

Haneen Ahmed Rizik ELSamak
Tall ELHawa St. Gaza
Tel.: +972 2821333
Jawwal : +972 8 059742905
Email: HANEEN_2002@Yahoo.com
Haneen1975@hotmail.com

Academic Qualifications

1994-1998 B.A. (Business Administration), El-Azhar University

Professional Experience

August2010-present	Diakonia/NAD "consultant "Project Manager Rehabilitation Program -Gaza Strip
March2008-Aug2010	Ard EL ELensan Association Project officer(One project Community health mobilization in Al Qurara area, tow project Healthy children in KhanYunise) Responsibilities: The design and implementation of the project Supervision all the activates on the community . Keep all the information of the project in the computer. Write all reports for PM and the NDC. Filed visit and follow up the activities in the community. Identifying the training program and prepare the annual and quarterly work plan; Ensuring that all the health messages is received by women Follow up the financial plan with finance department. Identifying, the equipment and material required for the project. Mange petty cash. Identifying the priority needs of women in health. Identifying developing , monitoring and evaluation of the project in order to identify the impact of the activities on the lives of women and there children
Feb2007-Feb2008	Civil Society Adviser, Society Voice Foundation Responsibilities: The design and implementation "Free to work" -EU project Build network with local and training Institution Trainer in skills profiles training for women and youth. Work in raising awareness on gender
Dec2007	External Evaluator with HADAF organization for Training Project in Gaza funded from Christian Aid.
Dec 2006-Jan 2007	External Evaluator with Global organization for Hanan Project in Gaza funded from USAD.
Dec2006	External Evaluator for WFP project in CHF for two weeks.
Jan2006-Dec2006	- Democracy &Governance Community Coordinator (fulltime) with CHF International West Bank /Gaza fund by USAID - Working with work for food project with CHF fund by WFP program.
April2004–Dec2005	Post training Coordinator- Jabalia Center (fulltime) with Government of

Canada (CIDA) and Alternatives, Action and Communication Network for International Development Inc, partnership with the Ministry of social Affairs in the project "Technical and Vocational Training for Palestinian Women".

Responsibilities:

The design and implementation of the Centers allied services,
The coordination of human and material resources involved in the allied services of the Centers,
Establishing list and contacts with credit suppliers
Developing and establishing the entrepreneurial support services unit in the Centres,
Developing formal sector employment services in the Centres,
Identifying the training program and prepare the annual and quarterly work plan;
Make feasibility study and market analysis for training;
Identifying, the equipment and material required for training activities;

Developing procedures for collecting information on clients and trainees and establishing data base,

2001- April2004

Development Projects Coordinator Islamic Relief UK (full-time).

Responsibilities:

- Co-ordinate Dier EL Balah Educational Enhancement Center Project for children and youth .
- Co-ordinate Rafah Educational Enhancement Center Project for children and youth .
- Program Manger Integrated Care Program for traumatized Children Project.

1999- Feb2001

Field Coordinator Complementary Activities (full-time), Save The Children Foundation in close coordination with DFID Project and the Palestinian Lending and Savings (Faten).

Responsibilities:

Identifying the priority needs of borrowers.
Designing a pilot program to address identified priority needs taking into consideration that it save borrowers time relieves stress.
Identifying local partner for planning, implementation and evaluation of the program.
Identifying and developing a monitoring and evaluation of the program in order to identify the impact of the activities on the lives of borrowers.
Ensuring that all activities into account gender and child focus including identifying creative ways of ensuring active women, men and children participating in all aspects of program planning, implementation and evaluation.
Ensuring the effective and efficient use of SCF final and organization resources at all time.
Ensuring that all activities are done in close coordination with SCF staff, Faten staff, partner's borrowers and their children.

1998-1999

Program Assistant (Part-time), Palestinian Center for Helping Resolve Community Disputes.(Gender , education and conflict resolution)

1996-present

Volunteer, Family Planning Clinic (36 months) – coordination, organization and facilitation of open community meetings

1996-1997	Research Assistant, Harvard Institute for International Development
1994-1996	Volunteer, National Democrats Institute for International Affairs (24 months)
1995-1997	Volunteer, Ministry of Youth and Sports (24months)
1997-1998	Volunteer, Research Center for Human and Social Development (5months)
1996-1999	Volunteer, Civic Forum for Civic Education in Palestine
2001	Volunteer, Defense Tradition for Ella'a Association.
2004-2006	consultations work and trainer at society voice foundation in many project in subjects "Training for Youth in conflict resolution, communication skills, Gender ,valiance and non valiance, elections steps, human rights and counseling for jobs "the project fund from Tamkeen project USAID, EU and others NGO from UK.

Courses

2011	Social media from Ajyal funded by Breach council.
2010 -2011	Gender, human right , fundraising with Save the children Sweden
2010	Sign language, with NSR
1996-2010	Gender for women from Women Affairs, UNFAM.
April27-May15,2009	NGO Management International Visitor Leadership Program
2008	Women Recherche and Gender women Affairs Center
2008	Food producing FAO Assoiation
2008	Health training(Brest feeding , Rickets , Anemia ,celiac , Ard Elinsan Assoiation
2008	TOT with Ard ELinsan 60hor.
2007	Advocacy training , Bayan project , funded by USAID"5 days"
2006	Civil Society development and Governorate, PASSIA "5days"
2005	Projects Development and Proposal Writing, Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures(One month) in Egypt
May 2004	Feasibility Study & Market Analysis for Technical & Vocational Education Training Program, CIDA, Canadian Expert, Gaza City.
2004	Women, Development and Human Right (36)hours.
2004	Fundraising and Communication Skills, Save the Children (28)hours.
2004	Human Resource Management, Save the Children (28) hours.
2003-2004	Two workshops in preparing Annual Plan, CIDA, Canadian Expert, Gaza City.
2003	Management standard for NGO, UNRWA (36) Hour.
2002	Visibility Study in English with SMET Program, UNRWA (18) hour.
2002	Writing Reports &Business Letters in English, Islamic University of Gaza & funded by PEC DAR (20) Hour.
1999-present	Computer Course in DOS, Windows, Excel, Word and Microsoft Access, Power Point
2001	How to work with children through the crisis.
	PRA, PPA Framework, UNDP, DIFD and Ministry of Planning (18) Hour.
2000	Children &Mental Health By Save the Children.
2000	Conceptual Framework and Strategic planning, Save the Children (24) Hour
2000	Strategic Planning Save the Children in Amman (40) Hour.
1999-2000	Child to Child Approach Save The Children (7) days.
1999-2000	Partnering and Capacity Building (28) Hour.
1998-1999	Conflict Resolution and Intervention Course The Palestinian Center for Helping Resolve Community Disputes (72) Hour.

1996-1999	Sexual and Reproductive Health for Young Women and Men (120) Hour.
1996	Project Planning Course for Youth, Tunisia (8 days)
1996	Leadership Training, Egypt (2 weeks)
1997	Gaza (2 weeks).
1995	Health Education, Swedish Organisation for Friendship, Gaza (3 months)
1994, 1998, 1999	Time Management Course (24) Hour

AREAS of EXPERTISE:

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- **Technical and Vocational** : Marketing- Market needs- How to find Job- How to write CV
 - **Livelihood**: Conflict Resolution and Intervention, Leadership, Advocacy, Child to child.
 - **Management**: Need Assessment, Time Management, Planning and implementation.
 - **Training and Coaching**: Capacity Building, Gender, Health training Brest feeding , Rickets , Anemia , celiac , , Reproductive health Sexual Health and TOT.

Training and consultations work:

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- **(2004-2005)**: Trainer of marketing, market needs, how to find job, how to write CV Jabalia Center 200 hour.
 - **(2005)**: Trainer for educational workshops for Palestinian Voters' Education in the middle area in relevance to 'The Modified Elections' Law and The Mixed System'; 100 hour funded by Tamkeen project funded by USAID.
 - **(2007)** Trainer in conflict resolution, with Panorama association 30 hour.
 - **(Feb 2007-Feb 2008)** : Trainer of the courses techniques and modern trends of free expression, mechanisms to collect information, analyze the information and build content and art information management, Gender, communication and influence, packaging components and building steps and mobilization initiatives "campaigns pro" and human right) 500 hour with Society Voice Foundation .
 - **(2008)** Trainer of TOT for youth and women with Society Voice Foundation 150 hor.
 - **(2006-2008)** : Trainer for workshops with different topics: Philosophy of Peace and Development; Concept of Peace and the relation of Peace and Development; Reality of the Palestinian Youth, the Problems needs, Reasons and Symptoms; Analysis of the Reality of the Palestinian Youth and its relationship to the civil conflicts, conflict resolution, crisis management and problem solving 80 hour with Society Voice Foundation and crisis management association
 - **(2008)** Trainer for courses on different topics: Human Rights, Good Citizenship, Younger leaders, Gender, individual and collective skills more than 150hor.
 - **(2007)** Trainer in how to book writing skills, Gender which is the first of its kind in Palestine Funded by EU more than 150 hour for 20 NGO in Gaza Strip.
 - **(2008-2009)** Trainer in how to start own project, with Women Afire Center 30 hour.
 - **(2008-2009)**. Trainer in valance with women affairs center 50hour.
 - **(2008)** Trainer in leadership with ELWedad Association Funded by Norwegian helping people 20hor.
 - **(2009)** Trainer in Social Responsibility and community "with International Center for contemporary Education funded by USAID 30 hour.
 - **(2009)** Trainer in leadership and conflict Management Building with inform group funded by Mercy Corps 50hor.
 - **(2008-2010)** Trainer in Health training (Brest feeding , Rickets , Anemia , celiac 200hor with Ard AlEnsan.
 - **(2008-2010)** Trainer in communication skills with Ajyal, Ard AlEnsan 50 hour.

- (2009-2010) Trainer in reproductive and sexual health and Gender for women with Bunan Association funded by EU 150hor.
- (2009) Trainer TOT with WAC committee 50hor.
- (2009) Evaluator with team "IMPACT" company for emergency project with Save the children USA
- (2004-2009) Work in the field of training on gender awareness, 50 hour with the Centre for Women's Affairs, Society Voice.
- (2010-2011) Evaluator with team "IMPACT" company for emergency project with CRS, Care international and save the children UK, Sweden.
- (2011) Trainer child to child with ALWedad association 30 hor.
- (2011)Trainer Advocacy and lobbying with ALWedad association 30hor.
- (2011) Trainer Gender with Agriculture union 50hor.
- (2011) Trainer problems for women with ALWedad association 12hor.
- (2011) Trainer Gender with SASTIK company for Agriculture union funded by word vision 50hor.
- (2011) Trainer Gender with ALWedad association 50hor.
- (2011) Trainer planning with Family Planning Clinic funded by UNFP36hor
- (2012) Trainer planning with Family Planning Clinic funded by UNFP36hor
- (2012) Trainer planning with ALWedad association funded NPA.
- (2012)Trainer in leadership, CV, communication and planning with women affairs center funded by UNRWA 61hor
- (2012) Trainer in valance and Gender with women affairs center 50hour.
- (2012)Facilitator in focus group the needs GAP analysis in Gaza strip with MA'AN and OGB
- (2012)Consultancy work for 6 municipalities' conducting strategic plan.
- (2012) Trainer in TOT for person with disability in live skills and advocacy.
- (2013) Trainer in TOT for media .
- (2013) Assistant for specialist in Human Rights.
- (2013)Trainer in Democracy and Advocacy with AMIDEST.

Publications

1. Haneen Rizik, Study on literacy in Gaza Strip (1993).
2. Haneen Rizik, Reem Loson and Thany El-Hertany (1994). Employment process within organization
3. Haneen Rizik, E'tmad Sha't, Amany ELAga (1996). Palestinian Monetary Market.
4. Haneen Rizik, Samah Akela, E'tmad Sh'at, Amany Elaga, Thany EL Hertane The process of organizing conferences (1997).
5. Haneen Rizik and others, Gaza Municipality and Future Challenges (1997).
6. Haneen Rizik, Samah Mansure and others, Time Management (1998).
7. Haneen Rizik, Reham Yagee and others, Quality services in health. (1998).
8. Haneen Rizik, Women In small business in small project 2008.
9. Haneen Rizik, The impact of health on academic achievement among children third grade primary implementation of the Union of Health Work Committees and funding Welfare Association

Research papers I participated in:

1. The cost of health services provision at Naser Pediatric Hospital, 1996HIID.

2. Family Planing in Gaza Strip center for Research in Reproductive and sexual Health.
3. Democracy, fieldwork with NDI and civil society.
4. PRA in EL –Moassee era about needs for youth with Quaker Youth Program2000.
5. Study about the Palestinian NGO community, BerZet University
6. "Women problem in Gaza" Women Affairs Center 2009.
7. Research" Priorities and Women's Issues "with the Centre for Women's Affairs Centre 2009.
8. Research "assessing the impact of health on education for children" funding the implementation of the welfare Association of Health Work Committees in Gaza.
9. Palestinian Women Political Participation Before the "Spring" and After
Prepared byDr. Hadeel Qazzaz Assist ltheadal Al-Jariri, Tahani Hertani,Haneen ALSammak and Maisa Shqueir for Care International Palestine.

Memberships and volunteer

- Member, Khan Younis Youth Club, more than 10 years
- Member, Family Planning Youth Club, Gaza 6years
- Cultural and Public Relations Officer, Family Planning Youth Club more than 15 years
- Member, Jabalia community committee.
- Member, Beach Camp community committee.
- Member of Palestinian Economists Association.
- Board member, Ajyal Association
- Board member, Baitona for community development
- Volunteer with INjaz Association.

SKILLS:

- ✓ Communication skills
- ✓ Needs Assessment skills
- ✓ Good Planning, implantation skills
- ✓ Monitoring and Evaluating skills
- ✓ Team work skills
- ✓ Leadership
- ✓ Computer skills(Word, Excel, PowerPoint)
- ✓ Driving license.