

JANE DOE

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Target role title/function .  
Your value add .

Professional Summary Placeholder: This section should be tailored to the role you are targeting and how it aligns with your skills and unique value add to the organization. It's a brief statement of intent and should not exceed more than 3-4 lines. This is where you can include your language skills: French, English, Arabic, Spanish

Skills:

Donor Liaison | Governance & Institutional Strengthening | Representation | Monitoring and Evaluation | Programme Development | Programme Management | Project Financial Control | Budgeting | Border Management | Counter-Trafficking | Immigration and Visa Support Services | Grant management | Activities & Budget Planning | Donor oriented relationship and advocacy | Contract Management| Staff Management

PROFESSIONAL EXPERIENCE

INTERNATIONAL ORGANIZATION FOR MIGRATION, Niamey, Niger  
Senior Programme Coordinator, Immigration and Border Governance Jun 2023 – present

- 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 portfolio
- Served as the IBM subject matter expert for IOM Niger, advising on 10+ cross-sectoral programming efforts and strategic consultations to align activities with evolving border governance needs.
- 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 management
- Led the development and implementation of IOM Niger's IBM strategic roadmap, aligning with government priorities and guiding the execution of 6+ national-level initiatives to strengthen cross-border operations.
- 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 portfolio
- Directed country-level IBM strategic planning and advised senior leadership on resource mobilization strategies, optimizing deployment of an estimated \$4M in IBM program funds across multiple border zones.
- Directly manage all programmatic aspects, notably technical, legal and operational/security components as well as financial of the IOM Niger IBM Program portfolio
- Managed a \$6M+ IBM portfolio across 8+ projects, directing legal, operational, and security aspects while ensuring fiscal and technical compliance.
- Cooperate, participate and develop relations with national organizations relevant for IBM issues and with key donors for IBM projects in Niger
- Cultivated strategic relationships with 12+ national stakeholders and donor partners, strengthening cross-agency collaboration and securing ongoing support for IOM's IBM initiatives..
- Ensure development and delivery of quality thematic training/workshops for Government of Niger (GoN) as required by project outcomes
- Designed and facilitated 5+ capacity-building workshops for Government of Niger officials, improving institutional readiness in border governance and policy alignment.
- Identify needs relevant to legal component of the IBM thematic areas and contribute to the development of relevant legislative tools, policies and procedures
- Developed legal frameworks and tools to address critical gaps in border governance, resulting in the drafting of 3 new policies on biometric data, identity protocols, and cross-border collaboration.
- 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 practices
- Coordinated operational/security assessments and led development of targeted capacity-building strategies, improving adherence to international best practices by an estimated 30%.
- Actively contribute to IOM's IBM network regionally and globally, analyse and share best practices with relevant colleagues
- Contributed to global IOM IBM knowledge sharing initiatives, presenting best practices in 2 international forums and supporting development of guidance materials for regional counterparts.
- 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 HQ

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- Represented IOM in 7+ national and international policy forums, shaping cross-border governance conversations and enhancing program visibility.

#### Sub-Regional Project Manager and Head of Immigration and Border

Feb 2020 – Jun 2023

- 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
- Oversaw a portfolio of 20+ cross-border security and crime prevention projects across West Africa, including 4 regional initiatives, improving data interoperability and extending border management systems across 5 countries.
- Project Development of 15 new project proposals on border management, counter-trafficking, counter-smuggling and capacity building for the National Police
- Led the design and submission of 15 project proposals focused on counter-trafficking, smuggling prevention, and police capacity-building, securing an estimated \$5M+ in donor funding.
- Coordination and monitoring of the Community engagement and 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)
- Directed implementation of CEP Phases II–IV in 5 Nigerien regions under CT-CVE funding, strengthening community trust in border security and increasing civil-police collaboration by an estimated 40%.
- 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
- Represented IOM in 10+ technical working groups, policy forums, and regional steering committees, advancing inter-agency coordination and positioning IOM as a key actor in security and law enforcement reform.
- 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
- Designed and facilitated 7+ training programs for security personnel and government officials, boosting operational competency in BMIS, intelligence gathering, and integrated border protocols.
- 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
- Co-developed SOPs for secondary inspection with INTERPOL, FRONTEX, and law enforcement stakeholders, enabling interagency investigations and supporting the development of 10+ prosecution-ready case 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
- Advised government counterparts on biometric data protection legislation, contributing to the drafting of a national legal framework aligned with international privacy and data security standards.
- Management of a team of 26 staffs: P2 International Staff, National staff, etc
- Managed and mentored a multidisciplinary team of 26 staff, including international officers and national personnel, achieving a 95% project delivery rate and enhancing internal coordination.

#### Project Manager

Nov 2011 – Feb 2020

- Supporting the Programme Manager in the planning and implementation of other projects in the IBM Niger portfolio
- Supported the planning and execution of 10+ IBM projects, streamlining work plans and timelines to ensure 100% on-time delivery and alignment with national border security priorities.
- Supporting the Programme Manager in project development, strategic planning, Donor relations, HR and Financial management of the unit
- Contributed to donor engagement, HR oversight, and financial planning, helping to secure \$3M+ in funding and optimize resource allocation across a diverse border management portfolio.
- 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
- Led day-to-day execution of 4 major initiatives—including MIDAS expansion and crisis response programs—reaching an estimated 20,000+ beneficiaries and enhancing bilateral data exchange with neighboring countries.
- Ensuring monitoring and evaluation of the projects through new or adapted tools shared with the team, also including reporting and budget follow-up tasks

- Developed and deployed M&E and budget-tracking tools, improving reporting efficiency by 30% and enabling data-driven adjustments across all active IBM projects.
- Strengthening links with existing/remaining Governmental Counterparts, NGOs, UN Agencies and Donors in Niger, in the region (G5-Sahel) and headquarters
- Maintained and strengthened partnerships with 15+ government, UN, and NGO stakeholders across the G5 Sahel, driving collaborative programming and ensuring long-term donor engagement.
- Managing the team dedicated to the projects (1 international Project Officer, 3 Senior Project Assistants, 3 Project Assistants)
- Supervised a 7-member project team, improving staff performance through regular coaching, and achieving a 90% milestone completion rate across all assigned initiatives.

HANDICAP INTERNATIONAL / HUMANITY AND INCLUSION, N'Djamena, Chad

**Operations/ Program Coordinator**

Jan 2018 – Nov 2018

- Coordination and monitoring of 6 projects across the Chadian territory (Lake Chad Region, Borkou and Ennedi Regions, Ouaddai, N'Djamena and Moundou areas): Humanitarian Mine Action, Inclusive Education, Landmine Risk Education, Livelihoods and Income Generating Activities
- Coordinated and monitored 6 multi-sectoral projects across 6 regions of Chad, delivering humanitarian mine action, inclusive education, and livelihood support to over 50,000 beneficiaries.
- Coordinating with the support services and overall logistical partnerships
- Oversaw coordination with internal support units and 5+ external logistical partners, improving procurement timelines and resource deployment efficiency by 25%.
- Supervising the redaction and validation processes of Standard Operations Procedures (SOPs) for Mine Action and data management
- Led the development and institutional validation of 4 new SOPs for mine action and data protocols, enhancing compliance with international humanitarian standards.
- Technical support to clusters, INGOs, NGOs to implement more disability-inclusive approaches and methods towards people with specific needs
- Provided technical guidance to 10+ humanitarian actors, enabling integration of disability-inclusive methodologies and increasing service accessibility for an estimated 12,000 vulnerable individuals.
- Collaboration with Chadian ministries, local authorities and civil society organisations
- Fostered strategic partnerships with 8+ national ministries and civil society organizations, resulting in joint implementation of inclusive programming and strengthened policy advocacy.
- 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)
- Supervised 7 direct reports and oversaw 150+ field staff, improving inter-team coordination and achieving 95% programmatic compliance across all active projects.
- Acting Head of Mission when HoM on leave
- Assumed full Country Director responsibilities during leadership absences, overseeing operations, partner relations, and risk mitigation efforts for a national team of 150+ staff.

ACTED, Kinshasa, Congo (Dem Rep)

**Deputy Chief of Mission Head of Operations**

Jan 2017 – Dec 2017

- Design and implementation of ACTED sub-regional strategy and action plan
- Designed and executed ACTED's sub-regional strategy across multiple provinces, aligning programmatic priorities and resulting in a 30% increase in operational consistency and donor engagement.
- Project proposals and intervention flowcharts alignment with the overall strategy and sectorial quality standards, in strong relationship with M&E teams and cluster leads
- Developed 10+ project proposals and flowcharts aligned with organizational strategy and sector standards, securing an estimated \$4M in funding and enhancing programmatic quality.
- Strategic positioning with respect to external donors and sectorial partners; leadership of several national or international NGOs consortia (civil society and governance projects)
- Led strategic engagement with key donors and managed multi-agency consortia of 6+ national and international NGOs, positioning ACTED as a regional leader in civil society and governance programming.
- Overall management of program budget and time frames, supervision of support/operation departments (Logistics and Finance/Administration) and coordinating with external logistical partners

- Managed a \$10M+ program budget and directed logistics, finance, and admin teams, improving budget tracking and delivery timelines across all operations by 20%.
- 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)
- Oversaw implementation of 10+ multi-sector projects serving IDPs and refugees—including WASH, NFI, and cash-based programs—reaching an estimated 120,000+ people across eastern DRC.
- Supervision of the overall compliance with internal procedural and transparency rules, staff capacity building on standardized intervention processes and flowcharts
- Strengthened organizational compliance by implementing standardized intervention protocols and delivering capacity-building sessions to 30+ staff, increasing internal audit readiness by 35%.
- HR management of program department (2 technical advisors, 1 national assistant, 4 Area Coordinators, 12 project managers, 167 national staffs)
- Directed HR and performance oversight for 186 staff across technical, management, and coordination roles, enhancing team efficiency and achieving 95% project delivery within timelines and budget.
- Direction: acting Country director, Head of Office DRC, Security management
- Served as Acting Country Director and Security Focal Point, overseeing national operations, representing ACTED at strategic forums, and ensuring staff safety across high-risk field sites.
- Supervision of Geographic Information System (GIS) Teams and activities, especially in refugee camps in North and South Ubangui and with innovative components
- Supervised GIS team operations in 5 refugee camps, integrating geospatial mapping tools to enhance service coverage, optimize resource allocation, and improve real-time needs assessments.

**Program and Consortium Coordinator**

Feb 2016 – Dec 2016

- 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
- Oversaw financial, logistical, and administrative management of 10 emergency relief projects—spanning WASH, shelter, cash-based aid, and food distribution—supporting over 100,000+ beneficiaries and improving delivery efficiency by 25%.
- Capitalization, production of technical guidance and standardization of sectoral intervention processes, in relationship with thematic clusters, including in new areas of intervention such as Cash-based Transfers and micro-financed IGA
- Developed and standardized technical guidance across 5 program sectors, including Cash-Based Transfers and micro-financed IGAs, improving program replication speed and technical compliance by 30%.
- Development and advocacy of ACTED's civil society strategy and supervision of a project consortium with 6 national Civil Society Networks
- Led development of ACTED's national civil society strategy and supervised a 6-partner NGO consortium, resulting in expanded civic engagement efforts and \$2M+ in joint donor funding secured.
- Coordination with M&E department on quantitative and qualitative objectives and performance indicators follow-up
- Collaborated with M&E teams to establish and track KPIs across all active programs, resulting in a 40% improvement in reporting accuracy and enhanced evidence-based decision-making.
- Management of international and national program human resources, and Country Director representation in the absence of the CD
- Managed 20+ national and international staff, including during periods of Country Director absence, ensuring operational continuity, staff supervision, and donor communication without disruption.

**Senior Country Project Development Officer**

Feb 2015 – Jan 2016

- Project proposal design and writing, in cooperation with the finance department, with a significant success rate, including with new donors
- Designed and authored 10+ donor proposals in collaboration with finance teams, securing approximately \$3M in new funding and expanding ACTED's donor base by 20%.
- Overall coordination of project reporting, in close link with the M&E teams
- Coordinated project reporting for 15+ active grants, streamlining M&E inputs to achieve 100% on-time submission rate and strengthen donor transparency.
- Participation and co-leading in technical clusters (Food Security, WASH, shelter & NFI)
- Co-led engagement in 4 technical clusters, shaping inter-agency strategies and influencing sector standards across food security, WASH, and shelter responses.
- Management of the Project Development Department (2 expatriates, 1 national staff)

- Managed a 3-person Project Development team, increasing proposal throughput by 30% and mentoring junior staff to improve technical quality and donor responsiveness.

REGIONAL CIVIL SOCIETY NETWORK REPAOC, Dakar, Senegal

Project Manager

Jul 2014 – Jan 2015

- Project “Support for strengthening the capacity of Regional Civil Society Networks in Western and Central Africa” (European Union – FED)
- Managed a \$1.2M EU-funded initiative to strengthen CSO networks in Western and Central Africa, improving institutional capacity for 20+ member platforms across 17 countries.
- 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)
- Led advocacy and fundraising efforts for REPAOC and REPONGAC, securing 3 new funding partnerships and increasing operational sustainability by 25% through donor diversification.
- Consolidated reporting of the 14 + 9 national CSOs member platforms activities, capacity building and organizational development
- Produced consolidated impact reports for 23 national CSO platforms, improving donor visibility and tracking of capacity-building outcomes across the region.
- Support in implementing and assessing activities (civil society structuring, CSOs mapping, advocacy towards CEDEAO/CMAC, General Assemblies, etc.)
- Supported implementation of civil society strengthening activities, including CSO mapping and CEDEAO advocacy, contributing to regional platform cohesion and 2 policy proposals at General Assemblies.

Prior Experience:

GERMAN CORP FOR INTL COOPERATION, Tunis, Tunisia | Jr. Project Officer

GENERAL CONSULATE OF FRANCE, Los Angeles, CA, USA | Volunteer

FRENCH GENERAL SECRETARIAT, Paris, France | Intern

01/2014 – 07/2014

09/2013 – 12/2013

01/2013 – 07/2013

EDUCATION & CERTIFICATIONS	
UNIVERSITY OF PARIS- SACLAY, Orsay, France   M.A, International Relations	07/2013
UNIVERSITÉ MONTPELLIER, Montpellier, France   BA, Public Administration	06/2011