**HANADI GHARAIBEH**

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**EXPERIENCE**

**Associate Project Officer, Communications and Information Sector, UNESCO Amman Office**

January 2015 – February 2020

* Ensured implementation of the project, managing processes and procedures of the project;
* Provision to the implementation of communication and visibility plans of the project and its achievement; including writing and editing of press releases, content related to visibility materials and products, publications;
* Analysis of the local and regional situation of the media sector and assess its impact on during different phases of the project;
* Coordination of partners and government institutions, NGOs, media stakeholders and civil society organizations, involved in project activities;
* Guidance to the implementing partners on the implementation of project components.

**Project Manager, Expanding Public Dialogue on Human Rights Issues Through Media launched by Canada’s leading media development organization Journalists for Human Rights (JHR) in partnership with Jordan Media Institute (JMI)**

January 2014- January 2015

* Responsible of the overall management and implementation of the pilot project;
* Established a network of journalists, editors, mentors and media trainers who produce media content using innovative tools;
* Managed relations with the different partners and the donor(s) at local level and all concerned authorities at the national and regional level;
* Provided constant support to all project stakeholders and supervised all project activities;

**Consultant, The House of Tales and Music (HTM)**

**Amman, Jordan**

1. - 2015

Freelance consultant for HTM, a non-for-profit organization, which aims at providing knowledge and learning for children in fun and dynamic approach.

* Develop and write fundraising proposals and budgets
* Support the designing and planning of training activities

**Programme Director, Arab Reporters for Investigative Journalism (ARIJ)**

**Amman, Jordan**

January 2007-September 2013

*Programme Director*for ARIJ, the first and only nonprofit organization in the region dedicated to developing the practice of investigative journalism in Arab newsrooms.

* Planned and implemented the delivery of the overall program and its activities in accordance with the mission and goals of the organization.
* Planned and supervised ARIJ projects for Egypt and Jordan.
* Assisted in the development of annual budgets and work plans to meet programme goals.
* Prepared narrative, monthly progress and annual reports.
* Ensured the operation of the programme within approved budget.
* Monitored and documented progress of programme activities in ARIJ countries of operation, including Jordan, Lebanon, Syria, Egypt, Bahrain, Tunisia, Iraq, Yemen and the Palestinian Territories.
* Assisted in executing fundraising strategies, proposals writing, agreements and in maintaining communication with donors.
* Assisted in setting up HR system, organizational chart and training policies

**EDUCATION**

B.A. English Language and Literature from Yarmouk University in Jordan in 2000

**COURSES & CERTIFICATION**

The International Visitor Leadership Program (IVLP)- “Media Literacy: Promoting Civil Society through New Media”, organized by the United States Department of State, 2016

Study Tour on Self-Regulation for the media in three European Countries, organized by UNESCO Amman Office, 2016

PMP Exam Preparation Course, 2013

Certificate in ICT Training of Trainers, NetCorps Jordan, Amman, Jordan, 2004

The program included 80 hours of intensive training in technology, business and leadership skills for community-based projects in the areas of sustainable livelihood and employment through resume creation and job creation.

**VOLUNTARY WORK & MEMBERSHIP**

Board Member of Tajalla for Music and Arts since 2015

**LANGUAGES**

Native Arabic; fluency in English

**REFERENCES**

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| --- | --- |
| Mr. Naregh Galousitan | naregh.galoustian@gmail.com  |
| Ms Bilajana Tatomir | biljana.tatomir@gmail.com |
| Ms. Russol Al Nasser  | russol@tajalla.com  |