

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

Strategic Planning & Program Development
Program & Portfolio Management
Training, Capacity Building & Knowledge Sharing
Stakeholder Engagement & Representation

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
- 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
- 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
- Directly manage all programmatic aspects, notably technical, legal and operational/security components as well as financial of the IOM Niger IBM Program portfolio
- Cooperate, participate and develop relations with national organizations relevant for IBM issues and with key-donors for IBM projects in Niger
- Ensure development and delivery of quality thematic training/workshops for Government of Niger (GoN) as required by project outcomes
- Identify needs relevant to legal component of the IBM thematic areas and contribute to the development of relevant legislative tools, policies and procedures
- 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
- Actively contribute to IOM’s IBM network regionally and globally, analyse and share best practices with relevant colleagues
- 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

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
- Project Development of 15 new project proposals on border management, counter-trafficking, counter-smuggling and capacity building for the National Police
- 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)

Commented [1]: What impact did your expertise have? Were new initiatives launched, or efficiencies introduced? Add outcomes here.

Commented [2]: How many initiatives were implemented? What measurable changes were made? % alignment? Policy shifts?

Commented [3]: Insert # of planning exercises led, \$ mobilized, % improvement in resource efficiency, or # of government stakeholders engaged

Commented [4]: Insert \$ portfolio value, # of programs, or cost-saving outcomes

Commented [5]: Which donors? # of partnerships formed? Resulting funding increases or joint initiatives launched?

Commented [6]: How many workshops? # of officials trained? Post-training performance improvements or adoption of new practices?

Commented [7]: # of tools/policies developed? Resulting changes in legal frameworks? Adoption status by GoN?

Commented [8]: # of strategies developed? % improvement in security protocols or compliance?

Commented [9]: # of best practices shared? Any global initiatives informed by your work?

Commented [10]: How many events? Role in each? Key outcomes—MOUs signed, policy shifts, donor engagement wins?

Commented [11]: Insert total \$ value of portfolio, % of project goals achieved, # of beneficiaries reached, or # of cross-border systems expanded

Commented [12]: What was the funding success rate? \$ secured from donors? % increase in proposal success vs. previous year?

Commented [13]: # of community members engaged? % improvement in trust or community-police relations? Impact of Phases II–IV?

- 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
- Management of a team of 26 staffs: P2 International Staff, National staff, etc

Project Manager

Nov 2011 – Feb 2020

- 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
- 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
- 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
- Managing the team dedicated to the projects (1 international Project Officer, 3 Senior Project Assistants, 3 Project Assistants)

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, Ouaddaï, N'Djamena and Moundou areas): Humanitarian Mine Action, Inclusive Education, Landmine Risk Education, Livelihoods and Income-Generating Activities
- 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
- Technical support to clusters, INGOs, NGOs to implement more disability-inclusive approaches and methods towards people with specific needs
- Collaboration with Chadian ministries, local authorities and civil society organisations
- 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

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
- Project proposals and intervention flowcharts alignment with the overall strategy and sectorial quality standards, in strong relationship with M&E teams and cluster leads
- Strategic positioning with respect to external donors and sectorial partners; leadership of several national or international NGOs consortia (civil society and governance projects)
- Overall management of program budget and time frames, supervision of support/operation departments (Logistics and Finance/Administration) and coordinating with external logistical partners
- 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)
- Supervision of the overall compliance with internal procedural and transparency rules, staff capacity building on standardized intervention processes and flowcharts

Commented [14]: # of events participated in or led? What outcomes resulted—policies influenced, collaborations initiated?**Commented [15]:** # of trainings delivered? # of officials trained? % improvement in operational efficiency post**Commented [16]:** # of SOPs developed or implemented? % decrease in inspection errors or**Commented [17]:** Framework status—drafted, approved, implemented? % compliance with**Commented [18]:** Include direct/indirect reports, % improvement in team performance, retention rate, or**Commented [19]:** This section could be incredibly powerful with quantifiable outcomes, especially since**Commented [20]:** Which projects? # of projects or \$ value? What outcomes resulted from your**Commented [21]:** # of proposals submitted or funded? % budget managed? # of donors engaged or**Commented [22]:** Include scale: # of border posts supported? # of individuals reached through commun**Commented [23]:** Which tools? % improvement in M&E accuracy or reporting timeliness? # of reports**Commented [24]:** # of partnerships maintained or expanded? % increase in coordination or joint initiative**Commented [25]:** Any improvements in staff retention, team performance, or capacity building? # of**Commented [26]:** Insert # of beneficiaries reached across projects? \$ value of projects? % of project**Commented [27]:** Which services? % improvement in delivery timelines, cost savings, or logistical efficiency?**Commented [28]:** # of SOPs created or revised? Time saved through standardization? Compliance with**Commented [29]:** # of organizations supported? % increase in inclusion-related program components or**Commented [30]:** # of stakeholders engaged? Key policies influenced? Outcomes of collaboration—joint**Commented [31]:** Team performance outcomes? Staff retention/improvement metrics? % of programs**Commented [32]:** How often? Responsibilities handled? Key leadership decisions made during this**Commented [33]:** What was the scope of the strategy—# of countries or projects covered? %**Commented [34]:** # of proposals developed or funded? % funding success rate? Specific**Commented [35]:** # of partners in consortium? \$ in joint funding mobilized? Strategic wins—new programs**Commented [36]:** \$ amount of budget managed? % of projects delivered on time and on budget? Cost**Commented [37]:** # of beneficiaries served? % impact improvements or sectoral KPIs reached? \$ value of**Commented [38]:** # of staff trained? % compliance improvement? % audit readiness? Any risk mitigation

- 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
- Supervision of Geographic Information System (GIS) Teams and activities, especially in refugee camps in North and South Ubangui and with innovative components

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
- 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
- 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
- Management of international and national program human resources, and Country Director representation in the absence of the CD

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
- Overall coordination of project reporting, in close link with the M&E teams
- Participation and co-leading in technical clusters (Food Security, WASH, shelter & NFI)
- Management of the Project Development Department (2 expatriates, 1 national staff)

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)
- 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.)

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 & CERTIFICATIONSUNIVERSITY OF PARIS- SACLAY, Orsay, France | **M.A, International Relations**

07/2013

UNIVERSITÉ MONTPELLIER, Montpellier, France | **BA, Public Administration**

06/2011

Commented [39]: % reduction in turnover? Performance improvement initiatives? Any restructuring or expansion of team capacity?

Commented [40]: # of days/months in acting role? Key leadership decisions? Outcomes or crisis responses managed during your tenure?

Commented [41]: # of GIS tools implemented? % increase in data-driven decision-making or geographic coverage? Any use cases in private-sector-style mapping or predictive analysis?

Commented [42]: \$ amount of portfolio? # of beneficiaries reached across all projects? % of projects completed on time and within budget? Improvements in efficiency or beneficiary satisfaction?

Commented [43]: # of guidance documents produced? % improvement in intervention quality, consistency, or speed of deployment? Results from new intervention areas like income generation?

Commented [44]: # of policy recommendations advanced or adopted? \$ secured in joint funding? Growth or sustainability improvements in partner CSOs?

Commented [45]: # of KPIs tracked? % improvement in performance monitoring or reporting? Impact on program adaptations or funding decisions?

Commented [46]: # of staff managed? Duration/frequency of CD coverage? Leadership initiatives taken during CD absences? Team development outcomes?

Commented [47]: Insert # of proposals submitted and approved? \$ funding secured? % increase in win rate or diversification of donor base?

Commented [48]: # of reports submitted? % on-time submission rate? Resulting improvements to funding, donor satisfaction, or internal decision-making?

Commented [49]: # of clusters engaged with? Contributions made—policy development, technical standards, or coordination improvements? Outcomes from co-leadership—cross-agency initiatives or efficiencies?

Commented [50]: Team performance or output metrics? % increase in proposal volume, quality, or turnaround time? Staff development or training initiatives?

Commented [51]: What was the project size—\$ budget? # of countries or CSO platforms covered? % of capacity building goals met or exceeded?

Commented [52]: \$ amount raised? # of new donors secured? % increase in sustainability or operational capacity of the CSO networks?

Commented [53]: # of consolidated reports produced? % reporting improvement or alignment with donor standards? Impact of reporting—new partnerships?

Commented [54]: # of structured CSOs? Policy changes driven by advocacy? # of General Assembly participants or action items executed?