewing training evaluation.
- Assist in managing day-to-day relationships with service providers and partners, including reviewing the quality of their service delivery and making appropriate recommendations to improve work.
- Provide teams with approved protocols and guidelines, and prepare protocols and manuals when needed.
- Submission of monthly, quarterly and annual reports
- Periodic coordination with the focal points concerned with the gender-based violence program with partners and donors.
- Coordinating with the Monitoring and Evaluation (M&E) team plans for GBV activities.
- Study the periodic reports sent by the Monitoring and Evaluation Department on gender-based violence issues (from the technical side) and provide observations and suggestions to fill the gaps.
- Any other tasks assigned by the supervisor.

 **Another of my Tasks in Mari Research and Development**

- Translating the Human Resources Policy Manual
- Administrative officer
- Child Protection Officer in the Non-Formal Education Program with supervision of the Referral Department
- Designing training materials
- Coordinating with other organizations to facilitate access to services

**3- K R C Organization in Kobani (11-Nov 2020 up till 21-Feb - 2021)**

 **Position: Data Entry**

- Receiving incoming data and presenting it to the line manager before entering it into the database and at the required time.
- Checking work data and entering them on the computer, printing qualitative and useful information, and delivering it to the concerned parties with the specified efficiency and time.
- Classifying and indexing the archive of the data bank related to project activities and archiving reports in an organized and titled manner that is easy to reference

- Update the database according to the developments of the work received and correct errors, if any.
- Raise work assignments, vacations and working schedules, the internal human resources official.
- Responsible for the integrity and maintenance of the database and all project information.

**4- MAG Organization in Ain Issa) 1-Jan 2018 till 30-12 -2019)**

**Position: HR Assistant** (9-Dec-2018 -up till 30- Dec -2019)

- Implementing and updating human resource policies and employee handbook
- . Implement human resources policies and procedures to manage and monitor employee performance
- Managing human resources and maintaining their files (electronic copy and hard copy) and maintaining the confidentiality of information
- Preparing payroll statements and following up on the attendance of employees
- Implementing the employment policy with complete integrity and transparency
- Development of employees through the implementation of career development plans, including performance evaluation, training support and capacity building for all employees
- Manages employee relationship
- Ensure full compliance with the basic principles towards organizing employee laws and dealing with the concerned authorities

**5- Silk Road Organization Tal Abyad (1-Feb 2017 up till 20 May -2018)**

**Position: Protection Officer**

- Lead monthly meetings with senior outreach staff within NES to discuss successes and points for improvement.
- Follow up with education aides to ensure that they provide education facilitators with one supervision, twice amonth.
- Participate in individual mentoring sessions, as needed and ensure supervision case files are up-to-date.
- Monitor tools used and dashboard, track action plans, and advise teams on progress towards required technical actions.
- Provide technical support to assistants in complex situations and build capacity for the outreach team to ensure quality implementation of the overall case management / joint cooperation program as part of a larger response.
- Design and facilitate capacity building opportunities for case management / outreach staff in the areas of casemanagement guidelines, identification, registration, case planning, and referrals
- Participating with the project assistants in providing training sessions on protection from sexual exploitation and abuse inside the center and managing these sessions.
- Contributing to the management and implementation of all project activities and activities within the activities of protection from sexual exploitation and abuse, effectively and efficiently in cooperation with the project team and the relevant authorities.
- Drafting regular monthly and progress reports, and submitting them to the Protection Officer,
  - Work closely with project assistants, project management officials, and program managers.

**6) Marketing Representative Total Advertising LLC Company – Dubai. Community events and activities social media. Elementary phases’ (2014 till 2015)**

**7) Teacher Assistant teacher Scene research Private School ,Dubai Kindergarten teacher primary schools (2013 )**

**Trainings:**

- 1- Certificate of Attendance HR / MRD/ 2022
- 2- Training on reintegration and protection / search / 2021

- 3- Psychological care for children with cerebral atrophy and paralysis in KRC organization 2021
- 4- Health Education in KRC Relief Association 2021
- 5- Nursing (first aids) in MAG Organization 2019
- 6- Office programs in MAG Organization 2019
- 7- Communications of business MAG Organization 2019
- 8- Administrating of warehouses and bookkeeping in MAG Organization 2019
- 9- Training about humanity and integration into society Silk Road organization 2017
- 11- Psychosocial support and Psychological first aid in Silk Road organization 2017
- 12- Psychological support for disabled children in Silk Road organization 2017
- 13- Training on security and safety in Silk Road organization 2017
- 14- Training on the protection of women against gender-based violence(GBV) Silk Road organization

#### Languages & Skills

- Kurdish – Mother language
- Arabic \_ Excellent
- English \_ Excellent
- Proficiency in Microsoft office applications :( Word, Excel, PowerPoint,) - Excellent

#### Personal Skills

- Personal and professional development
- Enthusiasm, negotiation and commitment
- Able to delegate tasks & Able to manage time
- Able to manage the team & Working effectively with others
- Effective communication skills. & Ability to solve problems and find creative solutions.

#### References:

- Line Manager : Joseph Verengera ( joseverengera@gmail.com) skype:jverengera Technical Field
- Manager : Bobby De Beer (bobby@hbclearance.com ) skype: bobbydebeer8274 Mechanical
- HR Coordinator: Wasim Bazerbashi (waseembb@gmail.com) Tel 00905375245170
- Line Manager: Hamoud Al-Ahmad(alahmad.hamoud@gmail.com) tel00963996477684