



UNIVERSITÀ
DEGLI STUDI
DI PALERMO

DIPARTIMENTO DI SCIENZE ECONOMICHE
AZIENDALI E STATISTICHE (S.E.A.S.)

Al Direttore del
Dipartimento SEAS
SEDE

e p.c.

Al Presidente della Commissione Elettorale
per l'elezione delle componenti
elettive del Consiglio di Dipartimento
di Scienze Economiche, Aziendali e Statistiche
SEDE

Oggetto: Sig.ina Ola Hajjaj - Candidatura rappresentanze studenti iscritti a corsi di specializzazione e a dottorato di ricerca in seno al Consiglio di Dipartimento di Scienze Economiche, Aziendali e Statistiche - triennio 2016/2018.

Visto l'avviso del bando prot. 48 del 13/01/2016, il sottoscritto Sig.ina Ola Hajjaj, nato a Gaza il ed iscritto al secondo anno del corso di dottorato in "Scienze economiche, aziendali e statistiche" (Ciclo XXX) in questa Università degli Studi di Palermo, presenta la propria candidatura per l'elezione dei rappresentanti degli studenti iscritti ai corsi di specializzazione e dottorato di ricerca.

- Si allega curriculum vitae;

Palermo, 19/01/2016

Firma

CV

Personal Details

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Career History

**Project Coordinator _ University of Gaza _ Faculty of Commerce Compliance of Commerce
Faculty – Business Administration Students’ Skills & Knowledge to Workforce Requirements
Project.** **[Nov.,2013- Jan., 2015]**

Duties:

- Ensure the successful implementation of the Project through the coordination and execution of all the activities related to the project’s implementation plan and provide adequate follow ups and supervision of the work.
- Follow-up all procurement and financial issues related to the project in accordance with the World Bank procurement procedures and guidelines
- Lead the project team and ensuring team coherence and motivation.
- Evaluation and monitoring of project progress at all stages of the project.
- Management of the project’s internal and external communication, including preparation of progress reports, drafting letters, emails, meeting minutes, etc.
- Proposal Writing .ex. Stocks Exchange Simulation Lab"

**Administrative Staff International Relation Office _Palermo University _Italy. [1Month Staff
Exchange]**

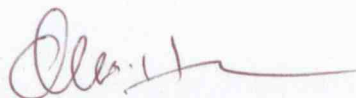
Duties:

- Support international student enrolment in the university
- State and archive new international student files
- Support the coordination of international students' flights, accommodation, legal papers and bank accounts.
- Keep in contact with the international students before and after arriving to Palermo

Monitoring and Evaluation Coordinator _Catholic Relief Service. [Feb.,2013- Sep., 2013]

Duties:

- Work to maintain, organize, and review programs files to check for accuracy, completeness and consistency.
- Assist in conducting field monitoring visits, home visits verifications and site visits as assigned by the supervisors to sample of PCAP, CPP and GRRAM beneficiaries to validate the selection process and accuracy of data submitted .
- Assist in double checking the counting process in data processing in the submission of the Indicator Performance Tracking Table(IPTT)
- Provide hands-on technical assistance to M&E APO in all aspects of design, monitoring and evaluation, in term of ensuring good monitoring of field works.
- Carry out tasks assigned by the supervisor including maintaining data flow from the partners’ coordinators.
- Verify reported indicator and target numbers provided by the teams, to ensure accuracy.
- Assist the M&E APO with the implementation of the proper monitoring and sampling methods.
- Work closely with local partners to ensure monitoring documents and data are reported in a timely



order.

- Work with partners to ensure they understand how to use monitoring tools correctly.
- Assist with data cleaning and data entry.

Project Coordinator _Catholic Relief Service _Gaza Risk Reduction and Mitigation Project
[Nov.,2011 –Feb.,2013]

Duties:

- Assist in identifying local partner and project sites.
- Support in conducting training of project staff and partners.
- Support partners in community meetings to introduce and explain Gaza Risk Reduction and Mitigation (GRRAM) project.
- Supervise and support partners working with communities to conduct vulnerability and capacity (VCA) and develop (DRR) plan.
- Ensure VCA and DRR plans are documented and retained by CRS and community.
- Assist partners in providing technical assistance to DRR groups in developing small grants proposals
- Monitor and modify DRR plans implementation.
- Support drafting and revising DRR guide
- Assist in organizing dissemination events such as recognition ceremonies and DRR guide lunch..

Field Monitoring Officer & Activities Coordinator_ UNRWA_ Gender Initiative

[Oct.,2010 – Oct.,2011]

Duties:

- One of the coordinators for the first Marathon(May,2011) in Gaza Strip "Responsible for the participation of women "
- Conduct field visits for the purpose of monitoring and evaluation.
- Periodic follow ups of program activities.
- Responding to problems.
- Submitting regular written reports.
- Conducting community outreach activities.
- Provide verbal and written reports on the activities being undertaken in project locations, including problems and challenges
- Coordinate all activities with the local CBOs
- Assist with the recruitment of CBO facilitators for the different activities
- Responsible to plan and undertake regular community workshops and field visits.
- Perform documentation review and design questionnaires.
- Analyze questionnaire data using the SPSS.
- Supervise the staff in the field and CBO's
- Escort delegations related to the project and report to them directly on site.
- Follow up of implementation regarding ongoing project activities.

Project Coordinator_ Arq El Insan Benevolent Association _Health Nutrition Awareness for 20 Family Centers in the Gaza Strip.
[Dec., 2009 - Oct.,2010]

Duties:

- Responsible for overall project management which includes implementation and monitoring of project and activities
- Organize training schedules and plan all aspects of event delivery) e.g. Training/workshops
- Monitor and maintain the project plan
- Work with other stakeholders and partners to further the program's success

- Ensure project documents are complete, current, and stored appropriately
- Maintain reporting schedule and ensure all reports are submitted on a timely basis.
- Ensure project plans are monitored and maintained to reflect any program or scheduling changes .
- Designs sensitization and educational material (radio spot, leaflets, handbooks etc...)
- Supervise project staff in the CBO's
- Supervise the project staff in the community mobile centers.
- Provide training and technical guidance for the team.
- Task the Data Entry and Evaluate permanently the effectiveness and the quality of the awareness campaigns taking into consideration users' feedback
- Working with the procurement department
- Responsible for 64 Staff members (Full & Part time)
- Coordination with 20 CBOs
- Lead the budget.

Reporter & Public Relation Officer _ Palestine Media Production Co.

[February, 2009 - Nov., 2009]

Duties:

- Coordinate for ZDF TV interviews
- Conduct TV interviews for the ZDF
- Report news updates
- Observe events and conduct research
- Marketing for the PMP Co.
- Follow up the Co. website
- Build Partnership relations between the Co. and TV channels
- Follow up team work
- Follow-up correspondence

Administrative assistant _ External Unit _ Islamic University Gaza

[May, 2008 – Oct., 2008]

Duties:

- Writing of project reports in English
- Writing of proposals in English
- Recording of minutes during meetings
- Coordination of meetings
- Contact with international universities for students grants
- Follow-up to the magazine of the unit and prepare its themes
- Search for grants
- Keep grant data files updated
- Keep students data files updated
- Follow-up correspondence
- Prepare presentation of projects

Education

- PhD Student _Palermo University (Still)
- Business Administration Master, Thesis (Soft Skills Role in Job Hunting)
- Bachelor of Electrical Engineering.

- Business Fundamentals and Capital Recourses Diploma.[85H]

Skills

- Excellent reporting skills.
- Ability to work under pressure
- Ability to work in team.
- Successful in meeting deadlines
- Strong communication skills.
- Ability to build effective relationships
- High level representation skills
- Excellent analytical and problem-solving skills
- Excellent in preparing seminars and conferences
- Ability to juggle multiple tasks at one time
- Excellent ability in social communication.

IT Skills

- Proficiency in computer applications (Word , Excel , power pointetc)
- Excellent knowledge in SPSS (Statistical Package for the Social Sciences)

Courses

- UNRWA Basic Gender Awareness
- International Computer Driving License (ICDL)
- Two Programs in Management & Capital Resources in joint program between ANERA Foundation and the Islamic University of Gaza.
- Training Of Trainers (TOT)
- Preparing Perfect Project Coordinator
- Preparing Perfect Project Manager
- How to be an officer manager for an international organization
- Quality Management
- Proposal Writing
- Strategic Planning
- Computer Maintenance Course
- First AID
- Photography Course
- Domestic Violence in Gaza Strip

Conferences

- Gender Quality _Slovenia_ June ,2015
- ILO Youth employment Conference _Geneva _May,2012
- Euro med Youth Conference _Spain_Nov,2012
- Women and Justice _International Visitor Leader Program _USA_April,2013
- The Islamic University Award "Best Project in Department"2008/2009

Awards

Language

- Arabic (Mother Tongue)
- English (Excellent)
- Italian(Good)

