

# JANE DOE

JaneDoe@gmail.com | 987-654-3210 | linkedin.com/in/JaneDoe/

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
- 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)
- 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

**Commented [1]:** When you've been at an organization for a long time, but you've changed roles, you want to showcase growth in the organization. In this example, Jane Doe has held 3 different roles at IOM, however, it is not necessary to list IOM and location for all 3 roles given that it's the same organization in the same location. We want to avoid redundancy while optimizing formatting to show growth and tenure.

What you're going to do is delete the organization & location listing on anything that follows the first identifier. See a step-by-step how to here: [https://scribehow.com/shared/STAGE\\_3\\_Resume\\_Review\\_Optimize\\_Space\\_role\\_and\\_location\\_r6s4ZOC-RgeQQDozB5iEkg](https://scribehow.com/shared/STAGE_3_Resume_Review_Optimize_Space_role_and_location_r6s4ZOC-RgeQQDozB5iEkg)

**Commented [2]:** Each bullet point must start with a strong action verb, note that many of these are either not strong or not verbs. You must also ensure that you are consistent in the verb tense that you choose-- in corporate resumes it is standard to apply a past-tense action verb.

**Commented [3R2]:** Find examples of strong verbs here: <https://capd.mit.edu/resources/resume-action-verbs/>

**Commented [4R2]:** Be mindful of being consistent in which verb tense you use, this example draft uses active and present tense throughout. Recommended: use action verbs in past tense

- 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

**Commented [5]:** Often in development and humanitarian spaces, we're accustomed to capitalizing the names of documents and title proxies (ex: International Staff, National Staff), keep in mind that outside of humanitarian spaces, this is not common practice and may be viewed as grammatical error or oversight.

#### 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 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
- 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 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 Ubangui and with innovative components

#### Program and Consortium Coordinator

Feb 2016 – Dec 2016

- 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

Senior Country Project Development Officer

Feb 2015 – Jan 2016

- 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
- 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)

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 & CERTIFICATIONS

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

07/2013

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

06/2011