**Karam M. Hayef |Youth Education Programs Director**

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**PROFESSIONAL EXPERIENCE**

* **Youth Education Programs Director |Collateral Repair Project (CRP)**

Jordan| June 2017- present

Responsibilities:

* Oversee implementation of Youth Program activities at CRP and ensure that programs are delivered on time, on budget and in compliance with donor regulations
* Develop detailed implementation plans including procurement and distribution schedules of programs inputs in line with program logistics
* Develop work-plans and follow up with team members regularly to ensure that activities are on track
* Monitor program progress against both programmatic and budgetary targets, making adjustments to program design as necessary
* **Education Specialist| Middle East Children Institute (MECI)**

Jordan| June 2015 –December 2015

Responsibilities:

* Monitoring the overall program performance to meet client requirements and in compliance with MECI’s standards, policies, and procedures to assure technical and operational quality control
* Preparing relevant program documents including instructional materials, M&E tools, concept notes, briefing notes and inputs to donor reports
* Providing solid technical recommendations on major program directions and on introduction of new initiatives
* Developing, planning and delivering teacher professional development to improve teachers’ teaching practices
* Carrying out site visits to ensure MECI’s IFE program and policy are being effectively carried out
* Carrying out classroom visits to observe teachers and provide constructive feedback
* Ensuring the effective implementation of MECI’s IFE curricular
* Working with teachers individually and in groups to overcoming common classroom challenges
* Advising teachers on modern teaching methods, skills, and techniques
* Documenting and reporting onsite visits activities and events, and provide recommendation for improvement
* Documenting and developing norms/best practices for intervention approaches
* Promoting and supporting knowledge sharing across MECI programs sites
* Contribute regularly to communities of practice and knowledge sharing both within and outside of MECI
* **Project Coordinator| Middle East Children Institute (MECI)**

Jordan| May 2015- June 2015

Responsibilities:

* Overseeing and monitoring ongoing activities under the project
* Ensure quality timely delivery of education materials and proper utilization of materials in schools
* Identifying and building strategic linkages, relations, collaborations and networks with partners and other stakeholders in implementation at the District level.
* Acting as the focal point of contact for consultation on issues to do with MECI IFE Program
* Document all information related to project successes and best practices
* Conducting field based review meetings with project staff and local facilitators.
* Submitting timely, accurate, compliant and quality reports to the direct supervisors.
* **Business Development Assistant| ASK for Human Capacity Building**

Jordan| January 2015 – April 2015

Responsibilities:

* Assist in company’s branding and media communication activities including writing news post, articles, success stories, brochure for the company website and social media.
* Searching for information to develop existing business and explore new business opportunities
* Responding to the client queries regarding the training services and programs
* Preparing and writing daily, monthly and quarterly reports for donors and stakeholders.
* Translate documents, proposals, program designs, candidates’ c.vs, workshops, news articles, brochures from Arabic to English and vice versa
* **Content Developer| ASK for Human Capacity Building**

Jordan|2014

Responsibilities:

* Developing and designing the content of training programs targeting teachers and principals to enhance their competencies in accordance with 21st century skills. Every training workshop includes designing a PPT, Participant’s guide, Trainer guide, and other needed material.
* **Trainer| Learning Environment Technical Support (LETS) - USAID funded project.**

Jordan| 2012- 2014

Responsibilities:

* Conducting professional development programs and enhancement activities for school community members, utilizing professional development strategies such as behavior change management, project-based learning, facilitation, didactic model, group discussions, role-play, group exercises, observation, self-reflection, feedback sessions, and evaluative sessions.
* Providing fair and effective feedback throughout all course components to trainees.
* Raising the awareness of school community members on community and school related matters and issues.
* Covering diverse professional development workshop topics, including active and collaborative learning, classroom management, student-centered learning, differentiated learning, conflict resolution, students’ motivation, enhancing communication, and school leadership.
* Conducting on-site support activities to ensure that newly adopted skills are being implemented.
* Supporting beneficiaries in achieving their goals through measuring the impact of training programs using appropriate evaluation tools.
* Organizing, presenting and participating in regular meetings that focus on key objectives, achievements and lesson learned from implemented projects.
* Ensuring that key objectives and milestones are delivered according to deadlines.
* Ensuring participant participation and overall positive course satisfaction.
* Implementing quality control assurance tools to ensure the effective delivery of program results.
* **Trainer| Newly Constructed Schools (NCS)-USAID funded project**

Jordan| 2011-2012

Responsibilities

* Providing school community members’ professional development training on topics related to Leadership and Management, Teaching Strategies and Methodologies, Utilizing School Resources, Activating ICT tools in teaching and learning, and Activating the role of parents and school community.
* Conducting on-site support activities to ensure that newly adopted skills are being implemented.
* Managing project resource allocation
* **Teacher of English| Gifted and Talented Center for Bright Students**

Jordan| 2006- 2010

Responsibilities

* Designing and implementing English Language extra-curricular activities for different grade levels, using modern teaching strategies such as active and collaborative learning, problem solving, and project-based learning to improve students’ learning.
* **Teacher of English |Ministry of Education**

Jordan|2000-2005

Responsibilities

* Teaching English Language to different age levels, and facilitating classroom teaching.
* Evaluating students’ work, assignments and papers.
* Preparing course materials such as syllabus, homework, assignments and handouts.
* Using a variety of modern teaching strategies and methods such as problem-solving, role-play, inquiry-based learning, project-based learning, learning by playing, differentiated learning techniques, and multiple intelligences
* **Part time Volunteer Consultant**| **INJAZ**

Jordan|2009-2010

Responsibilities

* Providing training workshops to prepare Jordanian youth, and enhance their opportunities to join the job market as qualified employees and entrepreneurs
* **Part time English Language Instructor**| **Irth Academy**

Jordan|2009-2010

Responsibilities:

* Teaching adult learners English Language courses

**EDUCATION**

* 2015| Mu’tah University | Kerak, Jordan

**Master of Art in** English Language- Applied Linguistics/TEFL

* 2006| Balqa’a Applied University| Amman, Jordan

**High Diploma in** Education

* **1999**| University of Jordan| Amman, Jordan

**Bachelor of Art** in English Language and Literature.

**TRAINING AND PROFESSIONAL DEVELOPMENT**

* **National NGO Humanitarian Program on Leadership (NNHPL.7) |Concern World Wide, International Medical Corps, Harvard Humanitarian Initiatives| December 2019- present**
* **Staff care and dealing with stress in Humanitarian context |GIZ | 10 days**
* **Trauma sensitivity for displaced and refugee children| Educational consultant Beryl Cheal|8 months**
* **Life Skills ToT Training |UNICEF |2015**
* **The Test of English for International Communication (TOEIC) |ALC –US Embassy|2015**
* **Project Management| Advance Learning Interactive Systems Online (Alison)| 2015**
* **Young Entrepreneurs: The Vehicle to Economic Development| Nuffic- The Netherlands|2014**
* **Financial Literacy| Advance Learning Interactive Systems Online (Alison)|2014**
* **How to lead innovation through implementation| Stanford University/online webinar|2012**
* **Designing training program proposal with co-workers| Early Childhood Education|2012**
* **Designing training program proposal with co-workers| Women entrepreneurship|2012**
* **Designing and implementing a training session |How to Manage Conflict at Work Place| 2012**
* **Leaders of Change ( LoC ) | ASK for Human Capacity Building|2011**

**Intensive training course included 96 days distributed between field work and workshops focusing on the following titles: Critical and Positive Thinking, Communication Skills, Giving and Receiving feedbacks, Portfolio Learning, Reflection Tools, Personal and Professional Development plan, Coaching adult learners, Effectiveness, Innovative Partners, Cultural Identity, Leaders of Change, NCS school context .The program ended by presenting a Master Piece focusing on Integrating Attitude, Skills and Knowledge.**

* **Forty five- hour intensive training “Strategic Communication” held by representative from Jones Hopkins University addressed the following issues: P process, SWOT analysis, Principles of social marketing.**
* **Strategies for teaching Gifted and talented Students| Dr.Kathleen Kingston-Jubilee School|2011.**
* **Conducting The “Using Music in the ELT Classroom” training session with Sue Magee | British council, 2011**
* **Sixteen- hour focused training on identifying the concept of abuse, types, forms, and the issue of how to make the school a safe environment for children presented | Jordan River Foundation|2012**
* **Tools for Managing Conflict at school| Beth Yoshida Fisher- Queen Rania Teacher Academy | 2011**
* **Communicative Language Teaching” | Zohra Al Lawzi -Queen Rania Teacher Academy| 2010**
* **English Teaching Strategies| British Council ( ELTeCS)| 2010**
* **Preparing Trainers in the Field of Gifted and Talented| Ministry of Education| 2007**
* **Certificate of proficiency in English (ECPE) Michigan University |Modern Language Center|2009**
* **TOFEL Certificate| University of Jordan**