Name: **Jumaa Auda Saleh**

Address : Al-Anbar, Ramadi

E-mail: jnat\_70@yahoo.com

E-mail: [jomaah7074@gmail.com](mailto:jomaah7074@gmail.com)

Mob :+964(0)7800928899 / +964(0)7700010494

**PROFILE:**

A Senior Administration Unit Manager with a wide range of experience in the ADMIN field . Able to work on own initiative and as part of a team. Proven leadership skills involving managing, developing and motivating teams to achieve the objectives, I have the analyzing, designing, managing and problem solving skills. Dedicated to maintaining high quality standards. Always doing my best to keep everybody well worked, trained and updated all the time with a good, easy to understood instructions, so that all the staff are satisfied with the work.

**MAJOR ACHIEVEMENTS:** (2010-2016)

* Saved some of the Al-Taqadom (USAID) time and effort by implementing a new files achieve system managed with servers and 3 computers connected to work at the same time with easy search and update for the files.
* Organizing all the system access to the archieve through the user’s names and passwords to avoid any outdoor users.
* Remotely access and monitoring for all the computers to ensure the good work and avoid any mistakes.
* Periodic check for all the computers and accessories in the office to ensure everything is ok with all the units.

**EXPERIENCE:**

Jan 2017- Dec 2017 RIRP / Partner UNHCR Anbar, Iraq

**Position title, Field Monitor for RHU and Shelter Rehabilitation Projects.**

Sep 2018 \_ Apr 2019 Caofisr / Partner UNHCR Anbar, Iraq

**Position title, Field Monitor for RHU and Shelter Rehabilitation Projects.**

*Responsibilities*:

* Support the identification of households and communities in need of shelter support.
* Build strong relationships with IDPs, community leaders and community members in each target area.
* Through community contacts, identify any issues arising from RIRP program implementation and report back to supervisors. Liaise directly with IDP families and community representatives to continuously monitor and track needs and concerns.
* Communicate clearly to project beneficiaries about the objectives, scope, and scale of the shelter and WASH activities in target areas. Respond to beneficiary feedback and requests that come through RIRP’s accountability mechanisms.
* Conduct on-site technical assessments for shelter and emergency water and sanitation interventions for conflict-affected populations. This may include temporary and permanent upgrades to unfinished buildings, provision of transitional shelter, and/or repairs to war-damaged buildings.
* Support development of technical bills of quantities, in collaboration with the Assistant Project Officer(s) or Project Officer(s) and peer staff, for use in either contractor- or beneficiary-led implementation.
* Ensure that work complies with relevant local, national and international standards and regulations for quality, safety and the environment, and reflect industry standards and agency best practices. Maintain awareness of Housing, Land, and Property issues in target areas.
* Certify full compliance by contractors and vendors with RIRP’s Scope of Work for shelter and WASH activities. Ensure technical quality through monitoring of materials’ use and adherence to specifications.
* Perform on-site monitoring of repairs to war-damaged buildings to ensure technical quality and adherence to the bill of quantities.
* Provide appropriate technical support and assistance to beneficiaries who are doing self-led repairs to their homes, when necessary and appropriate.
* In collaboration with the Monitoring, Evaluation, Accountability, and Learning department, ensure beneficiary accountability is integrated into all phases of the program.

Apr. 2010 – 2016 Al-Taqadom / USAID Anbar, Iraq

**Position/ title**

Administration Manager

* *Job summary: <Admin. Unit, Staff Supervising.>*

*Responsibilities*:

* Organizing the staff work and time lines.
* Supervising the staff and schedule for all administration related works.

Dec.2008 – Apr. 20010 Falcon Bureau for Computers and Security SystemsAnbar, Iraq

**Assistant Programmer**

* *Job summary:* <computers maintaining, software applications and networking>

*Responsibilities*:

* Maintenance and programming (Computers & communications related works)

**TRAINING COURSES:**

Human Resource Management / Erbil, Iraq January, 2013

Microsoft Excel 2010 / Dubai, UAE June, 2013

Administration Units Development / Erbil, Iraq September, 2013

**QUALIFICATIONS / EDUCATION:**

BS.c Military Sciences (Air Force College) (1989-1993), Tikrit, Salahaddin, Iraq.

BS.c English Language (Literature) / Al-Maaref university College (2007-2011), Ramadi, Anbar, Iraq.

**OTHER SKILLS**

* Operating Systems : Windows 7, 8.1 .
* Hardware: Computer maintenance.
* Languages (Arabic/ Mother Tongue, English/ Level B/A :Speaking-Reading-Writing)

**PERSONAL DETAILS**

Nationality: Iraqi

DOB: 1/1/1969

Marital status: Married (5 Children) .

* References, Certifications & Recommendation letters are available on demand .