

Ms Jane DOE

PERSONAL INFORMATION

Date of Birth		Second Nationality	
Place of Birth		Third Nationality	
Gender	Female	Years of Experience	11 Years
First Nationality	France	Employee Category	Officials

CONTACT INFORMATION

Contact Number	
Alternate Number	
Business Email	
Personal Email	
Preferred Email	

IOM CONTRACTUAL INFORMATION

Personnel Number		Current Grade	P-4
Contract Type	Two Year Fixed Term	Step	
Contract Expiry	26.11.2025	Duty Station	Riyadh, Saudi Arabia
EOD (Position)		Job Title	Head of Program
EOD (Duty Station)			
Hardship Level	A		

RECENT PROFESSIONAL EXPERIENCE

06.2023 - Open	P4	Senior Programme Coordinator IBG	
Niamey, Niger		INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)	
02.2020 - 06.2023	P3	Sub-regional Project Manager and Head of Immigration and Border Management (IBM)	
Niamey, Niger		INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)	
11.2018 - 02.2020	P2	Project Manager	
Niamey, Niger		INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)	
01.2018 - 11.2018		Operations / Program coordinator	
N'Djamena, Chad		HANDICAP INTERNATIONAL / HUMANITY AND INCLUSION (INGO)	
01.2017 - 12.2017		Deputy Chief of Mission Head of Operations	
Kinshasa, Congo (Dem Rep)		ACTED INGO	

HIGHEST EDUCATION ATTAINED

International Relations, Master's Degree, University of Paris-Saclay, 07.07.2013

OFFICIAL IOM LANGUAGES

OFFICIAL IOM LANGUAGES

French	Native Speaker
English	Fluent
Spanish	Not rated

SKILLS

Donor Liaison	6 - 10 years
Governance & Institutional Strengthening	6 - 10 years
Representation	6 - 10 years
Monitoring and Evaluation	6 - 10 years
Programme Development	6 - 10 years
Programme Management	6 - 10 years
Project Financial Control	6 - 10 years
Budgeting	6 - 10 years
Border Management	3 - 5 years
Counter-Trafficking	3 - 5 years
Immigration and Visa Support Services	3 - 5 years

WORK EXPERIENCE

06.2023 - Open	P4	Senior Programme Coordinator IBG	
Niamey, Niger			INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
Organizational Unit	IBG		
Contract Type	Staff member	Emergency	No
Type of employment		Short-Term Assignment	No
<p>1)#Act as the IBG expert resource for the IOM Country Office in Niger by contributing to all programming and Country Office consultations relevant to the IBM portfolio2)#Directly manage all programmatic aspects, notably technical, legal and operational/security components as well as financial of the IOM Niger IBM Program portfolio3)#Lead in the development, implementation and monitoring IOM Niger's IBM growth and development vision, aligning it with Government strategic priorities linked to enhanced border management4)#Ensure development and delivery of quality thematic training/workshops for Government of Niger (GoN) as required by project outcomes5)#Identify needs relevant to legal component of the IBM thematic areas and contribute to the development of relevant legislative tools, policies and procedures6)#Identify needs relevant to operational/ security component of the IBM thematic areas and coordinate and contribute to the development of relevant capacity building strategies while ensuring implementation of international standards and best practices7)#Actively contribute to IOM's IBM network regionally and globally, analyse and share best practices with relevant colleagues8)#Support regional strategic IBM planning exercises wherever possible, and lead country level strategic IBM planning and provide advice to Chief of Mission and RMO on resource utilization and mobilization options for the Mission's IBM portfolio9)#Represent IBM in the Country by actively participating in conferences, workshops and meetings related to the thematic area of expertise, as required by the Chief of Mission and as requested by the IBM RTS and IBM at HQ10)#Cooperate, participate and develop relations with national organizations relevant for IBM issues and with key-donors for IBM projects in Niger</p>			
02.2020 - 06.2023	P3	Sub-regional Project Manager and Head of Immigration and Border Management (IBM)	
Niamey, Niger			INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
Organizational Unit	Immigration and Border Management (IBM)		
Contract Type	Staff member	Emergency	No
Type of employment		Short-Term Assignment	No
<p>-#Management of approx. 20 border management and crime prevention related projects, including four regional projects with Nigeria, Algeria, Libya, Mali and Burkina Faso on Border Management Information Systems extension, data analysis and intelligence;-#Project Development of 15 new project proposals on border management, counter-trafficking, counter-smuggling and capacity building for the National Police;-#Management of a team of 26 staffs: P2 International Staff, National staff, etc;-#Participation in conferences, workshops, steering committees, policy and technical working groups to ensure proper coordination and presentation of IOM activities in the field of security, crime prevention, law enforcement, border management;-#Elaboration and implementation of training modules and training programs in the field of border security and controls, Border Management Information Systems, Data analysis and Intelligence, Integrated Border Management;-#Collaboration with INTERPOL, FRONTEX and external consultants to establish clear Standard Operating Procedures and guidelines for secondary inspection in Niger as well as investigative networks between various law enforcement agencies to conduct joint investigations and provide solid prosecution files;-#Support to the government of Niger in the development of an institutional and legal framework for personal data protection with a focus on biometric data;-#Coordination and monitoring of the Community engagement and</p>			

WORK EXPERIENCE

Policing (CEP) program in border management in Niger, Phase II, III and IV, in coordination with protection and community stabilization units in 5 regions of Niger under Counter-Terrorism funds (CT-CVE);

11.2018 - 02.2020 **P2** **Project Manager**
Niamey, Niger INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)

Organizational Unit	IBM		
Contract Type	Staff member	Emergency	No
Type of employment		Short-Term Assignment	No

As Project Manager / Deputy Programme Manager within IBM unit in Niger, I am :- Overseeing the planning and implementation of activities of 4 ongoing projects related to Community engagement in border management, crisis response preparedness, MIDAS system extension, bilateral cooperation on data exchange and counter-trafficking, in coordination with other IBM staff;- Managing the team dedicated to the projects (1 international Project Officer, 3 Senior Project Assistants, 3 Project Assistants);- Ensuring monitoring and evaluation of the projects through new or adapted tools shared with the team, also including reporting and budget follow-up tasks;- Strengthening links with existing/remaining Governmental Counterparts, NGOs, UN Agencies and Donors in Niger, in the region (G5 Sahel) and headquarters ;- Supporting the Programme Manager in the planning and implementation of other projects in the IBM Niger portfolio;- Supporting the Programme Manager in project development, strategic planning, Donor relations, HR and Financial management of the unit

01.2018 - 11.2018 **Operations / Program coordinator**
N'Djamena, Chad HANDICAP INTERNATIONAL / HUMANITY AND INCLUSION (INGO)

Organizational Unit			
Contract Type	Staff member	Emergency	No
Type of employment		Short-Term Assignment	No

- Coordination and monitoring of 6 projects across the Chadian territory (Lake Chad Region, Borkou and Ennedi Regions, Ouaddaï, N'Djamena and Moundou areas) : Humanitarian Mine Action, Inclusive Education, Landmine Risk Education, Livelihoods and Income Generating Activities ;- Managing all the operational and program teams (7 persons in direct line management such as Field coordinators, technical coordinator, MEAL and Grant officers, and overall management of all program teams, around 150 persons) ;- Acting Head of Mission when HoM on leave ;- Coordinating with the support services and overall logistical partnerships ;- Supervising the redaction and validation processes of Standard Operations Procedures (SOPs) for Mine Action and data management ;- Collaboration with Chadian ministries, local authorities and civil society organisations- Technical support to clusters, INGOs, NGOs to implement more disability-inclusive approaches and methods towards people with specific needs

01.2017 - 12.2017 **Deputy Chief of Mission Head of Operations**
Kinshasa, Congo (Dem Rep) ACTED INGO

Organizational Unit			
Contract Type	Staff member	Emergency	No
Type of employment		Short-Term Assignment	No

- Design and implementation of ACTED sub-regional strategy and action plan;- HR management of program department (2 technical advisors, 1 national assistant, 4 Area Coordinators, 12 project managers, 167 national staffs) ;- Direction: acting Country director, Head of Office DRC, Security management ;- Overall management of program budget and time frames, supervision of support/operation departments (Logistics and Finance/Administration) and coordinating with external logistical partners ;- Project proposals and intervention flowcharts alignment with the overall strategy and sectorial quality standards, in strong

WORK EXPERIENCE

relationship with M&E teams and cluster leads ; - Overall coordination and monitoring of around 10 projects (emergency response to IDPs and refugees, crossborder assistance and return operations with CAR refugees, etc) in different sectors (WASH, NFI, Food Security, Cash Based Interventions) ; - Strategic positioning with respect to external donors and sectorial partners; leadership of several national or international NGOs consortia (civil society and governance projects) ; - Supervision of the overall compliance with internal procedural and transparency rules, staff capacity building on standardized intervention processes and flowcharts ; - Supervision of Geographic Information System (GIS) Teams and activities, especially in refugee camps in North and South Ubungu and with innovative components ;

02.2016 - 12.2016 **Program and Consortium Coordinator**
Kinshasa, Congo (Dem Rep) ACTED INGO

Organizational Unit

Contract Type

Staff member

Emergency

No

Type of employment

Short-Term Assignment

No

- Management of international and national program human resources, and Country Director representation in the absence of the CD ; - Overall financial, logistical and administrative follow-up of the 10 emergency projects together with the head of departments (Food fairs and distributions, cash based transfers, WASH, shelter and NFI) and supervision of GIS activities ; - Field missions (40% of my time) and field action plans ; - Capitalization, production of technical guidance and standardization of sectorial intervention processes, in relationship with thematic clusters, including in new areas of intervention such as Cash based Transfers and micro-financed IGA ; - Development and advocacy of ACTED's civil society strategy and supervision of a project consortium with 6 national Civil Society Networks ; - Coordination with M&E department on quantitative and qualitative objectives and performance indicators follow-up

02.2015 - 01.2016 **Senior Country Project Development Officer**
Kinshasa, Congo (Dem Rep) ACTED INGO

Organizational Unit

Contract Type

Staff member

Emergency

No

Type of employment

Short-Term Assignment

No

- Management of the Project Development Department (2 expatriates, 1 national staff) ; - Project proposal design and writing, in cooperation with the finance department, with a significant success rate, including with new donors ; - Grand management ; - Overall coordination of project reporting, in close link with the M&E teams ; - Donor oriented relationship and advocacy, contract management ; - Participation and co-leading in technical clusters (Food Security, WASH, shelter & NFI)

07.2014 - 01.2015 **Project Manager**
Dakar, Senegal REGIONAL CIVIL SOCIETY NETWORK REPAOC

Organizational Unit

Contract Type

Consultant

Emergency

No

Type of employment

Short-Term Assignment

No

Project "Support for strengthening the capacity of Regional Civil Society Networks in Western and Central Africa" (European Union - FED)- Advocacy and fundraising for the empowerment and sustainability of the two Regional Civil Society Organizations (CSOs) Networks (REPAOC in Western, Africa and REPONGAC in Central Africa); - Consolidated reporting of the 14 + 9 national CSOs member platforms activities, capacity building and organizational development ; - Support in implementing and assessing activities (civil society structuring, CSOs mapping, advocacy towards CEDEAO/CMAC, General Assemblies, etc.) ; - Activities and budget planning ; - Staff management

WORK EXPERIENCE

01.2014 - 07.2014**Junior Project Officer**

Tunis, Tunisia

DEUTSCHE GESELLSCHAFT FUR INTERNAZIONALE
ZUSAMMENARBEIT (GIZ)**Organizational Unit****Contract Type**

Staff member

Emergency

No

Type of employment**Short-Term Assignment**

No

ReCapZI Project « Capacity building for sustainable business parks management (German Ministry for Economic Cooperation and Development) - Final reporting and data analysis of the project impacts (phase 2 close-out);- Preparation and sharing of capitalization tools and materials, restitution workshops with public and private sector implementation partners;- Design and implementation of the project communication strategy and diverse communication materials production, involvement of external service provides

09.2013 - 12.2013**International Volunteer at the Cultural Department (VIA)**

Los Angeles, USA

GENERAL CONSULATE OF FRANCE - FRENCH
MINISTRY OF EUROPE AND FOREIGN AFFAIRS**Organizational Unit****Contract Type**

Intern

Emergency

No

Type of employment**Short-Term Assignment**

No

- Advocacy for french language and cultural events ; - Initiating partnerships with local artists and culture promoters ; - Liaising with private sector and public partners ; - Organization of large-scale events ;

01.2013 - 07.2013**Intern with the Free movement of persons team (Justice and Home Affairs)**

Paris, France

FRENCH GENERAL SECRETARIAT FOR EUROPEAN
AFFAIRS (SGAE)**Organizational Unit****Contract Type**

Intern

Emergency

No

Type of employment**Short-Term Assignment**

No

- Coordinating the French Government position between the different Ministries on European directives about VISA, border management, FRONTEX, climate change induced migrations ; - Advocacy for French positionings within the Council of the European Union in Brussels or through the Permanent Representation of France in Brussels ; - Bilateral negotiations with partner countries on mobility partnerships ;

EDUCATION

09.2011 - 07.2013 Master's Degree International Relations

UNIVERSITY OF PARIS-SACLAY, France

Public and European law and policies, advocacy and lobbying, aid sector and funding tools

09.2010 - 06.2011 Bachelor's Degree Public Administration

UNIVERSITÉ MONTPELLIER, France

09.2008 - 06.2010 Post Graduate Degree Social Science

POLYTECHNIC INSTITUT OF PARIS, France

09.2005 - 06.2008 Secondary Education Science

NOTRE DAME INTERNATIONAL HIGH SCHOOL, France

Head of Promotion

ALL LANGUAGE PROFICIENCIES

French	Native Speaker
English	Fluent
Arabic	Basic Knowledge
Spanish	Not rated

REFERENCES

Mr Baptiste AMIEUX

Occupation, Business Title
Relationship
E-Mail
Address
Address (Continued)

Ms Barbara RIJKS

Occupation, Business Title
Relationship
E-Mail
Address
Address (Continued)

Mrs Alvina SAMJAWON

Occupation, Business Title
Relationship
E-Mail
Address
Address (Continued)

ATTACHMENTS

Certificate/Diploma	BACHELOR'S DEGREE
Certificate/Diploma	MASTER 2 DEGREE
Reference	RECOMMANDATION