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|  | ZAINAB HUSSEIN  **Legal Coordinator** |
| **OBJECTIVE**  Consistently demonstrates ambition, drive and focus through business achievement, proven ability to work in diversified and different environments based on the project at hand, Proven success in running project strategies, managing the operational administrative requirement, experience in running multiple projects, maintaining oversight and balancing an annual budget.  **CONTACT**  PHONE:  +964 770 7896 662  EMAIL:  [Zainab.h.alkurwi@gmail.com](mailto:Zainab.h.alkurwi@gmail.com) [Zainab.alkurwi@yahoo.com](mailto:Zainab.alkurwi@yahoo.com)  **HOBBIES**  Reading Travelling | **EDUCATION**  **Al-Turath University Collage**  2007 - 2011  [B/A Law degree.]  **SKILLS**   * Team Work. * Adaptability. * Problem Solving. * Creativity. * Interpersonal Skills. * Time Management. * Attention to detail.   **Trainings, Courses & Membership**   * A membership in Iraqi Bar Association since 2012. * Safety and security training – NRC, Baghdad 2018. * Kimble System Training – Aktis strategy – Amman May 2018. * First Aid Training – G4S 2019. * Membership in Iraqi jurists union / Headquarters 2020. * **PMI** ( Project Managmnet Institute) Prep Course, Sama alfajir institute– 18 August to 30 October 2021. |

**WORK EXPERIENCE**

**WVF legal coordinator - Heart Land Alliance**

**27-June – 2021 to November 2021**

**November 2021 to Present ( WVF Legal coordinator )**

**Main Duties and responsibilities**

* Responsible for coordinating and overseeing the legal components of the HAI project ( War Victim Fund), and ensuring that all legal project services and activities be implemented in line with the project work plan and following HAI and the donor’s standards and requirements. Responsible for the legal reporting to the project manager and oversight of the WVF project, including working closely with implementing partners for reaching successful legal services.
* Project implementation, oversight, and development of the legal department outcomes.
* Assessing and evaluating the WVF project implementation of legal services targets and components against project work plan, in collaboration with the project team, taking appropriate steps to ensure the project is on track in meeting deliverables and spending.
* Coordinating with MOJ and Iraqi reformatories directorate, Human rights directorate, MOH, Basra MOH, DNGO for facilitating the implementation of the WVF project activities.
* Conducting monthly, quarterly, and annual project reports.
* Representing the HAI to NGO partners, government officials, funding sources, other partners, beneficiaries, and at conferences, meetings.
* Monitoring and evaluation activities and reporting, and completing it on the determined schedule.
* Supporting the HAI’s legal team in participating and conducting internal legal audits as specified in HAI’s case audit guidelines.

# Lawyer – Legal Clinics Network - Baghdad

## **Feb 2021 – Present (Part-Time)** **Main duties and responsibilities**

* Providing legal presentation to IDP's in Abu Ghraib area who lost their homes and property.
* Supporting the HLP project, advice regarding new laws and instructions from compensation subcommittees.
* Coordinating with compensation committee stakeholders for facilitating work flow and find new working strategies.
* Giving legal counselling to Salah Al deen and Anbar Area IDP's.
* Implementing workshop for junior lawyers in HLP rights periodically.
* Implementing some additional tasks given by the supervisor.

# Freelance Advocate

## **August 2019 – June 2020**

**Main Duties and responsibilities**

* Represent the interests of clients in legal proceedings.
* Act as agent, trustee, guardian, or executor for businesses or and contracts.
* Advise clients concerning business transactions, claim liability, the advisability of prosecuting or defending lawsuits, or legal rights and obligations.
* Perform legal translation.
* Creating (business – employment) contracts, legal agreements.
* Prepare legal briefs and advise, and file appeals in courts of appeal.

# [IN2](https://in2-comms.com/) “Project Coordinator” - ( Digital Government Services ) project.

# Baghdad - IZ

## **Jan 2019–August 2019**

**Main Duties and Responsibilities**

* Submitting the GDS staff timesheets for processing by GDS Budget/Finance Manager by the last working day of each calendar month, to ensure implementation of monthly GDS payroll, maintain secure Timesheet and Expense/Reimbursement files for all GDS staff accordance.
* Collecting, organizing, storing information, provide a historical reference by developing and utilizing filing and retrieval systems.
* Maintain continuity by documenting and communicating actions, irregularities, and continuing needs.
* Support the PM in developing, implementing, and maintaining common/standardized templates, SOPs, and meeting minutes/notes for the record.
* Planning, scheduling, and promoting office events, including meetings, conferences, orientations, and training sessions. Organize and supervise other office activities (recycling, renovations, event planning).
* Supporting the GDS PM and Head of Comms in coordinating centralized activities across the GDS teams.
* Coordinating with the security government offices who have the authority to obtain a monthly access letter to IZ to GDS staff.

# Aktis Strategy “Project Officer”

**( Digital Government Services ) ( Independent High Electoral Commission )**

# Baghdad - IZ

## April 2018 – Dec 2018

**Main Duties and Responsibilities**

* Providing administrative support for two project (IHEC, GDS) staff (Local, International), booking travel and accommodation tracking deployments.
* Providing administrative support to financial management of (IHECH, GDS) expenditure and developing the donor ( UK embassy) financial reports at the end of each month.
* Support the team in coordinating project input activities, weekly and monthly reporting.
* Supporting the project management team.
* Focal point with GDS/IHEC stakeholders, and sunsring information confidentiality.
* Organize project peridaclly meeting meetings ( Staff meetings, GDS managmnets meeting, Donor meetings)

# Norwegian Refugee Council “Information &Legal officer” Baghdad – Anbar.

**Feb 2017 to April 2018**

**Main Duties and Responsibilities**

* Provide mobile legal assistance to IDPs who are unable to claim and realize their RCD or HLP rights on their own, in Amriyat Al Fallujah camps, Bzaebez, Baghdad camps (Abu Ghareeb, Aladhamya, and Al Yarmouk).
* Periodically input and update beneficiary data using ICLA’s case management tools.
* Gather and compile up-to-date technical information on relevant RCD & HLP laws, procedures, and practices operative in Baghdad & Anbar.
* Advocating for recognition of the RCD & HLP rights of displaced persons when engaging with Anbar local authorities, humanitarian partners.
* Implementing weekly work plans, Undertaking regular monitoring & evaluation of ICLA activities.
* Coordinating with authorities and government city councils, Baghdad, Anbar to facilitate the program implementation.
* Attending the weekly cluster meeting to share the project updates and outcomes.
* Working with other departments in arranging ICLA training from coordinating with logistics, coordinating with finance, sending invitations to participants, raising purchase orders, booking hotels, coordinating purchases regarding refreshments and transportation, and stationery per diem.
* Implementing ICLA surveys every 4 months for 3 projects according to NRC sanders.

# Access to Justice Program, DPK, USAID “NGO Legal Field Coordinator “

# April 2015 –August 2015

# Main Duties and Responsibilities

* Conduct site visits to the program’s partners of (12) NGO, between Baghdad, Erbil, and Basra, this includes supporting and strengthening women legally and socially, supporting IDP’S families in medical, legal, HLP assistance, checking the implementation of legal cases with NGOs’ lawyers.
* Implementing the office work from reviewing the cases to archiving and organizing timetables for site visits.
* Translate the project documents and deliverables.
* Facilitate legal training to NGOs periodically.
* Worked as a note taker in Access to justice meetings with the project partners and stakeholders.
* Implementing different kinds of reports, reports of trainings notes, site-visits reports regarding NGO’s monthly activities.
* Coordinating for conducting workshops and training sessions for the NGO heads periodacly in Erbil Basrah .