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WORK EXPERIENCE:

Civitas Institute Director: (Currently)

Main duties:

- Major responsible about the implementation of the organizational mission, goals, and vision.
- Manage the organization and maintain its relations.
- Raising funds, conduct the program follow up, monitoring, evaluation, , and the reporting.
- Conduct the institutional and capacity building training for targeted NGO's and CBO's.
- Raise the organizational fund.

General Union of Cultural Centers (GUCC) Projects Manager (Oct. 2000 – March 2005).

Main duties:

- Set the GUCC strategies and plans due to the policies of the GUCC towards the GUCC network's reforms including their policies analysis and setting methodologies that match the required reforms.
- Manage the GUCC activities and responsible about reporting to the board of directors.
- Prepare for the GUCC Board meetings, and regular meetings of the GUCC Steering Committee.
- Follow up 34 Centers of the GUCC's network, by making control, evaluation, and consultancy for the Centers' managers and administrators.
- Raising fund for the GUCC and assist its network in writing proposals.
- Maintain the GUCC volunteers' network and assess their needs.
- Prepare for the GUCC agreements with other organizations.
- Manage the institutional building training courses conducted for the GUCC network.
- Manage the institutional building training courses conducted for the GUCC network.
- Responsible about the GUCC narrative reports to the foreign donors, and the interior and finance Ministries.
- Evaluate the GUCC projects impact on the different beneficiaries.

- **A part time-training Officer in the Palestinian Center for Helping Resolve Community Disputes** in areas, Conflict Resolution, Communication Skills, and Facilitation Over period of 6 months and contributed to program development, training design and implementation, program evaluation, and assisted with the Center's strategic plan, timeline and networking (Oct.1999-April 2000).

Civic Forum Institute Activities Officer

Civic Forum Institute, November 1999 - November 2000 (Project funded by U.S. AID).

- **Hold the 1st Public meeting in Palestine between constituents and representatives in Gaza-Middle District on March 8th,1996.**

N.D.I. Civic Activities Officer

National Democratic Institute For International Affairs NDI, Civic Forum Program.November 1997 - November 1999.

Main Duties:

- Set plan for recruiting, training, motivating, acknowledgment, and budget of the organization volunteers and network and encourage them to participate in general policies and community development process.
- Supervising and managing the volunteer network (50 NGO's representatives of different geographic areas of Gaza) and mobilizing them to conduct activities within Civic Forum fiscal plan.
- Assess their need and designing trainings, activities meeting them.
- Submitt weekly financial & administrative report.

Rule of Law Project Coordinator:

- Conduct a Rule of law project funded by the British Council in 1998. The project duration was 8 months where there several meetings between grassroots, legislators, decision makers, and lawyers were conducted in all of Gaza districts to debate about the rule of law status in Palestine and to address grassroots threats and concerns.

Civic Education Moderator

National Democratic Institute For international Affairs NDI, Civic Forum Programm.

September 1995 - October 1997

Main Duties:

- Hold educational sessions in democracy and civil society issues to empower grassroots among people to take part and participate in making-decision process.
- Moderated (300) sessions in community development in several civic educational topics between Sep.1995-Sep.1997 With study circles (every session held in 120 Minutes). Such topics like: Youth and strategies of change, Civil society principles and concept, Democracy and individual rights, Rule of law, Separation between powers and check balance, Transparency, Local Initiatives & Voluntarism, Local & Central government, Elections, Dealing with media, Ethics of community intervention, Strategic Planning, and Team Building.
- Trained Egyptian staff and coordinators of G.D.D. (member of training team), how to conduct sessions and training. (The training was conducted in Jordan in August, 1996).
- Trained Political bodies of Al-Azhar University in Moderation skills in Feb.1997.
- Trained NDI, moderators in Gaza in 1996 (member of training team).
- Trained 4 District volunteer committees in Gaza Strip in moderation skills.

Capacity Building:

NEW GRADUATES CAPACITY BUILDING Trainer:

- Conduct a training course for 50 trainees among new graduates in the areas of project design and management, and proposal writing within a project funded by the Switzerland Agency to empower new universities' graduates through training and rework in the NGO's in Gaza Strip (Feb. – March 2007).

Graduates Capacity Building Trainer:

- Conduct a training course and follow up for 160 trainees among new graduates in the areas of strategic planning, leadership skills, organizational and managerial skills, project design and management, and proposal writing within a 3 years program for al-Tawasol Society that funded by Samprofeil Municipality District of Belgium (2006-2008).

NGO's Capacity Building Senior Program Manager:

- Assess needs of 15 Gazan's NGO's (Cultural Centers) within (GUCC) network, design a training curriculum course in capacity and institutional building, conduct trainings, follow-up the project progress, oversight and direct activities, and evaluation of projects (April 2001- March 2002) then (April 2002 – March 2003), and (April 2003 – March 2005).

NGO's Capacity Building Projects Manager:

- Assess needs of 34 Gazan's NGO's (Cultural Centers) within (GUCC) network, design a training curriculum course in capacity and institutional building, conduct trainings, follow-up the project progress, oversight and direct activities, and evaluation of projects (April 2003 – March 2005); the projects aim to build these NGO's capabilities through training their staffs and reform their policies to improve their outputs; so they can response to their constituents and advocate on behalf of them better.

Expert with the Palestinian Center for Helping Resolve Community Disputes.

- Analysing human rights, conflict resolution, and tolerance Concepts in the UNRWA text books-releigion subject and designing activities enhancing these concepts again for the classes 5th, 6th, 8th in Gaza-Westbank schools (Project shared between UNRWA & Palestinian Center for Helping Resolve Community Disputes) – (Gaza, July1, 2000 – June 30, 2001).

Curriculum Designing:

- Design a training guideline for the Volunteer Observers were trained by the Palestinian Local Committee for Election Monitoring who monitored the Palestinian Presidency and Local Government Elections on Jan. 9th, 2005 and during the year respectively.
- Design a training manual in reproductive health for the Palestinian Family Planning and Protection Association, May 2003.
- Design (team member) training manual in management for the Democracy & Workers' Rights, April, 2003.
- Design a Hand Book and Framework for the PNGO of “How domestic organizations might monitor elections”- December 2002.
- Design training manual in planning for training programs for the Palestinian Center for Helping Resolve Community Disputes targeting UNRWA counselors and teachers (April 2000).
- Design a Training Curriculum in civil society training for Al-Azhar University' Students Leadership project, for Watan Institute funded by Tamkeen. (July – Sep. 2001).
- Design Training Curriculum in community participation couragement for women in Marginalized areas, funded by Fredrich Eibart (Women's Affairs Technical Committee, Aug. – Oct. 2001).

Consultancy:

- A Consultant with Alternatives International to carry out a Needs Assessment and capacity building program for the Local Management Staff of the Training and Vocational Training Project for the Palestinian Women TVTPW that implemented by Alternative and the World University of Services of Canada WUSC, which is funded by CIDA; the staff consists of 11 staff including project director, 2 Women's Coordinators, 3 assistants, 2 Training Coordinators, and 2 Post-training Coordinators. The program that carried out during Jan. – August, 2005 included assessing the staff's needs and carry out the capacity building program in addition to the program implementation, follow up, monitoring, and evaluation.
- A consultant with Palestinian Agriculture Relief Committee Union (PARC) to provide six of their Agriculture Initiatives to establish their legal status and register in addition to support them to develop their visions, missions, goals, objectives and set a strategic plan for their organizations in the next 3 years. This institutional building program had taken place during August – Dec. 2003.

Needs Assessment & Evaluation:

Survey of Cultural and youth CBO's in Gaza (June – Sep. 2006)

- Carry out a research survey that targeted 55 cultural and youth CBO's in Gaza to identify their situations including their institutional and staff capacities through semi-structure interviews; the work included designing the methodology and conduct fieldwork to evaluate the role and status of this sub-set of nongovernmental organizations that were selected among 743 registered NGOs in the Gaza Strip, 30 percent of them are cultural organizations and constitute GUCC's target audience. There was a selection of a representative sample of 50 organizations based on their beneficiaries, geographic location, and areas of activity, and implement the survey based on a detailed questionnaire and structured interviews to measure organizations' board and governance structure, staff and its capacities, physical infrastructure, internal procedures, outreach program, financial procedures and internal controls, fundraising, and volunteer network. The work included also interviewing organizations' board members and executive staff in two-hour sessions. Results were analyzed to inform GUCC's programs, but also publicly released in a half-day workshop to highlight the role of cultural organizations in Gaza's civic life.

Needs assessment by Focus groups:

- Conduct a needs assessment for the Palestinian Center for Helping Resolve Community Disputes for the political factions of the Palestinian universities' students by arranging three focus groups, August 1997. The assessment was under taken in order to design a three years project for the universities' students in Gaza Strip, the project allows for students who represent 12 different political factions to work together, widen the common ground, deal with each other up on interests, and look for win/win solutions to their common problems and challenges.

Evaluation by Semi-structure Interviews:

- Conduct an evaluation (team member) for 13 projects had been funded in the Gaza Middle Area within the Danish Development Aid to support the municipalities and local community (SMDM); the evaluation based on semi-structure interviews and measured the projects impact on targeted end beneficiaries in addition to capacity of municipalities' management over the funded projects. (November - December 2004).

Strategic Planning based on Needs Assessment:

- Conduct a needs assessment based on Organizational Capacity Building Assessment Tool (OCAT) for six of local CBO's of the Agriculture Relief Association; based on the OCAT results, there was a training and consultancy program where their staff administrators were empowered by training and consultancy to develop their visions, missions, goals, objectives and set a strategic plan for their organizations in the next 3 years. This institutional building program had taken place during August – Dec. 2003.

Elections Observation & Monitoring:

- Local observer of the First Palestinian General Election with Carter Center & NDI (Dec. 1995 – Feb. 1996).
- Manage a volunteer network of observers who monitored and observed the Presidential Election of the PNA taken place on Jan. 9th 2005; the committee consists of 1200 volunteers who represent 24 local NGO's and CBO's of Gaza Districts within the National Committee for Election Monitoring.
- Trained and managed 50 volunteer network member of CIVITAS's who observed the local election in Gaza Strip between (Jan. to December 2005).

TOT Training:

- Trained 25 youths of SHAREK Forum in TOT to be trainers in youth different areas; in Gaza (August 21- 27, 2004).
- Trained 23 youths in TOT to be Coaches of young leaders of Public Achievement Program of Quakers in Gaza (June 5-12, 2004).
- Trained 24 Health Awareness Moderators of Tamer Institute in Moderation skills in Gaza (Feb – March)2004.
- Trained Tamer Institute Staff and 15 Outreach Community Trainers in TOT; a training course that had taken place during August – Dec. 2003 including follow up process.
- Trained with Mashrekiat Institute 24 leaders of political parties to volunteer as educators and trainers in their popular campaign, Woman and Law and Development, in June 2000.
- Trained “CHF, Public awareness Moderators in Gaza City” in TOT and Moderation skills topics (Nov. 2001).
- Trained the Egyptian coordinators of Group of Developing Democracy (GDD) in TOT in Sep 1998.
- Trained 25 leaders among Azhar University Political factions in TOT and Moderation skills in August 1998.
- Trained the CIVIC FORUM's Moderators of NDI in Gaza in July 1996.

Advocacy Training:

- Trained the PYALARA youth within the "Leadership for Change" project-funded by the EU in advocacy and campaigning to carry action plan of concepts change among their counterparts and teenagers about democracy, nonviolence, community issues and needs, and democratic change; the training included facilitation skills, brainstorming techniques, group building and dynamics, power mapping, and campaigning. (April 2007).
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- Trained the Administrative Committees of the Established Frindships Centers for the Community Education of adolescents in Jabalia, Deir alBalah, and Gaza City within a project carried by TAMER INSTITUTE for Community Education-funded by UNICEF; the project included training topics in leadership, project management, communication, and facilitation skills (June 2006 – March 2007).
- Trained 30 coaches of Quakers in TOT and Advocacy campaigning within the Public Achievement Program; the training included the design of the matrix and training materials that will enable the trainees to carry their training courses for their targeted young trainees who would carry local initiatives and find proper solutions based on communities' needs assessment. (Oct 2006).
- Trained the youth pioneers in advocacy within the NASEEJ project to carry a youth campaign for their rights; the project is implemented by Pyalara Institution. (Sep. 2006)
- Trained the YOUTH COMMITTEE in advocacy within the UNICEF project to approve the Youth Policy in the PNA; the project is implemented by Pyalara Institution. (Sep. 2006)
- Trained the YOUTH COMMITTEE in advocacy within the UNICEF project to formulate the Youth Policy in the PNA, a joined project between Continuous Learning Department of Bir Zeit University and the Ministry of Youth and Sports; Gaza, June – July 2005.
- Trained Tamer Institute for community Education volunteer network in advocacy, lobbying, mobilizaion, motivation, and building coalitionb (November 2005).
- Trained and managed an advocacy network of 50 volunteers in Gaza North, City, Middle, and South between 1996 – 2000 where they were trained, directed, monitored, and followed up during conducting their advocacy activities and community interventhions in Gaza Strip.
- Trained “CHF, Public awarness, surveyors, and formans” Of Gaza City New District Staff in Project management and Report writing topics to increase their advocacy skills in environment areas (August – Sep. 2003)
- Trained “GUCC 13 projects managers in project management, Report writing, Recruiting volunteers, Strategic planning topics to advocate better about their constituents needs (April 2003 – August 2003).
- Trained “CHF, Public awarness, surveyors, and formans of Jabalia District” in Communication, Time management, Facilitation skills, Report writing, Team building, and Strategic planning topics (Dec. 2002 – Feb 2003)
- Assessed the needs of 8 youth clubs in Gaza North, and 6 NGO’s in Gaza Middle – a project funded by the Welfare consortium for the World Bank.
- Proposal writer with the Palestinian Center for Microproject development and Maan Center for the World Bank (23 proposals for block grant of about \$1,000,000) June – July 2002.
- Trained the local committees of Save the Children Federation in advocacy, strategic planning, and team building in Khan Younis (Jan. 2002).
- Trained with Save the Children Foundation the Institutions managers in Rafah in areas team building, planning, and project management, Feb. 2002.
- Trained the farmers’ leaders (15) of the Agriculture Relief Association in leadership, communication, negotiation skills, and time management (Oct. 2002).
- Trained woman volunteers committees of ' Women Technical Affairs Committees ' in Strategic Planning, Need Assessment, Mobilizing Volunteers, Fundraising and Reporting (Rafah -June 1998).
- Trained with the Palestinian Center for Helping Resolve Community Disputes the UNRWA teachers in area: Civil society principles.

- Trained ' Women Technical Affairs ' Committees- Sanabel Project, in community intervention & participation skills in marginalized areas (Sep., Oct. 2001) – funded by Fredrich Eibart.
- Trained the health educators of ' Save the Child – Palestine ' , in community intervention & participation skills in Nuseirat (Oct. 15, 18, 2001) – funded by Tamkeen.
- Trained the local committees of Save the Children Fedaration in advocacy, strategic planning, and team building in Khan Younis (Jan. 2002).
- Trained 60 students from al –Azhar University in civil society & leadership within Watan Project for the civil society strengthening funded by Tamkeen between August 2001 – Feb. 2002).
- Trained with Save the Children Foundation the Institutions managers in Rafah in areas team building, planning, and project management, Feb. 2002.
- Trained “Women Technical Affairs, Sanabel Project, in community participation couragement for women in Marginalized areas in six of Gaza areas, funded by Fredrich Eibart. (Aug. – Oct. 2001).

TRAINING SKILLS

- Trainer in Advocacy issues & Encouraging grassroots participation.
- Professional Moderator and Facilitator of conducting Training’s and Sessions in Civic Education.
- Trainer in NGO’s Capacity and Institutional Building including: project management, strategic planning, needs assessment, project designing, recruiting volunteers, time management, teambuilding, fundraising, and proposal writing.
- Trainer in TOT & Facilitation skills.
- Trainer in Management skills.
- Trainer in Fundraising & Campaigning,
- Trainer in Organizing and Conducting Open Community Meetings.

EDUCATION:

- Resident in Master programm studies in Al-Azhar University/ Political science.
- B. A. of Science, the Islamic University – Gaza, 1984 – 1990.
- Diploma in Human Studies, the Islamic University – Gaza, 1983 - 1984

COURSES:

- Attended a "Project Design and Proposal Writing" training seminar held in Alexandria between December (11-18) within the Anna Lindh Foundation for Dialogue between Cultures Euro Mediterranean Network.
- Atended a “Results Based Management” workshop that was conducted by Alternatives and World University Services of Canada WUSC, to The CIDA project implemented by Ministry of Social Affairs MOSA to empower Palestinian low-income women and their families and enabling them to emprove their standards of living. Gaza on Mach 2005.
- Facilitate a Strategic Planning Workshop of Drucker Foundation Expert, Bonnie Wright, during three days that conducted for the Trgeted beneficiaries of MARAM, U.S. AID health Project on June 2004.
- Attended a fundraising training workshop conducted by Joice Mertz Gilmore to the Palestinian Centre for Democracy and Conflict resolution, Mona Younis, Gaza November 1999.
- Attended a fundraising training workshop conducted by NDI By Bat Nue in Gaza, August 1998.
- Attended a training course for six months with, Kate- Head, NDI-Advocacy Expert in strategic planning, mobilizing volunteers, media relations, reaching community, structure, and fundraising (Gaza between Jan. – July 1998).
- Participated in Regional advocacy workshop in Prague in Feb.1998.
- Tow Intensive courses in Strategic Planning (Heather booth, Feb.1996, and John Emmoalliah, oct. 1998).
- Intensive course in Moderation Skills, View Points Institute - Canada (July 1997).
- Intensive course in Communication Skills (Sharllote Andersone, March 1997).
- Intensive course in Training Of Trainers (T. O. T) conducted by Islamic University & Small Micro Enterprise Training Program of UNRWA (May23 to June2, 1999).

VOLUNTEER ACTIVITIES & MEMBERSHIPS

- Member of the Steering Committee of the Palestinian Network for Democracy.
- Member of the Steering Committee of the "Public Achievement Program" of Quakers in Gaza.
- A board member of the Palestinian Movement for Human Rights (HANDHALAH)
- A member of Bureij Youth Club for 14 years.
- An elected administration member for the Club for other 3 Years as Cultural and Public Relations Officer.
- Founder of CIVITAS Institute in Gaza in November 2001.
- Member of the Palestinian National Committee for Monitoring the Elections. (2005-2007).

LANGUAGES

Arabic, mother tongue;

Excellent Command in both **English and Hebrew**.

REFERENCES

- 1) Laura Abrahams Schulz, former National Endowment for Democracy (NED) Program Officer For the Middle East & North Africa. (Current: Foreign Affairs Officer, Office of the Middle East Partnership Initiative (MEPI), U.S. Department of State.
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- 2) Margaret Zaknon, former NDI Middle East Program Officer (mzaknoen@msn.com).
- 3) Kate Head, Director of Public Education and Information- EU, United Nations Mission in Kosovo. (Katehead@mindspring.com)
- 4) Dr. Amanda Millvel, UNISCO Program Assisstant. (amanda1971@yahoo.com).
- 5) Brian Katulis, Civil Society Consultant with Freedom House, NDI, and IRI, tel: +202-320-3812, email: bkatulis@earthlink.net
- 6) Kjell Ljungh, representative of the Social Democratic Party of Sweden, email: kjell.ljungh@spray.se