



Alaa Darwish

Date of birth: 25/05/1984 |

Nationality: Jordanian, Palestinian (Autonomous Palestinian Territories) | **Gender:** Male |

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Nablus, Main Masaken Street Nablus, West Bank, Nablus, Autonomous Palestinian Territories

● WORK EXPERIENCE

01/06/2018 – CURRENT – Autonomous Palestinian Territories

HEAD OF PROJECTS AND STUDIES UNIT – HEAD OF PROJECTS AND STUDIES UNIT AT HISHAM HIJJAWI COLLEGE OF TECHNOLOGY

- Plan, develop and administer Hisham Hijjawi College of Technology fundraising activities.
- Prepare and update a fundraising strategy, identifying objectives and partners.
- Research funding opportunities and raise funds for Hisham Hijjawi College of Technology programs.
- Develop and maintain good working relations with donor and local organizations.
- Write proposals, concept papers, letters of inquiry and presentations.
- Write grant reports to related donors, acknowledgment letters and other correspondences as necessary.
- Keep all donors informed on supported projects through timely and relevant reports and updates as required.
- Network links with relevant stakeholders and organizations to ensure continued support for existing and new initiatives.
- Coordinate with the Academic, Programs, and Administrative and Financial departments on matters related to each for developing proposals and reports.
- In charge of daily follow-up for monthly and weekly planning of activities in coordination with partner and Project Manager.
- Ensure the project implementation is in line with its planned outputs, indicators set and timeframe.

Nablus

01/10/2017 – 30/05/2018

PROJECT DEVELOPMENT COORDINATOR – AN-NAJAH NATIONAL UNIVERSITY / HISHAM HIJJAWI COLLEGE OF TECHNOLOGY

- Drawn study and project unit strategy and roadmap to meet Hisham Hijjawi college of technology vision and mission.
- Harmonized and aligned the funding agency's systems with Hisham Hijjawi college of technology policies and procedures.
- Managed and monitored funded projects at Hisham Hijjawi college of technology (e.g. projects funded by the World Bank, EU, USAID, GIZ, BTC... etc.).
- Designed policies and procedures to promote good practices during implementation
- Developed proposals in various fields to win funding opportunities from national and international donors.
- Write full application for project proposals and budget to fundraise them.
- Research and follow developments in donor strategies and policies.
- Monitor and evaluate projects.
- Prepare administrative, financial and evaluation reports.

Nablus

01/06/2016 – 30/09/2017

PROJECT COORDINATOR – AN NAJAH NATIONAL UNIVERSITY

- Responsible for the overall implementation of all activities for a project that aims at upgrading of the Auto Mechatronics Diploma Program, funded by the World Bank through the Quality Improvement Fund- MoEHE.
- Carrying out all administrative issues related to the QIF project.
- Follow-up all procurement and financial issues related to the project in accordance with the World Bank procurement procedures and guidelines.
- Writing the quarterly, semi, final reports and any other reports requested by HHCT, QIF/PCU and at MoEHE and the world Bank.
- Update all related documents (Grant Implementation Plan, Procurement Plan, Financial Documents, etc),
- Coordinate, attend, and prepare minutes of the project various committees, meetings, workshops and activities.
- Preparing technical reports regarding the purchased equipment, and in procedures relating to receiving and installing equipment.
- Preparing terms of references for hiring project consultants and following up the recruitment process.

- Creating communication channels with various stakeholders towards cooperation, and communication in issues related to the project.
- Collect the project documentation, and feed its Web Page with its data.
- Insure the implementation of the project work plan and report every stage to the steering committee.
- Monitor and Assist in field studies, data gathering and analysis.

Nablus

01/11/2011 – 29/02/2016

PROGRAM MANAGER – EL-LID CHARITABLE DEVELOPMENT SOCIETY - NGO'S

Leadership & Management:

Fundraising & Communications:

Planning & New Business:

Projects Management:

Some of Major Project that I responses on it:

- **Project "Youth 4 Justice" fund By (U.S. Agency for International Development and supervise by Chemonics International - Enhanced Palestinian Justice Program) for 6 Month form (9/2014 - 2/2015) Grant amounts (22,290 USD).**
- **Project "Learn by Play" fund By European Union for 24 Month form (12/2012 - 12/2014) Grant amounts (128,000 Euro).**
- **Project "THINK! Road safety Campaigns" fund by (U.S. Agency for International Development and supervise by Catholic Relief Services - Civil Participate Program) for 6 Month form (12/2013 - 6/2014) Grant amounts (30,000 USD).**
- **Project manager for "Web for Freedom" fund By European Union for 6 Month form (2/2013 - 8/2013) Grant amounts (21,000 Euro)**
- **Project "Let's Move Campaign" fund by (U.S. Agency for International Development and supervise by Catholic Relief Services - civil participate program) for 11 Month from (10/2012 - 9/2013) Grant amounts (92,000 USD).**
- **Project "Keep Your Eyes Open " fund by (U.S. Agency for International Development and supervise by Chemonics International - Palestinian Justice Enhancement Program) for 4 Month from (2/2012 - 6/2012) Grant amounts (25,000 USD).**
- **Project "Open Your Eyes " fund by (The Central Elections Commission Electoral Awareness Fund - UNDP) for 4 Month from (12/2011 - 3/2012) Grant amounts (15,000 USD).**

Public administration and defence; compulsory social security | Nablus

01/09/2010 – 30/10/2011

ADMINISTRATIVE COORDINATOR – EDWARD SAID NATIONAL CONSERVATORY OF MUSIC - BIRZEIT UNIVERSITY

- 1.Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public
- 2.Prepare a variety of reports and related information for decision-making purposes, including monitoring monthly expenditure budget.
- 3.Prepare daily, monthly and yearly attendance and revenue accounting reports.
- 4.Insure daily revenue close outs are completed and balanced.
- 5.Assists and responds to public inquiries and complaints about aquatic programs made in person, by telephone, or through correspondence.
- 6.Responsible for participants registration in various aquatic activities and teams, including record keeping, tracking and collecting fees, dues, and registration forms.
- 7.Responsible for working closely with the print shop to design, update, and release the brochure related to the municipal pools.

Education | Nablus

01/04/2010 – 30/08/2010

MARKET SALESPERSON – MARKETING AT CONSULTING SERVICES GROUP

- 1.Work in the field of marketing services as sales man
- 2.Services related to electronic services with various large companies and banks in Palestine
- 3.Arranging for the effective distribution of marketing materials;
- 4.Maintaining and updating customer databases.
- 5.Organizing and attending events such as conferences, seminars, receptions and exhibitions.

Administrative and support service activities | Nablus

01/08/2009 – 30/03/2010

"TRAINER" - ICT UNIT – YOUTH DEVELOPMENT RESOURCE CENTER (YDRC)

1. Identifying technical training needs and requirements of individuals and organizations.
 2. Preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation
 3. Arraying out training needs analyses;
 4. Defining the skill-sets needed to perform different roles;
 5. Carrying out performance assessments to determine the skills gaps between Current and desirable learner skill levels;
 7. Designing training programmers appropriate to the skills needed;
 8. Designing course materials and other documents such as handouts, manuals and exercises;
 9. Preparing the learning environment and resources, including setting up IT equipment where appropriate;
- Education | Nablus

01/03/2007 – 30/03/2009

ADMINISTRATIVE SECRETARY – LOCAL COMMITTEE FOR REHABILITATION

1. Answer telephones and transfer to appropriate staff member.
 2. Meet and greet clients and visitors.
 3. Create and modify documents using Microsoft Office.
 4. Maintain hard copy and electronic filing system.
 5. Support staff in assigned project based work.
- Administrative and support service activities | Nablus

● EDUCATION AND TRAINING

01/09/2016 – 19/01/2019 – Al-Quds, Autonomous Palestinian Territories

MASTER OF SCIENCE - INSTITUTIONS BUILDING & HUMAN RESOURCES DEVELOPMENT – Al- Quds University, Palestine

the program was initially focused on economic development issues, but it expanded overtime to include an interdisciplinary holistic approach to development that comprises social, political, cultural, environmental, and human rights issues. As a result, the program expanded and established connections with other academic programs, and it was later annexed to the Institute of Sustainable Development.

<https://www.alquds.edu/en>

01/09/2004 – 30/09/2009 – Nablus

BACHELOR'S DEGREE, FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY ,MANAGEMENT INFORMATION SYSTEM – An Najah National University, Palestine

Management information system, or MIS, broadly refers to a computer-based system that provides managers with the tools to organize evaluate and efficiently manage departments within an organization. In order to provide past, present and prediction information, a management information system can include software that helps in decision making, data resources such as databases, the hardware resources of a system, decision support systems, people management and project management applications, and any computerized processes that enable the department to run efficiently.

01/09/2001 – 30/08/2003 – Nablus

DIPLOMA, INDUSTRIAL AUTOMATION – Hisham Hijjawi College of Technology, Palestine

25/02/2020 – 28/02/2020 – Ramallah, Autonomous Palestinian Territories

GREEN ECONOMY AND ENTREPRENEURSHIP TRAINING OF TRAINERS – MAAN Development Center

<https://www.linkedin.com/company/maan-development-center/>

10/08/2019 – 20/08/2019 – Ramallah, Autonomous Palestinian Territories

STRATEGIC PLANNING COURSE – Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

<https://www.linkedin.com/company/gizgmbh/>

15/07/2019 – 20/07/2019 – Ramallah, Autonomous Palestinian Territories

COMMUNICATION SKILLS AND NETWORKING TRAINING – Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

<https://www.linkedin.com/company/gizgmbh/>

05/07/2019 – 10/07/2019 – Ramallah, Autonomous Palestinian Territories

TOT OF THE NATIONAL TEAM ON DEVELOPING AND ADAPTING ENTREPRENEURSHIP CURRICULA IN PALESTINE – MAAN Development Center

<https://www.linkedin.com/company/maan-development-center/>

07/03/2019 – 12/03/2019 – Ramallah, Autonomous Palestinian Territories

ENTREPRENEURSHIP – Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

<https://www.linkedin.com/company/gizgmbh/>

05/01/2019 – 10/01/2019 – West Bank, Nablus, Autonomous Palestinian Territories

PROJECT MONITORING AND EVALUATION TRAINING – Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

<https://www.linkedin.com/company/gizgmbh/>

12/01/2019 – 16/01/2019 – West Bank, Nablus, Autonomous Palestinian Territories

WRITING PROJECT PROPOSALS AND FUNDING – Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

<https://www.linkedin.com/company/gizgmbh/>

12/05/2015 – 13/05/2015 – Ramallah, West Bank

RESOURCE DEVELOPMENT FUNDRAISING TRAINING – Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Participants have gained a common understanding of donor related approaches to diversify funding and sustain income by applying innovative strategies to implement programme portfolios to secure demand driven service delivery.

23/09/2014 – 25/09/2014 – Ramallah

FINANCIAL REPORTING TRAINING – GIZ/CSP

21/04/2014 – Ramallah

REPORTING STANDARDS (TRAINING) – GIZ CSP

10/07/2013 – 12/07/2013 – Nablus

REPORTS WRITINGS (TRAINING) – USAID/ CRS

12/06/2013 – 14/06/2013 – Ramallah

HUMAN RESOURCE MANAGEMENT (TRAINING) – Advance Consulting Services

12/04/2013 – 15/04/2013 – Nablus

PROPOSAL WRITING (TRAINING) – USAID / CRS

05/03/2013 – 07/03/2013 – Nablus

ADVOCACY AND LOBBYING (TRAINING) – USAID / CRS

15/03/2012 – 20/03/2012 – Ramallah

PROJECT CYCLE MANAGEMENT AND PROJECT DRAFTING (TRAINING) – ENPI Training

01/08/2011 – 15/02/2012 – Nablus
ENGLISH LANGUAGE TRAINING PROGRAM LEVEL: 1B AND 2B, C1 (TRAINING) – YDRC / USAID

01/09/2010 – 20/04/2011 – Nablus
MCTS: WINDOWS SERVER 2008 ACTIVE DIRECTORY, CONFIGURING (CERTIFICATE)

20/05/2009 – 25/05/2009 – Nablus
ESTABLISHING AND MANAGEMENT THE SMALL AND MEDIUM ENTERPRISES (CERTIFICATE) – Korean Palestinian IT Institute of Excellence

01/06/2009 – 10/06/2009 – Nablus
BUSINESS PLAN AND FEASIBILITY STUDY WRITING (CERTIFICATE) – Korean Palestinian IT Institute of Excellence

20/06/2009 – 30/06/2009 – Nablus
INFORMATION TECHNOLOGY AND ENTREPRENEURSHIP (CERTIFICATE) – Korean Palestinian IT Institute of Excellence

● LANGUAGE SKILLS

Mother tongue(s): ARABIC

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DRIVING LICENCE

Driving Licence: B

● RECOMMENDATIONS

Mohammad S. Q. Najjar, PhD, – Director of Project Management and Consulting Unit, An-Najah National University – m.najjar@najah.edu – (+972) 092345113

N/A
<https://www.najah.edu/ar/>

Nuha Iter, Ph.D – Associate Professor In Education - Palestine Technical University - Kadoorie – n.iter@ptuk.edu.ps – (+972) 599370404

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<https://ptuk.edu.ps/?lang=en>

● ORGANISATIONAL SKILLS

Organisational skills

I am interested in a project management position where I can increase my leadership abilities through regularly encountering and solving problems, managing budgets and meeting targets, and I hope to help the executive management with an organization seeking a motivated, results oriented leader, with expertise in maximizing sales volume, profit and personnel performance in a multi-site, multi-market environment, while managing budgeted expenses.

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

My communication skills have greatly developed both through my work experience

● **JOB-RELATED SKILLS**

Job-related skills

- Fundraising and proposal writing
- Program Development / Community Economic Development
- Project cycle management and Program Evaluation
- Human Resource Management
- Writing project proposals and Technical Report Writing
- Communication skills ,Time and risk Management
- System analysis
- Program and Project Management
- Leadership and
- Strategic Planning and Organizational Development
- Public Relations and Event Management
- Training (TOT)