

CURRICULUM VITAE

Personal Information

First name /Surname	AYA MUSTAFA
Citizenship	Syrian - Turkish
Address	Gaziantep / Turkey
Mobile	00905379615643
E-mail	aya1.j.m@gmail.com
Social Media Acc.	Linkedin: Aya Mustafa
Date of Birth	25/Mar/1993
Gender	Female

Previous Work Experience

Position: Liaison and Admin Coordinator

Date: From 1/Mar/2021 to Up to now

Workplace: Field Ready Organization

Job Responsibilities:

Responsible for the organization of events and meetings and efficient management of our program documentation.

Work closely with the Program Manager to ensure the compliance of Field Ready Turkey operations department procedures with the Turkish Law.



Position: Project Manager

Date: From 1/July/2020 to Up to 28/Feb/2021

Workplace: Gravity Earth Organization

Job Responsibilities:

- Coordinating between the different parties involved in the implementation of the pilot with the aim of meeting the desired KPIs and milestones.
These parties include:
 - Implementation partners in Gaziantep such as the Gaziantep Chamber of Industry, industry associations, NGOs and associations providing vocational training
 - The SDGia Consortium Team and UNDP Turkey, including the offices in Ankara and Gaziantep.
- The responsibilities include:
 - Regular communication with the above-mentioned parties to ensure that the milestones and KPIs are being met. This communication may be in person, via calls and/or in writing,



CURRICULUM VITAE

- Working alongside and supporting the Consortium Team with respect to logistical, administrative and operational aspects of the project based on prior knowledge of the humanitarian ecosystem in Turkey
- Interacting with beneficiaries of vocational training programs to understand their needs and constraints and helping channel this feedback into the development of the product and
- Translating between English, Turkish and Arabic when required for any deliverables (presentations, project updates, etc.), meetings and written communication.

Position: Turkey Liaison Coordinator (Part Time)

Date: From 1/July/2019 to 30/June/2020

Work Place: Working in a project-wise coordination with Several Organizations and Companies

Like:

Rahma Worldwide,

JCIC Tech (Japanese Consultancy Company) ,

KUDRA Organization,

Binaa Organization

ISD International Sustainability and Development

Job Responsibilities:

- To set up and attend meetings with relevant line governors, and officials in different Turkish governorate to obtain required approval for project activities and also to report back to relevant authorities regularly,
- To represent the organization\company (as advised by SMTs) in coordination meetings with stakeholders,(primarily) government officials, UN agencies and other NGOs and keep the line manager updated,
- To pursue necessary permissions for the organization\company to implement its project activities including operations in new provinces, registration requirements in provinces etc.,
- To facilitate and advise on external representation with government and non-government organizations in each province where the organization\company operates,
- To prepare proposals and reports for submission to stakeholders, including supervision and verification of translation to and from Turkish.

Position: Livelihoods Program Officer (Entrepreneurs' Capacity Building)



CURRICULUM VITAE

Date: From 1/Feb/2019 to 30/June/2019

Work Place: KUDRA Organization

Job Responsibilities:

- Maintain regular communication, and schedule regular visits to the local authorities' offices in the Turkish cities where we are going to implement the project activities, to ensure consistent relationships.
- Getting security approvals and implementation permission from the competent authorities.
- Accompanying the partnerships manager during his visits to the organizations working on similar projects to seek new potential partners/projects.
- Maintain an up to date KUDRA and START Turkish profiles to be shared during visits.
- Checking the translation of the Social Media posts (If needed to be shared in Turkish).
- Assist the Partnership Manager in conducting regular reviews of KUDRA's partnership approach and partnership management system including contributions to the development and follow-up of the revision of the existing processes.
- Help, develop and put in place a strategic and integrated capacity building plan for START.4 Program operations.
- Compile and update high-quality resources for capacity building program;
- Provide consultation and mentorship to the development of capacity building standards and best practice, and recommend how to spread good practice;
- Work closely with other teams –Finance, Logistics, MEAL and Program, to ensure capacity building activities, tools and guidelines are prepared coherently;
- Undertake other duties as required.

Position: Gaziantep Local Field Coordinator

Date: From 1/May/2018 to 30/Jan/2019

Work Place: GOETHEH Institute

Job Responsibilities:

- On-site assistance for the implementation of the Social Cohesion Project "Creative Time" in coordination with the project coordinator and assistants
- Facilitating local logistics for local events such as training of trainers, public events, competitions, battles
- Following up events and trainings
- Supporting the public relations work of the project
- Reaching out to and communicating with participants
- Communicating with selected focal persons from the municipality
- Assistance in translation (Arabic <-> English or/and Turkish)
- Taking part in meetings with partners and organizations in the project environment



CURRICULUM VITAE

Position: Translator (Turkish-English-Arabic)

Date: Short Contract (3Days) 3-4-5/Oct/2018

Work Place: GIZ

Job Responsibilities:

- Translation from Turkish to Arabic and Arabic to Turkish, The Contractor undertakes to provide the verbal translation services during the Palestine GIZ Study Visit between 03-05 October at in Gaziantep



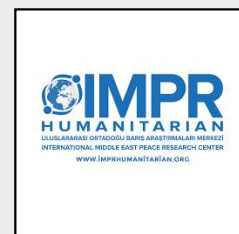
Position: Protection Project Assistant

Date: From 1/Sep/2016 to 1/May/2017

Work Place: IMPR Humanitarian

Job Responsibilities:

- Provide administrative support in the project implementation including filing, preparing purchase and payment requests, following up of delivery and progress of activities and performing other financial activities in coordination with procurement and resource management unit.
- Attend protection, protection from sexual exploitation and abuse (PSEA), and gender WG meetings.
- Conduct ongoing trend analysis on issues that may impact the protection environment in Turkey, understand and identify the needs and the capacities of the persons of concern and advise the protection team, highlighting the specific protection needs of women and men, children, youth and older persons, persons with disabilities and marginalized groups.
- Attend cluster and other protection related meetings and/or fora as required and if necessary.
- Follow up closely with the case management team in issues related to protection and family reunification.
- Conduct presentation management and training sessions and awareness sessions to the beneficiaries when needed.
- Assist the PSEA coordinator if and when needed.
- Participated in conducting a social field research on applying vocational training in Palestine.
- Participated in conducting visits to the Chambers of Commerce and Industry and to the Vocational Training Centers that is associated with them and the opportunities that they provide for Syrians and Turks; In addition to studying the ways of integrating the Syrian refugees within these firms.
- Perform such other duties as may be assigned.



Position: Data entry and evaluation management officer and translator

Date: From 1/Sep/2015 to 30/August/2016

Work Place: American Bar Association

Job Responsibilities:



CURRICULUM VITAE

- Maintain organized and sustainable Communication lines with ABA Partners.
- Conducting legal awareness sessions about work permit - housing – education - legal aid - criminal law - women rights - legal documents - entry and exit to turkey - legal status -family matters - SGBV - general legal awareness in the different Cities with different NGO'S with Turkish lawyer about legal steps in Turkey.with ABA – Roli İNGO
- Work as a translator/interpreter while conducting meetings with Turkish NGOs or local authorities.

Position: Office Manager

Date: From 1/Feb/2014 to 30/August/2015

Work Place: ABRAJ SOURIA Association

Job Responsibilities:

Managing the work operations and Following-up with the work permission issues and other official papers of the organization and office management.



Position: Project Field Assistant

Date: From 1/Jan/2013 to 30/Jan/2014

Work Place: WHH

Job Responsibilities:

- I did field visit in different province I asked questions, evaluated and distributed food chains.
- Support field level technical assessments in coordination with the program Manager ensuring assessment findings are documented and that all assessments include a specific analysis of people's needs.
- With support from FSL Coordinator(s) and/or other senior programme staff, develop project plans and budgets, contributing towards an overall project implementation.
- With support from the FSL team and/or other senior programme staff, support with inputs in development of high quality concept notes and proposals.
- Working closely with supervisees (FSL Assistants) to ensure project sector objectives are met per time across projects being supported.
- With support from FSL Coordinator(s) and other FSL colleagues, provide cover when delegated responsibilities.
- With the support of FSL Coordinator, support project implementation to ensure timely delivery of project activities (for example, monitoring against log frames, individual performance management work plans).
- Working closely with the FSL Coordinator and/or other senior programme staff, support timely programme and donor reports on project activities in compliance with internal WHH requirements and any relevant external donor requirements.
- With support from the FSL Coordinator and/or other senior programme staff, identify programme supplies needs and coordinate with the logistics team to put in place a sensible phased procurement plan.



CURRICULUM VITAE

- With support from the Monitoring & Evaluation team support the M & E plan implementation within the FSL projects, ensuring this links to reporting requirements, and capacity build technical field staff in carrying out the work.
- With support from the Accountability Lead ensure accountability is enforced in all project activities as well as ensuring that feedback from children and their families is considered in project design/implementation
- To ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter and Red Cross Code of Conduct.

Education

- Studying Politics Science and Public Relations at Andolu University/Turkey-Gaziantep.

Training Courses Attended

- Training on Brief Economic Integration Policies' writing By Averos Academy/Morocco
- Training on Interactive learning methods By ABA -Roli
- Training on first aid methods By Turkish Ministry of Health.
- Training on sensitivity by IMC
- Training on priorities of institutional tasks by pac (physicians across continents). Taking Training on Strategic Planning by pac (physicians across continents) .
- Training on Security By ABA Roli.
- Training on concept note development :Bridges Across Borders Grant Training provided by the Malumat.
- Training on the PCM by Bouselah with Malumat.
- Training on integrated management system by UIUSLARARASI BİLİM VE EĞİTİM FEDERASYONU.
- Training on leadership and Time Management with NLP.
- Training on ISO Energy Management system.
- Training on Create CV and interview techniques.
- Training on ISO :QUALITY MANAGEMENT SYSTEM.
- Training on the RISK MANAGEMENT.
- Training on ENVIRONMENTAL MAMAGEMENT SYSTEM.
- Training on TEAMWORK AND MANAGEMENT SKILLS.
- Training on outreach and information dissemination (MALUMAT ACADEMY)between 30 MAY 2016 until 22 OCTOBER 2016.
- Training By POINT in MEAL.
- Training By IMPR on the Protection.
- Training By UNHCR on the Data Analays.
- Training By IOM on the HLP .
- Training by UNICEF on the 4Ws Reports.

CURRICULUM VITAE

- Training By OCHA on the protection Risk Analyse.
- Training By OCHA on GMS.

Personal Languages' Skills & Competencies

Language	Mother Tongue	Reading	Writing	Speaking
Turkish	✓	✓	✓	✓
Arabic	✓	✓	✓	✓
English		✓ B2	✓ B2	✓ B2

Social Skills & Competencies

- Good communication and presentation skills
- Self-confidence and goal-driven
- Independent working skills, determination, enthusiasm, team spirit, flexibility and adaptability skill

Social Skills & Competencies

- Good command of Microsoft Office Tools 2010 (Word, Excel and Power Point).
- Professional Internet User.