





PERSONAL INFORMATION **BEWAR HAJI ARIF**

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WORK EXPERIENCE

(2015/10/01 – Current)

sector : Government

University of Duhok, College of Engineering
 Rapporteur at surveying engineering department

- As rapporteur responsible for announcing department decisions, creating related documentation for the department, coordination with lecturers, making time tables, supporting for organizing committees, etc.
- Lecturing different subjects including: Soil Mechanics, engineering surveying, engineering analysis, numerical methods, computer fundamental, AutoCAD applications, practical subjects, etc....
- Bologna examination committee member for last 3 years
- Head of committee for monitoring and follow up of final year projects
- Head of absents committee at the department level
- Member of the department council of surveying engineering
- Took responsibilities in conducting different activities in the college including: Engineering design day, Engineering conferences, conducting workshops, etc...
- Organization of workshops and seminars on department level
- Any other tasks provided by department and/or deanship level

(2021-2022, 4 months)

sector : INGO

Peace Winds Japan (PWJ)
 Engineer (part time) | PWJ - Duhok

- Regular assessment for the disable toilets, communal toilet caravans and shower caravans for checking their functionality and cleanliness, and also assessment of garbage bins in Shariya IDP camp.
- Checking and monitoring Project indicators, inputs, outputs of the project and evaluating the activities
- Tracking project activities and informing the team for any missed or delay
- Monitoring and supervising all WASH facilities including 4 boreholes, water pumping station, waste water treatment plant, all communal latrine and showers
- Supervising technicians, operators and cleaners regularly
- Creating, Developing, and monitoring work plans and task plans for the activities
- Writing/submitting weekly and monthly report of WASH activities to programme coordinator
- Developing questionnaire and design KOBO for conducting KAP survey of WASH activities in the camp
- Worked as team leader for the post assessment monitoring of JPF project on May-June 2022 in Ninewa plane with made necessary analysis and drafted the report accordingly
- Conducted meetings with WASH committee on monthly basis and gathered the feedbacks from them
- Built strong relationship with Camp management, other agencies and governmental directorate.

(2021, 2 months)

sector : INGO

The Swedish Development Aid Organization (Swedo)
 Senior Data Clerk (part time) | Swedo - Duhok

- Made a KOBO account and upload SEVAT questionnaire for data collection
- Ensured of the recording of data collection and made sure of documenting them in the maintained excel files
- Daily checking the quality of the collected data by KOBO on the server
- Made sure of collected data that cleaned out from duplication, errors and made necessary translation fields
- Developing the excel database according to the collected data on KOBO and developing the advanced formulas in the excel database and reporting the data to the head of office
- Regular monitoring on the assessment teams with providing daily update to the line manager

(2018/01/01 – 2018/07/15)

MEDAIR_INGO | Switzerland (<http://relief.medair.org>)**WASH Project Officer (full time) | Medair-Duhok**

sector : INGO

Key responsibilities:

- Project management**
 - Carried out Shelter technical assessments in shelter and WASH rehabilitation projects,
 - Assisted project manager in planning for requesting enumerators and resources required (material, vehicles, etc.),
 - Created, developed and finalized BoQs in shelter rehabilitation projects
 - Train and supervise Enumerators in conducting WASH/Shelter assessment in camp and off camp
 - Led and supervised the team of assessment and distribution of NFI, Hygiene kits and water tanks
- Information management**
 - Created and developed ODK forms for WASH/Shelter assessment and uploading them to the server, then downloading forms to the configured tablets, after that uploading gathered data to the server,
 - Data managing and applying scoring tool according to some criteria to select most vulnerable households
- Meeting and coordination**
 - Liaise and coordinate with relevant stakeholders (e.g. government authorities, NGOs, community leaders, beneficiaries)
 - Attended Cluster meetings(shelter/NFI cluster, CCCM cluster) and CWG (Cash working group)
- Reporting**
 - Writing Sitrep (monthly situation report) to the projects coordinator (PC) and conducted RNAs.
 - Reporting shelter rehabilitation activities to UNHCR service mapping 5Ws and updating activity info.
- Assessments and distributions**
 - Leading the team to conduct Rapid need assessment, MCNA (Multi cluster need assessment), SEVAT (Socio-Economic Vulnerability Assessment Tool), JRAM, JPMI (market motioning assessments) and all other assessment activities
 - Led and supervised distribution team (e.g. program staff, enumerators, logistic and drivers) for shelter, Hygiene, (MPCA - Multi Purpose Cash assistance) distribution
- Logistic, Finance and HR**
 - Made PRs and SRs(stock requests) with the coordination of logistic and submit them,
 - Coordination with fleet officer and provided weekly movement plan,
 - Trucking the budget with finance and truck the BvA (Budget versus Actual) with submitting cash needs forecast monthly
 - Coordination with HR for offering service contracts to the enumerators, workers and supervising their payment
- Monitoring and Evaluation**
 - Creating and developing questionnaire with M&E manager for PDM and adhering the plan for conducting PDMs
 - Analysing data by using Qlik sense program, Pivot tables and Pivot charts

(2014/10/13 – 2015/10/31)

Norwegian Refugee Council | Norway (www.nrc.no)**Shelter-NFI Assistant (full time) | NRC**

sector : INGO

- Carried out technical assessments for WASH and Shelter works of houses and collective centres, in intervention areas.
- Produced accurate drawings, forms, reports, measurements and make BoQs of technical assessments.
- Supervised the contractors work in the assigned houses.
- Created work progress charts and updated on the needy basis

EDUCATION

(2018/09/01 – 2020/06/31)

M.Sc. in Civil Engineering \ speciality: infrastructure in Geotechnic and Transport

From Széchenyi István University , Győr - Hungary

(2010/10/01 – 2014/07/20)

B.Sc. in Civil Engineering \ Water Resources dept.

From University of Duhok - DOHUK / Iraq.

PERSONAL SKILLS

Mother tongue	Kurdish				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	C1
Arabic	B2	C1	B1	B1	C1
Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user					

- Communication and Organisational skills**
- Good communication skills gained through my journey of working in Organisations for different environments
 - Good knowledge of sphere standard emergency situation (Standard used for IDPs & Refugee).
 - Took 6 months of pedagogy intensive course from Sep.2020-Mar.2021
- Job-related skills**
- Good administrative and management skills, planning, reporting, monitoring and evaluation.
 - Organizing committee for the 8th Engineering design day which conducted on April 2021
 - Conducted an assessment for Friends of Waldorf Education (FWE) in partnership with CDC centre _University of Duhok-2016 (Volunteer work)
- Computer skills**
- Got certification on computer skills (IT) from British council.
 - Microsoft Office(Word, Access, Excel, power point, publisher)
 - ODK and Kobo software and proficient user of Internet e-mail (outlook).

ADDITIONAL INFORMATION

Projects

- Analysed water network design for some villages in Duhok governorate by using (Water CAD & Branch)
- Feasibility study on linking main railway stations in Hungary-Budapest underground as Tunnel.
- As supervisor of final year student projects on yearly basis with groups of 5 students.

Memberships

Member of Kurdistan Engineers union (promoted to licentiate Engineer)

Certificate and Courses

- Participated on ICRIE Engineering conferences
- Participated on several scientific workshops and seminars in the university
- UN-Habitat portal training for shelter, Shelter cluster, 1 day, June 2018
- Project management Workshop (Advanced level), Medair, 3 days, August 2018
- Certificate in the security training course (Basic & Advance security in the field) from UNDSS
- Certificate in using surveying tools (Theodolite, Total Station & GPS).
- Certificate on CPR and First Aid training.
- Certificate in the Community-based peace Education Training workshop at CDC centre _University of Duhok-2014
- Certificate of a voluntary work completion which was conducted in collaboration with CDC centre _University of Duhok-2016

Reference

Available upon request