

CURRICULUM VITAE (CV)

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Program & Development Specialist / Humanitarian Affairs

Date of birth : November 25th 1964
Nationality : French

SPECIFIC SKILLS

- Management
 - Strategic planning
 - Budgeting & grants management
 - Program development, implementation and management
 - Program assessment and evaluation.
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COMPETENCIES & SKILLS

- Familiarity with United Nations and international policies and operational practices in relation to internally displaced persons (IDPs) & human rights , including an understanding of the collaborative approach and the cluster leadership approach.
 - Familiarity with UNHCR and international policies, program planning, design, monitoring and evaluation and technical guidelines.
 - Knowledge of inter-agency participatory assessments, rapid rural appraisals, people-oriented planning and a rights and community based approach and age, gender and diversity analysis.
 - Knowledge of design and planning of information management activities.
 - Experience in UNHCR field operations, including emergency operations.
 - Experience in project coordination, monitoring and evaluation in an international, multicultural environment involving UN, NGOs and local authorities.
 - Experience in managing grants, elaborating budget and budget monitoring.
 - Experience leading, coordinating and implementing participatory strategic planning exercises with all stakeholders.
 - Liaison and external relations experience working with local and national government authorities, military officials, donors, national and international NGOs and other international organizations.
 - Work experience with other UN agencies (particularly WFP, UNICEF, UNRWA, UN integrated missions) or NGOs.
 - Interpersonal skills, including the ability to build consensus, teams and coalitions.
 - Advocacy skills.
 - Negotiation skills, including the ability to negotiate with interlocutors under hostile conditions.
 - Facilitation and training skills, including the capacity to organize, chair and facilitate meetings.
 - Communication skills, including the ability to communicate effectively with a wide variety of actors in a multi-cultural environment.
 - Strong analytical and drafting skills.
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EDUCATION

- July 2009 - Management Learning Programme
Master (14 months programme)
International Labour Organization (ILO)
International Training Center
Geneva Switzerland
- December 1993 Bachelor in Business Administration (BBA)
Baccalaureat en Administration des Affaires (BAA)
Universite du Quebec A Montreal (UQAM)
Montreal / Canada
- 08/1992-06/1993 Certificate in Financial Analysis
Finance - Securities / *Valeurs Mobilières*
Universite du Quebec A Montreal (UQAM)
Montreal/ Canada
- 08/1991-06/1992 Certificate in Administration
Business Management
Universite du Quebec A Montreal (UQAM)
Montreal/ Canada
- 01/1990-07/1991 Certificate in Marketing
Services Marketing
Universite du Quebec A Montreal (UQAM)
Montreal/ Canada

PROFESSIONAL VOCATIONAL TRAINING

- 10/2009 – 10/2009 Program Planning with FOCUS software
UNHCR workshop – Kampala, Uganda
- 31/05/07 – 01/06/07 Use of the Central Emergency Response Fund
The Central Emergency Response Fund (CERF) - Dakar, Senegal
- 04/07/05 – 08/07/05 Atelier sur les Missions d’Evaluation Conjointe
(Workshop on Joint Evaluation Missions)
WFP & UNHCR – Dakar, Senegal
- 02/05/05 – 06/05/05 UNHCR Situational Emergency Training
UNHCR – Kofi Annan International PeaceKeeping Training Center
Accra, Ghana
- 29/11/04 – 03/12/04 “ Financial Management Training “.
UNHCR - Dakar, Senegal
- 16/02/04 – 18/02/04 “ Effective Donor Reporting for Field Offices in West Africa “.
Effective writing donor’s reports
UNHCR - Dakar, Senegal
- 28/11/01 – 08/12/01 Emergency Preparedness and Response Training /
World Food Programme (WFP) – Stockholm, Sweden

- 09/05/01 – 11/05/01 Action Learning on Security
UNHCR – Kinshasa, DRC
- 18/09/00 – 22/09/00 “ Regional Planning Meeting & Training Workshop on Gender Equality
Mainstreaming ”.
UNHCR Regional Planning Meeting & Training Workshop - Nairobi, Kenya
- 07/12/98 – 11/12/98 Resettlement Workshop – Durable solutions
UNHCR - Dakar, Senegal
- 20/10/97 – 24/10/97 Program Management training
UNHCR - Kigali, Rwanda
- 02/07/96 – 05/07/96 Refuges and the Environment
UNHCR - Dar-Es-Salam, Tanzania
- 04/1996 – 04/1996 Security Training
UNHCR - Kigali, Rwanda
- 15/11/95-17/11 /95 FMIS field version 3.0 with PMS procedures
UNHCR - Kigali, Rwanda
- 02/11/95-03/11 /95 People Oriented Planning
Community development workshop
UNHCR - Kigali, Rwanda

PROFESSIONAL EXPERIENCE

**07/2008-Present Office of United Nations High Commissioner for Refugees / UN agency
Senior Programme Officer
U.N.H.C.R Kampala – Uganda**

Duties: Advise Senior Management team on program strategies and elaborate strategic conceptual program papers. Provide leadership to the Program and Supply Chain Section in the UNHCR's Country Program. Develop/ensure implementation of coherent development and humanitarian response strategies and procedures. Within delegated authority, allocate resources using the RBM approach; Establish overall work plan and budget; Develop and coordinate monitor performance tools (parameters and critical indicators); Trainer and resource person; Serve as liaison in non-Un entities, including senior host government officials, donor representatives, international and local NGOs officials.

Achievements: The program covers 11 refugees' sites hosting 143,000 refugees in Uganda in 2009. I have reviewed and changed the program strategy and implementation of the refugee's assistance in Uganda by moving services assistance delivery points close to beneficiaries/refugees. Simultaneously, under the country IDPs (international displaced persons), I managed to harmonize program activities of 11 implemented partners. Despite great reticence of the government officials, I managed to improve our relations and to bring them on board to be part of the 360 degree change in the refugee program assistance in Uganda. Due to the very volatile security situation in countries surrounding Uganda, and which may become refugees country producers, I coordinate a more inclusive contingency plan in case of major refugees influx in the country.

**02/2008-07/2008 Office of United Nations High Commissioner for Refugees / UN agency
Programme Officer (Reporting)
U.N.H.C.R Bujumbura, Burundi**

Duties: Within a Peace Keeping operation in Burundi, to develop and implement reporting tools for the European Commission Recovery Fund. The Fund granted a three years program to UNHCR, UNICEF, WHO through the Finance Ministry of Burundi.

Achievements: This funding benefited the Returnees Rehabilitation program in Southern part of Achievements. I was coordinating the multi agency program and developed and implemented common reporting tools. These program reporting tools were validated and launched at the satisfaction of EC delegation in Bujumbura. I also trained implementing partners and UN colleagues on data collection and reporting tools.

07/2007-01/2008 **Office of United Nations High Commissioner for Refugees / UN agency**
Senior Liaison Officer (Second Officer)
U.N.H.C.R Dakar, Senegal

Duties: Ensure the liaison with implementing partners and senior government officials in the four countries under coverage of Dakar Regional Office (Senegal, Mali, Guinea Bissau and Gambia).

Achievements: I undertook the program review of the Regional Office toward its extension of coverage from 4 to 12 West African countries.

07/2002-07/2007 **Office of United Nations High Commissioner for Refugees / UN agency**
Regional Programme Officer
U.N.H.C.R Dakar, Senegal

Duties: To develop, consolidate a regional program structure covering four different countries under a newly formed Regional Office in Dakar. To develop a program structure at each country level; To define beneficiaries needs and resources availability; To build partners capacities specially government entities; Elaborate proposals, budget, programs monitoring and evaluation mechanisms, projects financial control; To facilitate programs implementation and development through the country partners in charge of the delivery of refugee international protection and assistance.

Achievements: In each country newly covered by the Regional Office, a respective specific country programme was carried out with its own specificities. During my assignment in the regional office, I managed to conclude the integration of all four programs in one's regional while maintaining respective programme specificity in each country. This program consolidation was successful after 4 years of complex and challenging transition. I maintained strong working relations with more than 12 other regional UN offices based in Dakar. I facilitated relations between senior governmental officials and UNHCR Regional Office after the closure of UNHCR offices in Mali, Guinea Bissau and Gambia. Despite several military coups in Guinea Bissau, I had to establish working relationship with new power holders and to ensure that programs were implemented for the benefit of the refugees.

10/2000-07/2002 **Office of United Nations High Commissioner for Refugees / UN agency**
Programme Officer
U.N.H.C.R Kinshasa, DRC (Democratic Republic of Congo)

Duties: To develop a program structure at field/country level, to define beneficiaries needs and resources availability, to define and to build partners capacities, to elaborate proposals and budgets, programs/projects monitoring and evaluation, projects financial control, integration of techniques specificities and specified projects in programs development, to facilitate programs implementation and development through the partners in charge of their execution, assistance and support to the program.

Achievements: The Regional Office in Kinshasa was overseeing the program in DRC, Congo Brazzaville, Central Republic and Chad. The program in DRC was implemented under the biggest UN Peace Keeping Operations and had three folders; the first one was an emergency situation in the north and east of DRC, the second program was the repatriation of Angolan refugees from Katanga and a Care and Maintenance program for the urban refugees in Kinshasa - more than 1,500,000 refugees were supported by these programs. Strong working relations were built up with the UN military forces in all part of DRC. Despite these complex situations and challenging logistic and access issues, we managed to provide assistance to refugees all over the country at the satisfaction of beneficiaries/refugees.

**04/1999-10/2000 Office of United Nations High Commissioner for Refugees / UN agency
Programme Officer (on mission in Aru)
U.N.H.C.R Aru , DRC (Democratic Republic of Congo)**

Duties: To develop a program structure at field/country level, to define beneficiaries needs and resources availability, to define and to build partners capacities, to elaborate proposals and budgets, programs/projects monitoring and evaluation, projects financial control, integration of techniques specificities and specified projects in programs development, to facilitate programs implementation and development through the partners in charge of their execution, assistance and support to the program.

Achievements: After the war in Province Orientale (DRC), we managed to re-open and resume a sub-office in Aru and its two field offices in Dungu and Aba. We started the program implementation to benefit the 200,000 Sudanese refugees despite the tense security situation and challenging logistic issues.

**03/1999-04/1999 Office of United Nations High Commissioner for Refugees / UN agency
Programme Officer (on mission in Gambella)
U.N.H.C.R Gambella, Ethiopia**

Duties: Programs/projects monitoring and evaluation, projects financial control, assistance and support to the program.

Achievements: Within an isolated and confined environment, I carried out a complete revisit of the program and provided a new program proposal for the Sudanese refugees (70,000) living in Gambella region in southern west of Ethiopia. I successfully re-established working relationship with local government officials in charge of refugees.

**08/1998-03/1999 Office of United Nations High Commissioner for Refugees / UN agency
Programme Officer (on mission in Ouagadougou)
U.N.H.C.R Ouagadougou, Burkina Faso**

Duties: To develop a cross country (Burkina Faso, Benin) program structure, to define and to build partners capacities, to elaborate proposals and budgets, projects financial control, integration of techniques specificities and specified projects in programs development, to facilitate programs implementation and development through the partners in charge of their execution, assistance and support to local NGOs and government departments in charge of refugees in both countries.

Achievements: I developed and successfully launched a resettlement program of refugees within Africa. It was a US funded program targeting 200 individuals/refugees who were resettled in Benin and in Ouagadougou and coming from East Africa (protection cases). Besides I ensured capacities building of two local NGOs and local government departments to enable them to implement the project.

**11/1995-08/1998 Office of United Nations High Commissioner for Refugees / UN agency
Programme Officer (Africa Great Lakes Ops)
U.N.H.C.R Kigali, Rwanda**

Duties: To develop a program structure at field/country level, to define beneficiaries needs and resources availability, to define and to build partners and ministries capacities, to elaborate proposals and budgets, programs/projects monitoring and evaluation, projects financial control, integration of techniques specificities and specified projects in programs development, to facilitate programs implementation and development through the partners in charge of their execution, assistance and support to the program.

Achievements: I initiated and implemented a three years rehabilitation program worth of 42 millions on an annual basis with 32 international implementing partners and four newly formed Rwandan ministries (internal affairs, health, education and rehabilitation). The main program objective was to rebuild Rwandan communal infrastructures. Besides I developed and implemented a low schemes housing program in the rural areas of Rwanda. Under this program were erected 300,000 shelters. In 1996, we developed an emergency response project to cater for 2,000,000 Rwandese returnees coming from Burundi, Congo and Tanzania. During my Rwanda assignments I acquired strong program and emergency response skills and qualifications.

**12/1994-10/1995 Office of United Nations High Commissioner for Refugees / UN agency
Associate Programme Officer
U.N.H.C.R Butare, Rwanda**

Duties: To implement program activities and to monitor the program. To supervise field assistants.
Achievements: This was my first experience in a humanitarian environment and a Peace Keeping operation. I learnt very quickly and led the work of 50 repatriation assistants and 15 implementing partners during the emergency in Rwanda. I worked in close collaboration and led a multi-agencies group including senior military Peace Keepers during the implementation of the repatriation of 3,000,000 IDPs from the former Zone Turquoise to the other parts of Rwanda such as Kigali, Kibungo, Nyagatare. The main challenges I faced and overcome were IDPs camps closure and the coordination with the military Peace Keeping officers under a stressful environment maintained by the newly formed Rwandese Patriotic Army in the context following the 94 turmoil.

**12/1993-12/1994 Paget Mining Ltd / Private company
Projects Administrator
Dakar, Senegal**

Duties: Management of an exploration campaign in Eastern part of Senegal. In charge of the general management of the exploration gold mining project and communication with the Senegalese government.

Achievements: I concluded the exploration campaign which moved to an exploitation of gold industry.

**01/1992-06/1993 UQUAM Foundation / Foundation
Liaison agent
Montreal, Canada**

Duties: To raise funds for the foundation, and maintain liaison with members (networking).

Achievements: I was achieving my weekly objectives of raising 1000 can\$.

**08/1990-12/1991 Telemondial Inc. / Private Company
Promotion agent
Montreal, Canada**

Duties: Promote and sale time sharing estate, and sale bank and insurance products

Achievements: I was meeting my sales objectives and obtained outstanding scores.

**08/1989-12/1989 Tour Enterprise / Private Company
Manager
Dakar, Senegal**

Duties: Develop and manage an entertainment activity, a park of attractions, in Senegal.

Achievements: I created and opened the first park of attractions and entertainment in Senegal.

LANGUAGES

FRENCH	ENGLISH
Read : Excellent	Read : Excellent
Written : Excellent	Written : Excellent
Spoken : Excellent	Spoken : Excellent

REFERENCES

Stefano severe

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