

JESSICA CLAIRE

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Summary

To work in a challenging position with a reputed developmental organization, in order to use my experience and knowledge for improvement of the organization, and to provide leadership and offer my expertise in the field of agriculture value chain, climate change, water management, irrigation, environment, education and rural development.

Hardworking and reliable [Job Title] with strong ability in [Task] and [Task]. Offering [Skill], [Skill] and [Skill]. Highly organized, proactive and punctual with team-oriented mentality.

Skills

- Ms. Office (ICDL)
- Leading Focus Groups
- Planning and Scheduling
- Problem-Solving
- Project Management
- Report Writing
- Time Management
- Self-Driven and Motivated
- Written and Verbal Communication
- Effective Multitasking
- Friendly, Positive Attitude
- Team Building

Experience

Research Specialist III, 12/2021 to Current

Moffitt Cancer Center – Wesley Chapel, FL

- Center on Conflict and Development, To conduct research, teaching, curriculum development and teaching assistance focused on the role of agricultural technology and natural resources management in promoting stabilization and economic development in fragile states
- Compile and analyze records of introduction and use of improved technology for food production, land and water management in fragile regions, especially in relation to conflict mitigation
- Work with the veterans of the Texas Afghanistan Agricultural Development Team to analyze relative effectiveness of different agricultural interventions in reducing conflict, contributing a proof of concept for the proposed Texas A&M University Stabilization Laboratory
- Prepare a manual on agricultural technology testing and introduction in conflict zones for civilian development practitioners
- Assist in the preparation and delivery of academic curriculum for undergraduate and graduate teaching about technology development and extension, and natural resource management, in conflict zones
- Assist in the preparation of a manual for agricultural production and land and water management for U.S.
- Military Civil Affairs units serving in combat zones.

General Director of Agricultural Extension and Dev, 03/2021 to 08/2021

Finastra – Austin, TX

- Draft and finalize a comprehensive strategic plan for the activities of the General Directorate of Extension with a timetable
- Planning and implementing the goals, programs and projects of the General Directorate of Agricultural Promotion, taking into account the strategic goals of the Ministry
- Design, draft and develop policies, legislative documents and strategies in the relevant field and ensure its proper implementation
- Supervision and management of affairs related to the Directorate of Alternative Livelihood, Directorate of horticulture development, Directorate of cereals and industrial crops and Directorate of mechanization
- Supervise the implementation of development programs for the growth and development of the agricultural sector in the country
- Ensuring the effective establishment and implementation of demo-plots, farmers' field schools and the publication and dissemination of agricultural information materials
- Evaluation of the implementation of projects and programs related to agricultural extension, taking into account its environmental impacts
- Attracting national and international donors to implement development programs in the field of agricultural extension
- Continuous support to the private sector and non-governmental organizations in order to promote agriculture in the country
- Lead capacity building programs to better advance affairs in coordination with the Department of Human Resources
- Management duties:
- Prepare and arrange the annual work plan in accordance with the roadmap, the general plan and strategic goals of the ministry
- Identify and propose budget requirements based on the department's work plan
- Achieving the goals and programs of the Afghanistan National Peace and Development Strategy and the National Anti-Corruption Strategy in the relevant field of work
- Observing and ensuring the implementation of the Administrative Enforcement Law, the Law on the Prevention of Harassment of Women and Children and the Code of Conduct in the Relevant Work Area
- Ensuring sound management, recruitment, encouragement, persuasion, training and development of employees to better perform affairs in accordance with established criteria
- Provide transparency and accountability of the work of the relevant department to achieve the set goals
- Leading and managing of affected employees to ensure effective and timely implementation
- Evaluate the performance of subordinates employees in order to improve performance, increase efficiency and productivity, determine training needs and increase capacity building
- Develop and transfer professional skills through workshops, seminars, counseling and workflow training for affected employees
- Perform other duties assigned by the competent authority in accordance with the laws, regulations and objectives of the department
- Coordination tasks:
- Provide continuous communication and close coordination with agricultural research departments and relevant institutions to promote effective agricultural practices
- Establish coordination and development of effective mechanisms of agricultural activities with relevant institutions to provide better and effective services for farmers in the country
- Irrigation and Livestock , Irrigation and Livestock, Herat Province, (Co-chair of Food Security Committee, Head of Agriculture and Rural Development Cluster)
- Devised strategies to orientate, train, and direct staff to achieve corporate objectives.
- Developed department performance goals and methods for achieving milestones.
- Worked with department managers to formulate annual budgets.
- Identified marketplace trends to uncover new business ideas.
- Reached community outreach goals through lead generation and conversion.

Director of Agriculture, Irrigation and Livestock, 08/2016 to 03/2021

Ministry Of Agriculture, Irrigation And Livestock – City, STATE

- Obtain policy advice regarding all the activities relating to agriculture, irrigation and livestock and environment in the province from MAIL's Directorates and accordingly leads and manages the implementation of these policy decisions in the province
- Overseeing and managing all activities of the directorate at both provincial as well as at the district level
- Liasing and working closely with the donor-funded projects
- Serve as adviser to the provincial governor for agricultural matters
- Provide guidance to the staff in their activities and also help them develop their annual work plans which should emanate from the work plan of the directorate
- To facilitate and provide guidance to implementing agencies/officials of donor funded projects and develop a collaborative relationship with them
- Assign and oversee appropriate technical roles within the directorate to the heads of Departments of the Directorate
- Through the NPPs, the DAIL will expand its activities to the district level
- Appropriately budget and utilize government resources and ensure there is adequate oversight of the programs under implementation at the provincial level
- Ensure adequate supervision, monitoring and evaluation of delivery of public services, and compliance with the regulatory framework of the activities of DAIL staff both at provincial as well as district level
- Facilitate the coordination of the overall tasks of DAIL, including the implementation of the Ministry's mandate, development budget and national priority programs
- Additionally, establish an effective mechanism for coordination with donor funded projects and provide adequate supervisory and support to the projects needed
- Ensuring that all programs and projects supported under multilateral and bilateral funding are in accordance with MAIL policies and strategic objectives
- Develop staff capacity through implementing capacity development programs for DAIL Directorate staff and implement reforms necessary for effective and efficient service delivery
- Overseer and facilitate development and implementation of all projects in the province by ensuring conceptual consistency and clear insertion within the policy framework; appropriate phasing of activities along the development path, with clear and realistic definition of outcomes and targets and with each subsequent phase building on the investments, achievements and lessons learnt of previous ones
- Lead planning of activities, preparation of the annual regular and development budgets in coordination with MAIL's Finance Directorate, and monitoring of budget execution
- Leading and presenting ARD cluster coordination meetings and activities
- Co-chairing Provincial Food Security Committee for responding food security concerns and food safety issues
- Good Performers Initiatives (GPI) Ministry of Counter Narcotics (MCN) – INL & US embassy funded program, Center on Conflict and Development
- Email:
- Mobile: 1
- Devised strategies to orientate, train, and direct staff to achieve corporate objectives.
- Improved training to reduce knowledge gaps and enhance performance.
- Managed staff, financials and key performance indicators to facilitate business operations.
- Cultivated and maintained relationships to promote positive work culture.
- Supported work-life balance to improve staff morale.
- Worked with department managers to formulate annual budgets.

Project Development Unit Head, 09/2015 to 05/2016

Good Performers Initiatives (US Embassy & MCN) – City, STATE

- Lead the planning and program design of Agriculture development interventions
- Lead and manage the Agriculture Development Unit within the Agriculture sector
- Work in a team, designing of community based Alternative Livelihood (AL) projects as per GPI program principles and procedures;
- Develop, manage, review and coordinate agricultural project design, concept notes and proposals in the agriculture sector as far as market development components are concerned
- Locate and analyze project opportunities for growth of the program
- Provide agricultural staff with the opportunity to familiarize themselves with the modern management techniques, practices and tools employed by the program
- Enhance the efficiency of procedures and effectiveness of program activities through ensuring proper coordination between MCN, GPI, MAIL and other stakeholders
- Support the Agriculture Specialists and Officers in mobilizing resources, conducting technical surveys and preparing technical agriculture project documents,
- Coordinate/ensure program compliance with environmental requirements and other safeguards
- In collaboration with the M&E unit, develop the appropriate M&E framework and tools to ensure the measurement at output, outcome and impact indicators related to Agriculture dimensions are incorporated in project proposals;
- Prepare agriculture projects concept notes and feasibility study report and SoWs
- Collate and analyze lessons learnt from all projects/program as to factor key learning into strategy and program development
- Provide technical and facilitation support to policy formulation and strategies for promotion of alternative livelihood (AL) projects
- Responsible for ensuring that gender is mainstreamed in all agriculture activities, for ensuring the implementation of all gender targets and the inclusion of activities of interest for women such as vegetable cultivation, processing, storage, etc
- Visit and observe ongoing projects to further develop personal knowledge and offer technical assistance to the team
- Participate in the agricultural project development team meetings to discuss project status, project resources, and other needs
- Coordinate with relevant ministries and provincial government structured entities (CDC, DDA and PDC) for AL projects design and concept notes/proposals development
- Clear and/or prepare progress reports for the assigned projects/program components
- Organize periodic Project Review Committee (PRC) meetings;
- Perform any other related tasks as required.
- Motivated employees to share ideas and feedback.
- Trained, managed and motivated employees to promote professional skill development.
- Recruited and hired individuals demonstrating passion, dedication and added value to team.
- Provided leadership to [Number] employees through coaching, feedback and performance management.

Agricultural Specialist, 05/2000 to 08/2013

Borlaug Institute For International Agriculture – City, STATE

- Coordination of university initiatives.
- Principal liaison for Dean, Team Leader, DAIL personnel and other NGOs.
- Coordination between Administrative Assistant and university initiatives.
- Monitoring and evaluating of stakeholders activities regularly and providing guideline when needed for better outcomes.
- Worked for development of value chain post-harvest food processing with women groups.
- Field trips, visit farmers and give technical advice.
- Assists with project planning and reporting outcomes.
- Coordinates telephone communication and appointment calendars with University, DAIL, NGOs and stakeholders.
- Establishment and implementation of irrigation systems.
- Takes notes and minutes in business meetings.
- Translates and validates English/Dari business meetings and conversations.
- Monitor and control activities.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.

Regional Irrigation Agronomist and Acting Team Leader, 08/2011 to 08/2012

MAIL Herat OFWMP – City, STATE

- On-Farm Water Management project, World Bank funded project
- Facilitate, coordinate and bridge governmental agencies with project for better cooperation of project
- Overall supervision of staff to have them the project going on the track
- Participate in the selection process of irrigation schemes in respective region
- Scheme diagnostic survey for proposing required improvement
- Participate in the selection process of Irrigation Demonstration Sites for bed, furrow and pressurized irrigation systems and for demonstrating other improved agronomic practices
- Participated in Irrigation Association establishment for each selected scheme
- Calculated crop water requirement of cropping pattern of each selected canal and submitted for design issues
- Collect necessary field data, and assess the agronomic performance of irrigation in the selected sites like irrigation application to different crops, cropping patterns, use of agro-chemicals and soil characteristics's
- Propose recommendation for improvement of irrigated agronomic measures such as raised-bed furrow irrigation, fertilizers application rates and methods and water saving techniques
- Promote the concept of soil moisture conservation through extension
- Actively participate in farmers training program and field days
- Report assessment and recommendation as part of the survey report
- Estimate crop water requirements and guide farmers on optimum irrigation usage
- Provide any other relevant required task and activity
- Preparing weekly, monthly and quarterly report of activities as narrative, qualitative and static report.
- Delegated daily tasks to team members to optimize group productivity.
- Translate written materials as needed and developed by the Faculty and the A4 University Development Coordinator and CoP.
- Planned and conducted strategy meetings to brainstorm new ideas and deliver program and milestone updates.
- Cultivated relationships with community groups, project stakeholders and funding sources to maximize program outreach.
- Developed programs and initiatives to support organization's long-term goals.
- Supervised employees and oversaw operations for programs to ensure success.
- Refined program efforts to meet defined objectives by implementing timelines, budgets, dashboard monitoring and quality assurance methods.
- Collect, record, and present data acquired during the course of duties.
- Represent the A4 program in various communications, and coordination forums and meetings.
- Monitor and evaluate staff and their performance and providing them with advices for betterment of work to be on the right track.
- Manage administrative duties as necessary.
- Performs other duties as assigned by supervisor.
- Prepare narrative and statistical reports for the A4- HUFA University Development Coordinator and CoP.
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