



HEIBA GAFFIER IBRAHIM OSMAN

EDUCATIONAL PROGRAMS SPECIALIST

➤ EDUCATION:

➤ Doha Institute for Graduate Studies, Qatar:

- Faculty of Public Administration and Economic Development:
 - 18/10/2020 – Present;
 - Master of Science (M.Sc.) in Public Policy in education (complete in 12 May 2022).

➤ University of Science & Technology, Sudan:

- Faculty of Engineering, Department of Chemical Engineering:
 - 2016 – 2017;
 - Postgraduate Diploma (PGDip) in Control Engineering.

➤ University of Khartoum, Sudan:

- Faculty of Engineering, Chemical Engineering Department:
 - 2013 – 2014;
 - Postgraduate Diploma (PGDip) in Industrial and Environmental Engineering.

➤ University of Science & Technology, Sudan:

- Faculty of Engineering, Chemical Engineering Department:
 - 2006 – 2011;
 - Bachelor of Science (B.Sc.) in Chemical Engineering (Honors).

➤ PROJECTS achievement:

- Alternative or Accelerated Education Program (ALP) in partnership with UNICEF.
- Printing schoolbooks for blinds and children with learning difficulties Project.
- Vocational Training Project, Teachers Training Project, and reconstruction of schools affected by war, floods and conflicts.
- Development of Web-based Information Management Tool to support combat against COVID-19 in collaboration with Dt- Global, USAID
- Manager and Trainer for "Resala Project", "Teacher's Week" and "DrawYour Future" Campaign founder & implementer.
- create Startups Junior event by (IEC) Innovation and Entrepreneurship Community

➤ WORK EXPERIENCE:

Teaching and learning Assistant, Internship- Doha institute for graduate studies

- Sep 2021 – present ;

Main Responsibilities:

- Research and analyze regional and national political, protection, social and economic development trends. Collect, analyze, verify, and synthesize information to facilitate program development, design and preparation.
- Prepare technical reports and inputs for program preparation and documentation, ensuring accuracy, timeliness and relevancy of information to Support the Director in a variety academic quality

Consultant -Yalla Neebader Association:

- 2017 – Present;
- Main Responsibilities:
 - Mentorship for youth, choosing facilitators and ensuring training programs are in line with association's strategies for Youth capacity building program.
- Education Program Coordinator - Planning Department, Sadagaat Charity

➤ PROFILE:

A well-motivated, trusted, highly skilled and a passionate person experienced in different aspects of Education Program Management. Doing this, I always bring with me an empathetic and professional attitude and I am highly committed to provide the ultimate needed effort for my clientstaking into consideration their enormous requirements and backgrounds. Moreover; as a dedicated person, I always seek new challenges in a progressive and enabling environment that provides suitable opportunity for career growth and future advancement

Excellent in Builds and Maintains Partnerships , Innovates and Embraces Change , Thinks and Acts Strategically

My Personal values:

- Respect
- Trust
- Accountability

➤ CONTACT:

➤ RESIDENCE:

- Qatar, Doha, Al Tarfa ST., Zone (70)

➤ PHONE:

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+249121899661

➤ EMAIL:

beboogaffier@gmail.com

➤ HOBBIES:

- Horse Ridding.
- Playing Tennis.
- Photography.

Organization, Sudan:

Oct., 2020 – June, 2021:

- Main Responsibilities:
 - Support to program development and planning
 - Program management, monitoring and delivery of results
 - Technical and operational support to program implementation
 - Networking and partnership building
 - Innovation, knowledge management and capacity building

May, 2017 – Oct., 2020: Educational Projects Coordinator- Implementation

- Main Responsibilities:
 - Managing curriculum development team and conducting research.
 - Strategic and technical leadership for education portfolio in Sudan.

➤ **Teaching Assistant -University of Science & Technology – Faculty of Engineering, Chemical Engineering Department:**

- Aug 2012 – April 2017;

- Main Responsibilities:
 - Tutor and mentor students, Deliver lectures and perform laboratory research.

- **Executive Manager, Life Makers Organization, Khartoum:**

- July, 2015 – Dec., 2016:

- Main Responsibilities:

- Fund Raising, team managing, annual plan setting and projects implementation.

March, 2007 – March, 2014:

- Administrative Team Leader:

- Main Responsibilities:

- Motivate and inspire team members, strive for team consensus and win-win agreements and encourage creativity, and risk-taking.

- **Teaching Assistant-Alneelain University - Faculty of Engineering, Chemical Engineering Department:**

- Aug 2012 – Sep., 2015;

- Main Responsibilities:

- Deliver lectures and tutorials, hand out assignments and grade papers.
- Perform laboratory research.

➤ **TRAINING COURSES:**

18/3/2021

PRINCES2 2017

20/12/2020 – 23/12/2020: xLup Zone Training Center, Sudan:

- Microsoft Excel for Beginners Training Course.

22/09/2019 – 26/09//2019: Aflatoun International & UNICEF, Sudan:

- Up SHIFT Social Innovation Entrepreneurship Program (TOT).

24/09/2018 – 26/09/2018: RedR UK:

- Monitoring and Evaluation Training Course.

05/02/2019 – 07/02/2019: RedR UK:

- Managing Projects Training Course

06/09/2011 – 09/09/2011: AL-Abbasi Center for Training & Human Resources Development, Sudan:

- Training Of Trainers (TOT/1) Training Program.

15/11/2011 – 17/11/2011: Joints Efforts Group:

- Systemizing Small and Medium Sizes Enterprises (SMEs) with Insurance Services

09/03/2014 – 12/03/2014: American Institute of Professional Studies, Sudan:

- Integrated Management Quality Health Safety Environment (QHSE) Management System Internal Auditor.

14/10/2017 – 16/10/2017: Green Business for Excellence, Sudan:

- Corporate Social Responsibility Diploma.

SKILLS:

- Over 13 years' experience in education developing program, capacity building and; successfully managing to embed education sector and Sustainability in Sudan National Strategies and modifying or creating training manuals.
- 2014: Speaker at TEDx Nile Street.
- 2018: Speaker at TEDx Mukram.
- Working as a leader and coordinator at studying and working places as I am possessing excellent Communication and Presentation Skills.
- Committed to continuous self-improvement in Project Management and Cooperative Social Responsibility (CSR) fields of work.
- Ensuing high quality Reports, Proposals, Researches writing and events Planning.
- A very hard worker, having a multi-tasking personality and I have the ability to work under high pressure.
- Extraordinary ability to work individually and within a team and I have been a team leader for many Educational Programs and charity activities.

➤ **LANGUAGES:**

- Arabic Language: Fluent in Speaking, Listening, Writing and Reading (Mother Tongue, Native Language).
- English Language: Fluent in Speaking, Listening, Writing and Reading (Full Professional Proficiency).

➤ **COMPUTING:**

- Competent with "Microsoft Office Package®",stata.

➤ **REFERENCES:**

- References are available upon request.