**Curriculum Vitae**

**Name** **:** **Sherwan Yassin Hammad**

**Address**: Rasti Nwe Quarter – Erbil –Kurdistan Region- Iraq

**Mobil**: +964(0)7504762389

**E-mail**: Sherwanyassin@yahoo.com

 Sherwan.hammad@su.edu.krd

**Skype:** Sherwan.yassin3

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**Personal Data:**

* **Date of Birth :** 08th May 1990
* **Sex :** Male
* **Nationality :** Iraqi
* **Marital Status:** Single

**Education**

* **2014-2015: Master Degree in** Mediterranean Organic Agriculture / CIHEAM - The Mediterranean Agronomic Institute of Bari (MAIB) – Bari – Italy.
* **2008-2012: B.Sc.** in Forestry and Horticultural Department/ College of Agricultural Engineering Sciences/ Salahaddin University – Erbil, Iraq.

**Certifications and Courses**

* **Certification of Computer Training (ICDL Course): (2013),** Started from **03/02/2013 to 13/03/2013.**
* **English language Proficiency Certification: (2014**), I was successfully completed an advanced English Proficiency Course equivalent to 288 hours of the studying at Language Center, Salahaddin University, Erbil.
* **Italian Language Certification (2014-2015):** I was successfully attended intensive course of Italian language organized by CIHEAM-Mediterranean Agronomic Institute of Bari (MAIB), Italy.
* Participated in the **8th European Short-Course on Fresh-Cut Produce on**

**Vegetables and Fruits,** 14-16th September 2016, in Rimini, Italy.

* Certificate of **Humanitarian Safety & Security Management Training**, from December 11th-13th 2017, organized by **SAFER ACCESS and** International NGO Safety Organization (**INSO**) in Erbil, Iraq.
* Attended in **Finance and Accounting training Course** on April 5th 2018, organized by **Active Labour**, in Erbil, Iraq
* Certificate of Attendance in **Leadership, loading Management and Personal Skills,** Organized by **NCCI** 8th & 9th August 2018, Erbil, Iraq**.**
* Certificate of Attendance in **Human Rights and Peaceful building,** Organized by **NCCI** 7th August 2018, Erbil, Iraq**.**
* Certificate of Attendance in **Fraud and Corruption Prevention,** Organized by **Terre des hommes Switzerland** 02ndAugust 2018, Erbil, Iraq**.**
* Certificate of Participation in **Humanitarian Negotiation in February 14th-17th 2022**, organized by International NGO Safety Organization (**INSO**) in Erbil, Iraq.
* Certificate of an Introduction to the General Data Protection Regulation (GDPR) online, on April 24th 2023, organized by **Terre des hommes- Helping Children Worldwide- Foundation/Switzerland.**
* 2023 Kevin Mitnick Security Awareness Training, April 24th 2023 online, organized by **Terre des hommes- Helping Children Worldwide- Foundation/Switzerland.**

**Languages:**

* **Kurdish**: fluent in both dialects (Sorani and Kirmanji), (**Native language).**
* **Arabic**: (writing: good, speaking: good, Understanding: Excellent).
* **English**: (fluent in writing, Speaking and Understanding). –
* **Italian and French:** Basic.

**Computer & IT skills:**

* Microsoft office.
* Social media management/ digital marketing.
* Experienced in email management and digital store (e.g; OneDrive, Dropbox,..etc).

**Membership of Professional Association:**

* I’m a member of Syndicate of Agricultural Engineering of Kurdistan-Erbil since 2012.
* I am a member in Alumni MAIB-FTN community members (Former Trainees Network in the Mediterranean Agronomic Institute of Bari)

**Summary Of Work experience**

* **September 2019- present
Job Title: Assist Lecturer,
Location**: Erbil
**Salahaddin University, College of Agricultural Engineering Sciences, Forestry department:**

 **Responsibilities:**

* Working as an Assistant lecturer in college of agriculture, I’m teaching various practical lectures to undergraduate students, such as: forest tree physiology, forest engineering, Principles of Surveying and land leveling, Engineering drawing, agroforestry...etc).
* Supervising the research project of 4th stage of undergraduate students.
* Specific activities: doing the 3 research projects with other researchers on various topics.
* A member of various academic and administrative committees, such as: (Quality Assurance committee, agricultural field management committee, Head of media committee, evaluators research project committee for students, supply & logistic committee, Moodle and IT committee).
* Scientific activities such as: making seminars to academic staff & students about the scientific subject, human rights...etc. Scientific field visit, take students to the field of agricultural projects, dam projects, agricultural business companies.
* Humanitarian activities: After working hours, I may also work with NGOs to help the venerable people/IDPs and refugees, and participate in various activities (child protections, youth, human rights, violation against woman, WASH, access to justice projects..etc).
* **November 2017- August 2019**

**Job Title:** **Senior Liaison Officer**

**Location**: Erbil, KRI, Iraq.

**Terre des hommes- Helping Children Worldwide- Foundation/ Switzerland** (INGO)

**Main responsibilities:**

**Communication and Representation**

* + Serve as the interface between local authorities and Terre des hommes in all matters related to the planning, programming and coordination of the humanitarian response;
	+ Build and maintain an updated list of relevant contacts from local authorities, local and international NGOs, International Organizations, and donors;
	+ Organize and participate in meetings with relevant authorities and donors and maintain contact with relevant stakeholders in order to be permanently updated on the evolution of the situation.
	+ Translate during meetings in Kurdish or Arabic;
	+ Represent Terre des hommes in coordination mechanisms such as relevant cluster meetings and attend other official meetings and public conferences as requested by the Country Director;

**Administration, finance, and logistics:**

* + Ensure compliance of Terre des hommes with all requirements of the Provincial, District, and other authorities, including submission of requested reports;
	+ Respond to ad hoc requests from local authorities and assist in obtaining any required official documentation;
	+ Manage administrative and immigration procedures for the international employees
	+ Responsible for obtaining the renewal of Terre des hommes' registration in Kurdistan and Iraq;
	+ Supervise and lead in administrative, financial, and logistics tasks for Terre des hommes, in coordination with relevant colleagues from the team;
	+ In charge of all the customs clearance procedures with authorities and customs clearance agents in Kurdistan and Iraq;
	+ Responsible for the registration of the telecommunication equipment
	+ Manage occasionally the cash and the cash book, especially in the new bases - Support the logistics;

**Humanitarian response programming and partnership**

* + Take lead and follow-up with any pending authorizations/permissions to conduct programme activities and ensure access to project sites when needed;
	+ Support the mapping and assessment of potential partners in the areas of intervention;
	+ Advise programme team on specific regulations implemented by the authorities that impact the design and implementation of activities;
	+ Provide recommendations on humanitarian programming (selection of locations for future activities for example) based on liaison work;
	+ Support the opening of the new bases

**Security:**

* + Act as Terre des hommes' focal person for all access-related issues to the areas of intervention
	+ Brief visitors and incoming staff to Iraq on the humanitarian and socio-political situation in the areas of intervention;
	+ Recommend communication and visibility strategies in line with security requirements;
	+ Create a Security pack such as (basic security rules, security risk analyses, evacuation plan and hibernation plan, emergency contact list).
	+ Train all staffs in the coordination office, and update them regularly. - Any other task as requested by the Country Director.

* **October 2016- October 2017**

**Job title: Liaison Officer and Admin officer**

**Location**: Erbil, Duhok

**INGO**: **La Chaine De l'Espoir (CDE),** French INGO

 **Duties and Responsibilities**:

 **Finance**:

* + Maintain daily book-keeping in the cashbook and ensure all vouchers are recorded and filed per date and month.
	+ Copying all vouchers at end of month to maintain financial records in country.
	+ Informing Genco on a weekly basis of cash balance in all cashbooks (lQD, USD, Bank account.
	+ Preparing salary documentation for staff on a monthly basis.
	+ Ensuring regular monthly programme payments are made in good time (rentals, utilities, internet etc.)
	+ Assisting country Director with monthly closing of accounts and sending monthly accounts to HQ.

**HR**:

* + Preparing contracts for new national staff (either service or employment contracts)
	+ Assisting with briefing of new national staff in relation to CDE Internal Regulations and Terms and Conditions.
	+ Maintaining an HR file (with all relevant documents) for each national staff member.
	+ Maintaining record of annual leave / sick leave etc. for each national staff member.
	+ Implementing process for KRG resident cards for new international staff and/or renewal for existing staff
	+ Maintaining and reporting on developments in NGO HR regulations and attending monthly.
	+ NCCI HR/ Admin forum meetings.

**General Administration:**

* + Maintain up to date information in developments regarding NGO law and regulations and report on to Genco.
	+ Maintaining and reporting on developments in NGO Admin regulations and attending monthly NCCI HR/ Admin forum meetings.
	+ Provide Genco with written minutes of meetings attended.
	+ Assist in the drafting of correspondences with government officials, UN agencies, NGOs etc.
	+ Provide written translation as required in Kurdish, Arabic or English.
	+ Ensure copies of all correspondence is appropriately recorded and filed and originals of authoritative documentation are maintained and filed.
	+ Perform any other administrative duties as may be assigned by the General Coordinator (and/or other international Coordinators).

**Liaison Responsibilities:**

* + Act as a focal point for the Erbil support function issues.
	+ Maintain up to date contact list for Erbil governorate.
	+ Facilitating contacts and appointments with local authorities and other humanitarian actors.
	+ Representation at external meetings (as delegated by Genco).
	+ Responsible to organize meetings with civilian (and if necessary, military) authorities, local and international NGOs.
	+ Facilitate translation (spoken) during meetings in Kurdish, Arabic or English as required for General and/or other international Coordinators.
	+ Facilitate registration process of CDE in Iraq (if required and as delegated by Genco)

* **January 2016- September 2016**

**Job Title:** **Assistant Country Director**

**Location**: Erbil, Duhok and Ninawa Governarates.

**La Chaine De l'Espoir (CDE),** French International NGO.  **Main Responsibilities:**

* + Act as a focal point for the Erbil support function issues.
	+ Assisting the General Coordinator on external and internal communications.
	+ Ensuring the administrative follow up of dossiers related to special authorizations.
	+ Facilitating contacts with local authorities and other humanitarian actors.
	+ Responsible to take travel permit for national and international staff members to go to the project areas.
	+ Responsible to take permission from local authorities to transport or import the shipment from outside of Kurdistan or between governorates.
	+ Representation at external meetings (as delegated by General coordinator).
	+ Responsible to organize meetings with civilian (and if necessary, military) authorities, local and international NGOs.
	+ Be in contact with the authorities and update them on the mission of Chaine de L’Espoir.
	+ Act as a focal point for the international surgery missions in the absence of General Coordinator.
	+ Facilitate translation (spoken) during meetings in Kurdish, Arabic or English as required for General and/or Logistic Coordinator

**Administrative responsibilities:**

* + Prepare and/or edit meeting minutes, presentations and tables.
	+ Assisting in the briefing of new staff in the mission.
	+ Record keeping at internal meetings (keep record of all the reports written in the mission).
	+ Organize all the contact details of currently working actors and all the civilian and military authorities.
	+ File field contacts (other NGOs, UN agencies, local authorities etc.) and verify that they are up-to-date and easily accessible on regular basis.
	+ Assist in the drafting of correspondences with government officials, UN agencies, NGOs etc.
	+ Provide written translation as required in Kurdish, Arabic or English.
	+ Keep regular contact with Chain of Hope staff in the projects in collaboration with the General Coordinator.
	+ Perform any other duties as may be assigned by the General Coordinator and/or Logistic Coordinator.
* **August 2014- October 2014:**

 **Job Title: Assistant Head of Mission,** Full-time job.

 **Location**: Erbil, Duhok, Ninawa, Sulaimani Governorates**.**

 **French Fondation Mérieux (INGO)** is a French international NGO.

**Duties and Responsibilities**:

* + Interpreter and translator for languages: English, Kurdish.
	+ Assist Head of Mission to collect data during Assessment about the internally displaced persons (IDPs) and their needs regarding food and medical medicines.
	+ Logistic duties create different Purchase quotations from different companies.
	+ Participate in the formal meetings.
	+ Coordination between our NGO and the Directorates of the government or local authorities.
	+ Other Duties that might be requested by Head of Mission.

* **July and August 2013:**

 **Job Title: Liaison Officer**, Part-time job.

 **Location**: Erbil, KRI, Iraq.

 **Première Urgence Internationale (PUI- INGO)** **Duties and Responsibilities**:

* + Facilitating and coordinating contacts with local authorities and Kurdistan Regional Government (KRG).
	+ Responsible to take and renew residency card for all international staff members.
	+ Responsible to get Security permit from the government to import shipment outside of Iraq and get transportation permit from the local authorities to transport the shipment between governorates.
	+ Responsible to get the formal permission from the the Ministry of Health/ Kurdistan Medicine Control Assurance (KMCA) to import our medical shipment from Europe.
	+ Other duties that might be asked by the staff of Logistic or Admin departments.

* **October 2012- September 2014**

**Job Title**: **Assistant Researcher and Instructor**, Full-time job.

**Location**: Erbil, Kurdistan Region, Iraq.

**College of Agricultural Engineering Sciences, Salahaddin University- Erbil** **Duties and Responsibilities:**

* + I worked as Assistant Researcher and Instructor in the scientific laboratories and agricultural field in the Forestry and Horticultural Department for undergraduate students.
	+ Responsible to register all present and absent students in the practical lectures.
	+ Prepare all necessary instruments, materials, chemical or other solutions that are needed for the scientific experiments.
	+ Responsible to teach undergraduate students regarding the experiment procedure, solution preparation, behavior within the lab with the chemical materials, ..etc.
	+ Assist Researcher and lecturers in the lab or filed activity for some lectures such as: Botany, Siliviculture, Plant physiology, Surveying, Nursery and plant propagation, Ecology and Forest management.
	+ Administration works in the department such; make student groups, writing the formal letters of the department, guide new students to find their labs and lecture rooms and other places in the college.

**Qualifications**

* Expertise of agricultural and forestry Engineer, and have ability to manage the agricultural projects such as (Nursery, farms, artificial forests), organic farming system.
* Have an experience in the International Humanitarian Organizations INGOs.
* Security trainings, awareness and humanitarian negotiation.
* Assessment to get or do a project in Humanitarian NGOs (Emergency and development).
* Experience of principles of surveying and engineering drawing.
* Experienced in HR and Finance.
* Work well under pressure as part of a team.
* A good knowledge of computer software.
* Self-motivated; able to learn on own initiative.

**Reference:**

**Available upon your requests.**