

Essmat shakir

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OBJECTIVE

I worked with the NRC in Nineveh and Erbil for five years in the field of field work and managing roving teams as a program assistant and team leader in Erbil and a community outreach worker in West Mosul for three years

I also have experience in matters of awareness, legal guidance and collecting the required information for the purpose of proposing a legal project, property problems, disputed lands, follow-up work, hoof staff, evaluations, teamwork, mobility, benefited from previous experiences, adherence to work schedules, delivery of documents and files, and experience in writing Reports and documentation of work and financial matters in terms of attendance documents, contracts and management The team working remotely in cases of Covid 19

WORK EXPERIENCE

10/2017 - 9/2021

Program Technical Assistant (NRC) ED (Mosul & Camps HAA)

Responsibilities:

- The team management consists of 40
- Psychological support and child protection
- writing reports
- Appointment of staff
- Participation in staff training
- Distribution of materials
- Data collection
- Purchase order for the program
- Follow up employee attendance lists and raise salaries to the finance department
- Referrals of sickness, legal, psychological, child protection and violence against women
- Classroom observations

07/2016 – 09/2016

Team Leader ED (NRC)(Erbil)

Responsibilities:

- Write the reports
- protection
- Psychological support and child protection
- Preparation of meetings
- Continue recording attendance
- Data collection
- Awareness tours in camp
- Write a table to attend
- Follow up attendance staff and students
- Follow-up work within the center

01/2016 – 06/2016

Community Mobilizer (NRC) (khabat –Erbil)

Responsibilities:

- Contribute to outreach and registration campaign design.
- Facilitate trainings to the new workers .
- Give lessons
- community awareness
- Psychological support and child protection
- Teacher Council meetings
- Writing reports
- Social communication with displaced people
- Participation in drills
- Data Entry
- Files Archiving

Incentive worker Support (French)(North Degrees–Erbil)2014-2015

Responsibilities:

- Meal distribution Delivery
- Communicate with beneficiaries
- child protection
- Writing needs and requirements in the sites

Volunteer teacher (DOE) (Mosul & Erbil) 2015-2020

- Give lessons
- Psychosocial support
- Psychological support and child protection
- entertainment activities
- Lesson plan
- child protection
- Classroom Views

Courses and trainings

Professional development (Trainings):

- **Electronic distance education**
- **NRC Finance Basics**
- **Legal successes to open projects in Iraq (IOM)**
- **Financial management**
- **Teachers in Crisis Contexts (TICC) TOT Training_ NRC.**
- **Literacy and ASER Curriculum _ NRC.**
- **Education in Emergency _ NRC.**
- **prevention of sexual exploitation and abuse (PSEA)**
- **Parent-Teacher Association(PTA)_NRC.**
- **Better Learning Program (BLP)_ NRC.**
- **Psycho-Social Support (PSS)_NRC**
- **Gender Based Violence (GBV)_ NRC**
- **Child Protection (CP)_ Save the children**
- **Case management _OKTA**
- **Psychological First Aid(PFA)_**

- **Heist - Security course in the field for a week –NRC**
- **Time management and field work**
- **Purchase Request – NRC**
- **writing reports**
- **Primary Health Care in context (WHO)**

EDUCATION

- **Bachelor Degree of College of Education, Department of Arabic Language, University of Al Mosul**
- **Master of Science, Social Sciences, Department of Arabic Literature, Cankiri Karatkin University, Turkey**

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel, koBo, Outlook

Languages

Arabic English Kurdish