

'Be the change that you wish to see in the world.' ----- Mahatma Gandhi

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Experience Summary	Dedicated professional with excellent organizational and management skills, 7 progressive years’ of experience in program and project planning, implementation as well as leading teams with national/international NGO’s and semi-governmental institutes. Extensive experience in managing women empowerment projects, gender equity, social enterprise and cooperatives, media and information literacy and MHPSS to refugees and hosting communities. Diplomatic individual with strong leadership and decision making skills able and maintain good relationship with both internal and external contacts.	
Professional Experience		
April 2017 to present	Jordan Media Institute www.jmi.edu.jo	Amman, Jordan
<div>✓ Fundraising and Projects Senior Officer</div> <div><ul style="list-style-type: none">• Lead and research fundraising opportunities and writing and submitting concept notes and grant proposals in line with the specific guidelines set by donor organizations and JMI’s mandate.• Managing UNESCO projects’ budget and activities and ensuring projects target are in line with set objectives and targets• Establish and liaise relationships with donors and stakeholders in different sectors, including governmental representatives• Formulate policies with the board of directors to design solutions that serve the vision, mission and the overall direction of the organization.• Prepare projects budgets and plans based on the programs and organization’s needs.• Develop communication and advocacy material promoting Media and Information Literacy in Jordan.</div>		
June 2017 to March 2019	International Medical Corps www.internationalmedicalcorps.org	Amman, Jordan
<div>✓ Area Manager- Senior Program Officer</div> <div><ul style="list-style-type: none">• Overall management of middle of Jordan area and UK funding project activities in accordance to IMC and donor regulations and policies. Supported and coached program and areas staff in addition to building the capacity of community members and partnered organizations• Managed and ensured program implementation and high- quality deliverables and in line with program set KPIs, and active participation with relevant stakeholders such as (MOH, UNHCR, local governor).• Coordinated MHPSS, child protection and PSS activities in cooperation with IMC different departments and technical advisors• Supervised and led all essential and ongoing training in GBV prevention and response, psychological first aid SFA, Inter-Agency Standing Committee Principals (IASC) to staff, community members and partnered organizations.• Planned and monitored program expenditures and budget.</div>		

June 2016 to May 2017	The Jordanian National Commission for Women http://www.women.jo	Amman, Jordan
<p>✓ Project Manager</p> <ul style="list-style-type: none"> • Led and conducted research and studies related to JNCW women empowerment program. Provided support to the development of policy papers and empowerment programs, documenting the special legislation, policies and strategies and agreements in regional and international levels. • Monitored the implementation of “ Gender Assessment of the Jordanian security sector institutions (POLICE, CIVIL DEFENCE AND GENARMERIE) an assessment funded by North Atlantic Treaty Organization “NATO” • Managed a joint UN-WOMEN and JNCW "Jordanian National Commission for Women" project activities to draft a National Action Plan (NAP) for UN Security Council Resolution (UNSCR) 1325 on women, peace and security. • Planned the delivery of the overall of women economic empowerment project and activities in accordance with the mission and the goals of the organization. Ensured that program activities operate within the policies and procedures of the organization and comply with all relevant legislation and professional standards. • Assigned and led the recruitment pool of experts based on the drafted Terms of References. Monitored progress and coordinated tasks and deliverables coordination with the overall project implementation plan. • Supported the communication team in developing communication and advocacy material promoting women’s economic participation in Jordan. • Developed projects’ annual budget and operational plan and procurement plan that support the project. 		
March 2013 to June 2016	Taghyeer Organization http://www.weloverreading.org	Amman, Jordan
<p>✓ Senior Coordinator</p> <ul style="list-style-type: none"> • Developed, managed and coordinated organization internship program. • Contributed to the development of technical tools and apps to evaluate and measure the program impact. Implemented and maintained tools effectiveness in accordance with ISO 9000 standards • Developed and implemented communication strategies, campaigns and SOP’s for volunteer’s recruitment • Liaison with donors, UN agencies, a government parties and within all organization relative parties. • Coached and supervised staff team members and provided needed capacity building programs when necessary • Created and delivered capacity building programs to women in target communities <p>✓ Program Coordinator</p> <ul style="list-style-type: none"> • Development of procurement process; assessing the suppliers market, collect supplier’s information, develop a sourcing and outsourcing strategies. • Coordinated with donors, UN agencies, a government parties and within all organization relative parties. • Established and designed We Love Reading Program (WLR) website with a technical help of the program’s IT specialist. • Facilitated the administrative and financial procedures required to implement project activities. • Organized and conducted TOT training “Art of reading a loud” in four different regions in Jordan to local individuals to establish 100 libraries. • Quality control the program trainings and partners database. • Provided weekly, monthly reporting on the program’s progress to the program management. 		

July 2011 to June 2012	Petra National Trust www.petranationaltrust.org	Amman, Jordan
✓ Communication & Outreach Officer: <ul style="list-style-type: none"> Designed, implemented and analyzed communications plans & strategies. Organizing special media events, local and international tours in Jordan. Issued and compiled organization's daily media report in Arabic and English version. Translation the program curriculum from Arabic to English and vise versa 		
Trainings		
<ul style="list-style-type: none"> 2018: V leadership Camp. Antalya – Turkey. 2018: Project Management- Swiss e-Learning Institute 2016: Countering violence extremism TOT - GIZ and MOI. 2016: Gender Response Budgeting (International Center for Research on Women). 2016: Costing and Budgeting, Inclusive security.org / 1325 JONAP. 2016: Gender balance in service education with Refugees – UNICEF Jordan 2016: IOSH managing safely" course, Reliance way. Amman 2014: Minimum Standards for Education in Emergencies Pre-contextualization Training, INEE, Amman. 2014: Completed exchange program in the U.S. "Unlocking the Economic Potential of Digital Media" through the International Center for Journalists. USA 2014: Participant, Professional Fellows Congress hosted by the U.S. Department of State, Washington, D.C. 2014: Emergency response fund - Gender Budgeting – OCHA Jordan. 		
Awards and Achievements		
<ul style="list-style-type: none"> The Honorary Doctorate in Humanitarian Leadership – The American World Open University & The Global Initiative for Humanitarian Leadership (Jordanian initiative recognize active Jordanian youth leader) 		
Education		
<ul style="list-style-type: none"> BSc. in "Computer Science", University of Jordan, 2005- 2010 		

References available upon request