

SALAHADIN MOHAMMED OUMER

Curriculum Vitae

Contact

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Personal Information

Name	Salahadin Mohammed Oumer
Sex	Male
Date of Birth	August 31,1999 G.C
Place of Birth	Aysaitta, Afar, Ethiopia
Marital Status	Single
Nationality	Ethiopian

Languages

Language	Reading	Listening	Writing	Speaking
English	Excellent	Excellent	Excellent	Excellent
Amharic	Excellent	Excellent	Excellent	Excellent
Afaric	Excellent	Excellent	Excellent	Excellent
French	Basic	Basic	Basic	Basic

Education

Year (GC)	Grade	School/University	Award
2017 – 2020	Tertiary Education	Hawassa university	Bachelor of Arts in Economics With Great Distinction (GPA 3.8)
2013-2017	Grade 9-12	Mohammed Hanfere Secondary and preparatory school	EGSEC & EUEEC
2006-2013	Grade 1-8	Eweket Chora Primary school	PSLE

Work Experiences

1. Education in Emergencies Officer

Save the children international, Semera- afar

February 2023- present

Main responsibilities

- ❖ Prepare annual and quarter plan in line with project design document and in collaboration with woreda/zone education office and ensure timely submission of project plan.
- ❖ Carry out close follow up and monitoring, collect data, prepare and submit project report timely
- ❖ Make sure that monitoring data is disaggregated by gender, IDPs, CWDs and host community children who participated in pre and primary education and benefitted from school feeding.
- ❖ Coordination and Management of Projects Implementation
- ❖ Work in close collaboration and coordination with woreda and zone education offices, school teachers, PTAs in matter related to safe return to school, student enrolment, school feeding, baseline assessment, project monitoring and evaluation
- ❖ Ensure that target children both boys and girls, CWDs and IDPs are equally participated in education services and school feeding program
- ❖ Strengthen inter sectoral integration that education, Wash and school feeding activities are well integrated and implemented accordingly
- ❖ Responsible that the project is implemented in ways responsive to children, teachers and the community
- ❖ Ensure active participation of children and other stakeholders in the project activities implementation
- ❖ In collaboration with project manager and government stakeholders, maintain strong supervision and monitoring system to measure achievement and progress toward the project objectives and expected outcomes and impacts
- ❖ Conduct joint monitoring and supervision with relevant stakeholders such as WEO to identify project progress, gaps and challenges and to take immediate and appropriate actions towards improving project implementation quality.
- ❖ Strengthen participatory and collaborative supervision and monitoring system including active participation of children
- ❖ Responsible to arrange and coordinate capacity building for relevant stakeholders such as teachers, WEO, PTAs and other community members on issues related to safe learning environment, gender sensitive approach, disability inclusion, child protection

2. Regional Humanitarian Response Officer

Friendship support Association (FSA), Semera - Afar

December 2021 – January 2023

Main Responsibilities

- ❖ Oversee the overall implementation of the project(s) in accordance with the project proposals, ensuring objectives are met within the required time frame and budget.
- ❖ Manages any data collections in baseline, endline as well as other monitoring activities.
- ❖ Ensure that regular monitoring and evaluation assessments against project objectives are conducted.
- ❖ Maintain an overview of the national context with a view to the strategic development of new projects.
- ❖ Develop and maintain relationships with relevant stakeholders and represent FSA at meetings.
- ❖ Engages in beneficiary selection, registration in different humanitarian response as well as needs Assessments
- ❖ Ensure projects are implemented in line with donor, country and international standards e.g. Sphere and HAP standards, WHO recommendations, etc.
- ❖ Regularly assess and provide feedback and recommendations on the quality of the programmes and interventions during field visits and at other relevant times.
- ❖ Engage in needs assessment of the humanitarian situation and supports in project proposal development
- ❖ Coordinate and support local-level assessments, surveys, and other studies and assist proposal development to finance projects
- ❖ Prepare detail implementation plan for all projects and coordinate assessments and leadership in the fields of assignments.

3. Junior procurement and Contract officer

German Development Corporation (GIZ), Ethiopia and Djibouti Country office, Addis Ababa
August 2021-december 2021

Main Responsibilities

- ❖ Provide consistent and strong support to other team members in the finance, administration as well as logistics and procurement department.
- ❖ Assist Purchase officers While negotiates price, places orders, inspect deliveries including quotation procedures.
- ❖ Facilitation of the procurement and logistics department in Daily Routine Activities.
- ❖ Ensure the procurement as well as other files are full of required documents and are well organized.
- ❖ Responsible for completing transactions as per GIZ standard.
- ❖ Receives and checks delivered service requests from GIZ Programs and projects
- ❖ Responsible for filling and distribution documents and upload to database management system.
- ❖ Participate in weekly procurement meetings Assessments and takes minutes of meetings
- ❖ Prepare payment for requests and when it's required to suppliers and other service providers.
- ❖ Perform other support as deemed necessary ordered by the superiors.

4. information analyst

Aysaita finance and economic Development Bureau, afar
May 2021- August 2021

Main responsibilities

- ❖ Ensured that all incoming and outgoing letters and correspondences are systematically segregated and maintained to identify archive and retrieve them easily and passed to the appropriate person/office
- ❖ Assist finance and budget department in annual budget preparation, amendments of budget and revision plan.
- ❖ Assist in the preparation of periodic budget reports including research, writing, typing, proofreading, layout, publication, and distribution.
- ❖ Review and assess operating budgets to analyze trends affecting budget needs.
- ❖ Process and perform data entry for budget adjustment requests.
- ❖ Directs the preparation of regular and special budget reports; prepare power point presentations for financial analysis.

5. Project Team Leader: – Productive Safety net Programme (PSNP)

Central statical agency of Ethiopia, Afar

March 2021- May 2021

Main responsibilities

- ❖ Coordinated all activities at the project enumeration area and ensure administrative and logistics issues are addressed.
- ❖ Monitor interviewer performance with the aim of improving and maintaining the quality of data collected.
- ❖ Independently managed the logistics required to conduct the survey in the project area.
- ❖ Communicated problems observed needing central office intervention.
- ❖ Organized data collected from all enumeration areas and submit to central office.

6. Administrative Assistant

Aysaita finance and economic Development Bureau, afar

January 2021- March 2021

Main responsibilities

- ❖ Ensured that all incoming and outgoing letters and correspondences are systematically segregated and maintained to identify archive and retrieve them easily and passed to the appropriate person/office
- ❖ Assist finance and budget department in annual budget preparation, amendments of budget and revision plan.
- ❖ Assist in the preparation of periodic budget reports including research, writing, typing, proofreading, layout, publication, and distribution.
- ❖ Review and assess operating budgets to analyze trends affecting budget needs.
- ❖ Process and perform data entry for budget adjustment requests.
- ❖ Directs the preparation of regular and special budget reports; prepare power point presentations for financial analysis.

7. Budget data Assistant

Aysaita finance and economic Development Bureau, afar

March 2020 – October 2020

- ❖ Assist in the preparation of periodic budget reports including research, writing, typing, proofreading, layout, publication, and distribution.
- ❖ Responsible for reading and analyzing contracts; Monitor budget transactions to identify potential problems. Prepare charts, graphs and related materials for reports and presentations.
- ❖ Process and perform data entry for budget adjustment requests.
- ❖ Process confidential information and Retrieve information from computerized databases.
- ❖ Communicate verbally and in writing on routine and non-routine transactions.
- ❖ Formulate correspondence independently as directed
- ❖ Direct the preparation of regular and special budget reports; Prepare PowerPoint presentations for financial analysis.
- ❖ Review operating budgets to analyze trends affecting budget needs.
- ❖ Schedule and decide for meetings.
- ❖ Assist and/or prepare monthly bank account reconciliations.

8. Finance Assistant

Aysaita finance and economic Development Bureau, afar

June 2019- October 2019

Major duties and Responsibilities

- ❖ Check and scrutinize invoices for accuracy.
- ❖ Monitor and maintain staff mileage.
- ❖ Service and attend staff meetings; take minutes of meetings when required.
- ❖ Establish and maintain computerized databases of the organization's service providers, contacts and other relevant information when required.
- ❖ Organize travel and accommodation for the organization's visitors and staff.

9. Finance and purchasing Assistant

Aysaita finance and economic Development Bureau, afar

June 2018- October 2018

Major duties and Responsibilities

- ❖ Check and scrutinize invoices for accuracy.
- ❖ Check goods and order to be sure they have been received.
- ❖ Monitor and maintain staff mileage.
- ❖ Service and attend staff meetings; take minutes of meetings when required.
- ❖ Establish and maintain computerized databases of the organization's service providers, contacts and other relevant information when required.
- ❖ Organize travel and accommodation for the organization's visitors and staff.

Technical Trainings

- ❖ 1.Safeguarding Essentials
- ❖ 2. Qualitative Data Analysis
- ❖ 3. Child Protection
- ❖ 4. Cash and Voucher Assistance programming
- ❖ 5. Project management skills
- ❖ 6. Data Protection
- ❖ 7. MEAL in Emergencies
- ❖ 8. Protection mainstreaming
- ❖ 9. Personal safety and security training
- ❖ 10. Education in Emergencies training
- ❖ 11. Grant Management
- ❖ 12. CHS standards

Skill Highlights

- ❖ Specialized software: Statistical Software Such as STATA and E-View, SPSS,R, Python
- ❖ Computer basics (Microsoft word, Microsoft excel, Microsoft power point, Microsoft Power Geez)

Certificates and Awards

1. 2011 Silver medalist at national science and mathematics award
2. 2012 Bronze medalist at national science and mathematics award
3. 2012 summer outreach program for talented students at Samara University.
4. 2013 Silver medalist at national science and mathematics award
5. 2016 Gold medalist at national science and mathematics award.

References

1. Mr. Girma Hagos , Regional Humanitarian AID Officer , Friendship support Association (FSA), Semera - Afar
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Email. girma@afarfsa.org
2. Mr. Alem bante Worede , Procurement officer, GIZ - Ethiopia and Djibouti country office, Addis abeba
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3. Mr. Hussein Mohammed, Lecturer, economics department. Hawassa university & CEO - Harambe Consultancy
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