

Defallh Zead Najeeb Alsheikh

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PROFESSIONAL EXPERIENCE

Programme associate

Jan 2018-till date

The UNFPA (United Nations Population Fund)-Jordan

- Monitoring the GPS system for UNFPA, in particular Develop and manage the UNFPA direct execution work plan including the Programme and operation activities to guide implementation of approved grant and within the donor criteria and UNFPA SOPs as well as support and monitoring for the other WPs with IPs.
- Provide the needed support for colleagues during the revised WPs process during the implementation to have the revised WPs.
- Actively support the M&E team for the tracing the indicator as well as reporting for quantitative figures.
- Team member in the spot check team, providing the needed technical and financial input accordingly.
- Work closely with the resource mobilization team in order to distribute the fund among the Programme and operation for UNFPA office and partners within donor remark. Also update the sheet for fund available in addition to tracking the fund consumable through implementation.
- Support to oversee the health, GBV, youth and XB programming activities including technical support and guidance to concerned colleagues.
- Work collaboratively to integrate programs (RH, GBV, Youth, and XB) with other departments in the office (operation, M&E and resource mobilizations).
- Support the data compilation and analysis shared by UNFPA's IPs to ensure appropriate data management within the office including the fund management as well indicators.
- Comply with all relevant UNFPA policies and procedures with IPs including the financial and operationally
- Ensure appropriate planning of the Programme and operations as well as the activities through linking the achievements with amount of fund.
- Develop project monitoring tools and quality assurance checklists, where necessary.
- Introduce innovative activities to improve data quality and monitoring as well as looking for the result, project objectives and output through use of comprehensive smart sheet and special tool that created, managed, Programmed by myself using a programming language and smart equations.
- Conduct regular field visit as well as monitoring and evaluation field visit, in addition to participating in the need assessments, meetings, spot check and another monitoring activities for IPs.
- Support the monitoring for the implementing partner in the field (both urban and camp) including the berm operation (at Rukban area) and activities through the tasks, assessment and missions based on the need.
- Support the developing of new projects including the budget raising and planning.
- Provide needed input for the donor report and monthly situation report as well.
- Participate in regional activities and survey like the mix-migration survey conducted regionally with leading by WHO and participating UNFPA and another UN agencies and INGO and MISP regionally workshop and training conducted by IWAG.

Consultant Reproductive Health Officer

Aug 2016-Jan 2018

The UNFPA (United Nations Population Fund)-Jordan

- Manage the implementation at Azraq camp area as well as support the monitoring for other UNFPA's IPs.
- Responsible and focal point for Azraq camp; represent UNFPA in all related meeting like; camp coordination meeting, health and RH meeting, protection and GBV meeting, community leader and representative meeting in addition to the ad-hoc meeting.
- Chair for the reproductive health coordination meeting at Zaatari camp as well as co-chair for the RHSWG at Amman level.
- Assess the reproductive health needs of populations affected by the conflict at Azraq camp through the need assessment and focus groups.
- Actively lead and participate in the focus group sessions conducted for men, women, boys and girls for certain topics linked with RH, GBV and youth.
- Represent UNFPA in meeting at Amman level like; the nutrition sub working group (NSWG), community task force meeting

(CTFM) as well as attending the health sector meeting and provide the update linked with RHSWG.

- Provide technical input, writing and budgetary input for a new and planned activities and services including the multi-location management (V6, V3, V5 and V2 at Azraq camp) for RH, GBV and Youth programs as needed.
- Develop and maintain strategic relationships through coordinate with other UN agencies and NGO/INGO for the referral and integrated services provided to the beneficiaries in need.
- Establish networks with other UN, INGOs, and local partners to promote technical capacity and develop strategic partnerships, including active participation in cluster meetings.
- Interface with key donors (Japan, ECHO and other) regarding reproductive health and GBV programs that they are supporting.
- Development of work plans and budget management according to project outputs and results as well as close follow up for the achievement through the spot check and other monitoring tools.
- Evaluate activities progress at Azraq camp through the IP their and determine necessary actions to course correct
- Provide technical inputs and Revised for generating quality monthly, quarterly and annual reports shared by the IPs, and donor reporting - both technical and financial. Also close follow up to have it on time and meet our requirements.
- Ensure the visibility, communication and media update for all locations supported by UNFPA.
- Facilitate donor visits to project sites as appropriate including the permission and needed approval for camps including coordination with SRAD and MOH.
- Lead the referral process and close follow up with the implementing partners to make sure that the staff refer the cases as per the agreed criteria and within the apocopate ways.
- Controlled the finance issue during the implementation to ensure compliance with established criteria and policies followed up on agreed planned and needed achievements within the target group.
- Ensure appropriate and timely spending of grants by IP to achieve program goals, grant reporting contributions, use and distribution of supplies and resources
- Conduct RH session and awareness raising for youth (for different NGO and YPEER staff) at Zaatari camp.
- Work closely with all RH provider to have “Male involvement and awareness raising” to engage the male in the RH services.
- Ensure that the reproductive health and GBV activities demonstrate adherence to international and national standards.

Senior Health Officer

April 2014 – Aug 2016

The IRC (INTERNATIONAL RESCUE COMMITTEE)-Jordan

During mentioned period of almost two and half years working with IRC, I got the following titles and positions,

- **Senior health officer (SHO) for Zaatari camp – (April.2016 – Augt.2016).**
- **Senior reproductive health officer (senior RH officer - SRHO) – (Oct.2015 – Apr.2016).**
- **Nurse – administration in-charge in Health and reproductive health care center (primary health care) for Mafraq Fixed clinic – (April.2014 – Oct.2015).**
- Oversee the implementation of health interventions for the project managed by me and ensure that the implementation are according to the agreed timelines and in compliance with IRC and donors policies and procedures.
- Prepare detailed implementation plans, HR plans and procurement plans including the PRs and coordinate with the relevant departments for ensuring timely implementation of the plans
- Coordinate with Health Information management team to ensure accurate figures and number for quantitative reports to be reported for the donor including appropriate ways for collect and manage all health related data and to report against the indicators in an effective and well-organized way.
- Manage and oversee the health clinic at Mafraq and then at Zaatari camp as was responsible to manage the whole RH activities within IRC in all related level including attendance the related meeting like RHSWG meeting.
- Actively participate in developing the health program standards and standard operating procedures and ensure implement them and compliance among the staff and volunteers in the health and RH projects to ensure quality of the health interventions.
- Represent IRC among other NGO’s and government counterparts at different national and sub national levels in any health related forums including the coordination meeting at Amman level like RHSWG as well as mafraq and Zaatari camp like health coordination meeting.
- Provide regular facilitative supervision and technical support to health projects in the field based staffs and volunteers in all aspects for around 28 employees of medical and clinical staff including doctors , nurses , midwives, pharmacists ,data entry ,cleaner, guard and volunteers)
- Actively participate in the development needed input for the concept papers, project proposal and project budgets for submission to the donors
- Coordinate with other departments internal to make sure the well-organized implementation as well as get the needed supplies

including the operation, supply chain, Finance and HR to cover all of daily need of medications, maintenance, PRs and staff.

- Coordinate with other departments externally to make sure that the needed approval and authorization is in place including coordination with SRAD and MOH.
- Work with the community Health team to strengthen the CHV sector and their operation as well as referral to the fixed clinic.
- Trainer for a lot of training related to health and RH like TOT for RH conducted by UN, INGO and NGO, and Formation and training for community health volunteers and workers at IRC and other organization through coordination with IRC.
- Responsible on all of reproductive health service to cover all of related needed including the supplies and equipment for midwives and RH team
- Chair for the male task force group with attending for the UN agencies as well as all related NGO and INGO.
- Work in close collaboration with other program like woman protection and empowerment (WPE) and economic wellbeing and cash assistant (ERD).
- A Focal point for the GBV and ERD referral them to health Programme and vice versa
- Assisting Program manager in formation of Budget for Zaatari camp and RH activities projects and ensure its proper utilization .
- Responsible for developing monthly Health education awareness sessions and ensure well-presented and conducted from the staff.
- conduct the health awareness session in health including the communicable and non-communicable topics and RH including the ANC, PNC, and family planning, in addition to lead the RH campaign in IRC under the name of “ Breast cancer self-examination campaign”.
- Actively participate in the vaccination campaign with MOH and mobile team from MOH to make sure appropriate access for the vulnerability and poverty areas and population (IDP).
- Review and resolve patient related complaints, staff grievances and recommend modifications of the system to minimize and eliminate further complaints and grievances.
- Coordinate with other sectors of the programs to ensure that all the activities of health sector are conducted in and integrated and well-coordinated manner
- Ensure appropriate patient access to quality comprehensive health care service through activate the referral system and appointments.
- Work with project teams to ensure that effective monitoring and performance management systems are in place for achieving prior agreed targets in relation to Programme activities, budget allocations and financial expenditures
- Review stock of medical supplies to add/supplement any missing drugs/medical supplies for the full implementation of vaccination, newborn/maternal and primary care services
- Work with the health manager and information management team as well as MEAL to determine the strength and weakness for the staff in addition to ensure achieving the targets as per door requirements
- Monitor implementation of projects against program objectives, agreed standards and timelines
- Recruit staff and volunteers for health project in conjunction with the Human Resources Department.
- Provide ongoing supervision, leadership, training and technical support and guidance to health staff and volunteers, and ensure all of them adhere to best-practices in all aspects of program implementation.
- Ensure Performance Management System documentation for all staff is in place and followed up regularly
- Ensure appropriate and timely spending of grants by coordinate and communicate the health manager to achieve the program goals output, through appropriate use and distribution of supplies and resources
- Managing and lead the visitor guiding in addition to the pre- arrangements for the visit from the internal and external from IRC including the donor Visit

In-charge nurse and acting report officer

Dec.2013 - April.2014

IMC (International Medical Corps) and Aman association - Emergency, Early Recovery and Rehabilitation Program – Rehabilitation medical center in al-mafraq, Jordan

- Guide, support and manage the all nursing staff of 32 in performing their duties including the monthly schedule and arrangement for the shifts. Moreover support the data entries team to manage their schedule and needed tasks.
- Provide sessions about the infection control and other needed sessions for all staff working in the center as awareness raising and capacity building.
- Analyze and supervision the health related data as well as Write and submit the narrative reports the seiner managements and donor on regular basis at different stages of project implantation when and as required (daily, weekly, monthly, quarterly and annual).
- Managing and lead the visitor guiding in addition to the pre- arrangements for the visits as well as the translation for the interview and focus group as needed.
- Handle the refer cases to hospital as well as the appointments for health care when needed
- Provide care to the patients admitted at the facilities in addition to coordinate with other medical staff to provides the needed

services with the standard and SOPs.

- Lead the continuous medical education sessions for the health staff and conduct sessions to the patients as well.
- Actively participate in the development of project proposals, budgets and concept notes through technical and operational inputs based on the identified health needs of the communities and lessons learnt.
- Supervise generation of evidence-base lessons learnt by field-based Health teams to improve both current and future health programming
- Monitor program management tools such as, thematic work plan, spending plan, procurement plan and monitor program progress against set targets, objectives and indicators.
- Manage and oversee the whole RH activities within the health clinic in all related level including attendance the related meeting like health meeting.
- Monitor implementation of projects against program objectives, agreed standards and timelines
- Recruit staff and volunteers for health project in conjunction with the Human Resources Department.
- Provide ongoing supervision, leadership, training and technical support and guidance to nursing staff and ensure all of them adhere to best-practices in all aspects of program implementation.
- Ensure Performance Management System documentation for all nursing staff is in place and followed up regularly.
- Close follow up on the nursing note and appropriate documentations for all procedures including the referral.

Teacher assistant (TA)

Feb.2014 – Aug.2014

INU (Irbid Private University), Jordan - part time lecturer

- Teacher and educator for more than 200 students in multiple class and multiple courses including quality control and infection control courses for nursing student in university.
- Responsible to prepare the needed presentations and material for all related course.
- Conduct the exams for the students as well as practical sessions.

Nurse with some of managerial task

Nov. 2012 – Dec.2013

KMC (ALKAMAL MEDICAL CENTER), Irbid-Jordan,

- Dealing with different cases and emergency situation with advance technology and professional medical team
- Manage some of administrative tasks like the doctors and Nurses schedules and financial part at the center.
- Coordinate with supplier and managements for needed supplies of medical tools and equipment for daily need.
- Manage all cases with needed vital sign, IV/IM/SC orders, dressing, dealing with advanced technology like ECG Machin and ultrasound as well as surgical autoclave.
- Ensure the appropriate communicate with the patients as well as close follow up and feedback mechanism for the cases.
- Responsible on the triage procedure for the patients visited the clinic
- Health education for all patients visiting the clinic
- Ensure appropriate follow up for the standard and related national guidelines

Nurse

Feb.2011 – Nov. 2012

AMC (ADAM MEDICAL CENTER), Irbid-Jordan,

- Dealing with different cases and emergency situation with advance technology and professional medical team
- Coordinate with managements for needed supplies of medical tools and equipment for daily need.
- Manage all cases with needed vital sign, IV/IM/SC orders, dressing, dealing with advanced technology like ECG Machin and ultrasound as well as surgical autoclave.
- Responsible on the triage procedure for the patients visited the clinic
- Health education for all patients visiting the clinic
- Ensure appropriate follow up for the standard and related national guidelines

Volunteers (voluntary work)

Sep.2008 – till date

INGO, NGOs and national activities, Jordan

- voluntary work in different kind specially health issue , free medical days, Police friends , environment friends and another youth activities including specifically Jordan Fast medical response association (during 2008 until 2012),

EDUCATION

Master in Health service administration

Feb 2014

Royal College of Surgeons in Ireland (Dublin) and the Yarmouk University - Jordan

Bachelor of Nursing

Feb 2011

Jordan University of Sciences and Technology (JUST) – Jordan

PROFESSIONAL TRAININGS

Reproductive Health in Emergencies (RH, MISP - Regional Workshop) (Aug.2017)

IWAG - UNFPA , Jordan

Helping Babies Breathe (HBB) (Feb.2016)

HBB-the golden minute ,IRC and project c.u.r.e, Jordan

Training diploma in Management and Leadership Skills Development Programme (Sep.2017)

learning Programme certificate, RedR-UK, context and OXFAM organization, Jordan.

Training diploma in NGO management (Oct.2015)

Training diploma certificate, Germany University and bushnaq training center, Jordan.

Basic life support Course with successfully completed the cognitive and skills evaluation (Mar.2014)

Including how to deal with CPR case for adult , child and infant and use AED machine

American heart association in KAUHTC, Jordan.

Intensive course in ER training and practices study (Nov.2013)

Including how to deal with deferent cases and emergency situation

Jordan Nurses & Midwives Council (JNMC), Jordan

Communication skills and dealing positively with others (June.2103)

General for human resource development, Jordan.

Planning and follow-up and maximize business results (Jan.2013)

General for human resource development, Jordan.

ICDL certificate for the efficient use of computer with high skill (Oct.2012)

Technology solution center, Jordan.

Clinical management of Rape (RH, CMR) (Dec.2017)

UNFPA and IFH , Jordan.

Minimum Initial Service Package (MISP) for Reproductive Health in Crisis Situations, (May.2017)

Women's Refugee Commission, Distance Learning Module.

TRAINING during studying in university

King Abdallah Hospital - medical and surgical

Alkaramah hospital - psychiatric hospital

Al-mafraq hospital - Maternity and pediatric

Rahmaa Hospital - pediatric hospital

King Abdallah hospital – CCU, ICU, GICU, ER, Catheterization and Burn wards for critical training

Basma hospital – ER, Surgical, Medical and Orthopedic ward for clinical training.

Awards

Certificate of conducting training for trainer in ANC, PNC and RH With participating from More than 15 INGO and UN agencies (2015)

UNICEF and UNFPA, Jordan

Certificate of Attended the fourth international nursing conference “the tipping point : creative solutions to health and nursing challenges” (2013)

Jordan Nurses & Midwives Council (JNMC), Jordan

LANGUAGES & SKILLS

Fluent in English. And Arabic Native language

Strong Interpersonal and communication skills

Strong writing and oral presentation skills

Proficient in all Microsoft applications. Proficiency in development of Health Management Information system and data bases in Microsoft Excel and Access

Able to work with full of interest & confidence in difficult and challenging environment

Ability of working under pressure and continue to be a positive member of any team.

Able to work in Multi-cultural environment and ability of working on multi tasks at a time

Other Personal Details

Date of Birth: 04-October-1988

Nationality: Jordanian

Marital status : Married

Experience in: Emergency Health, Nutrition and reproductive health Program development and implementation. As well as experience in work inside the camp and field work and coordination.

Current residence: Al mafraq, Jordan

REFERENCES

Will be furnished on request