

**FAROUG**

***Date of Birth 7th April 1978***

***Nationality: Sudanese***

***Marital Status: Married***

***faroug.60540@2freemail.com***

**Work Experience**

*March 2013 to Feb2015*

**ALRAJIH International Group**

**Supply Chain & Business Development Manager**

*The Company works on several projects of investments and the Supply of different types of projects in trade business and industries such as Petroleum Industry, Supply of Construction Materials, Food Industry, Agriculture Inputs (seeds, fertilizers) & Agriculture Equipments, Water Pumps, Heavy Machines, and Motors as well the (Import / Export) of different kinds of goods, Medical Equipment and managing a number of development projects.*

* Identifies and develops business opportunities for the Group.
* Prepares and proposes the Business Development Strategy (developing new services, defining tariff structures, acquiring new clients and enhancing existing client relationships).
* Develops and delivers the business development strategy through carrying out research, formulating market analysis and producing accurate business reports.
* Determines new opportunities by analyzing business needs.
* Assists Venues and Operations Directorates in developing and implementing strategies for new products and services.
* Identifies means to increase the organization’s involvement with existing clients.
* Serves as a lead facilitator both internally and externally for project proposals.
* Screens potential business deals by analyzing market strategies, financial, available options; and recommending course of action.
* Responding to tenders and information requests in a timely manner.
* Identify potential business deals by contacting potential partners; discovering and exploring opportunities.

*October 2006 –October 2012*

**UNITED NATIONS – (Geneva Headquarters)**

**INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)**

**REGIONAL OFFICE FOR AFRICA**

**SOUTH AFRICA (Pretoria)**

**Zimbabwe Mission**

**Operations & Procurement Manager** (***International***-***Professional staff member P4***)

* Responsible and accountable for the overall management and administration of the Operation & Logistics and Procurement activities (32 different projects), including planning, organizing and leading of all the operational & activities for the UN - IOM Regional Office in South Africa and Zimbabwe Mission.
* Plan, develop and manage of all the supply chain activities involving multi-million dollar expenditures for worldwide procurement of a broad range of commodities and services such as vehicles, construction of shelters, boreholes drilling, as well supply by food and non-food items (NFI packs), pharmaceutical supplies, medical equipment , telecommunication equipment, agriculture inputs & tools, building materials for shelters and housing, educational supplies, tarpaulins, tents, laboratory equipment, soap, general management services, computer and software, and manage of all procurement & supply contracts such as construction contracts, transportation contracts, services contracts, purchase orders, and supply contracts.
* Monitor, analyze and report on the operational developments, disaster relief-management and emergency situations in the region. Participate in large, complex projects and strategically drive to reach goals of the projects, including the situation assessments on ground & other missions.
* Coordinate the emergency response operation for the emergency and disaster situations; report on the necessary support required for the humanitarian program (e.g. staff, funding, specialized equipment, supplies, etc.).
* Draft situation reports to the international community & donors, Partner with other humanitarian agencies to plan and evaluate humanitarian and emergency assistance programs and help ensure that latest findings, lessons learned and policy guidelines are incorporated into these activities.
* Participate on the appeals for international assistance. Ensure the proper use and spending of donor contributions channeled. Establish and maintain contacts with government officials, other UN agencies, non-governmental organizations, diplomatic missions, media, etc.
* Report regularly to the Chief of Mission and Regional Director RD and other interested partners on progress achieved and developments..
* Prepare regular and specific narrative, impact, policy, financial, evaluation and statistical reports covering IOM activities; prepare briefings and background information requested by RO and HQs, the Government and other entities.
* Direct the operational, human resources, administrative, budgetary and financial activities of the Mission and oversee those of the Sub-Office(s) in accordance with the Organization's rules and procedures.
* Undertake and provide support to technical assistance and other field missions, e.g. participate in field trips to undertake in-depth reviews of specific country coordination mechanisms.
* Prepare of various written reports, documents and communications, e.g. draft sections of studies, background papers, policy guidelines, parliamentary documents, briefings, case studies, presentations, correspondence, etc.
* Participate in senior management meetings to formulate strategies to ensure the organization is meetings goals for each budget period.
* Serve as the primary focal point on specific topics & policy-related issues. Keep abreast of latest developments, liaise with other humanitarian organizations, donors, etc., and ensure appropriate monitoring and reporting mechanisms.

*August 2005- October 2006*

**UNITED NATIONS – Geneva HQ**

**INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)**

**REGIONAL OFFICE OF AFRICA (South Africa) - Pretoria**

**Senior Operations Officer  *(International Professional staff member P3)***

Responsible & accountable for the overall monitoring & evaluation management of the program implementation of the emergency response operations within the South Africa countries region.

* Develop, Plan and contribute to IOM's overall mandate and strategy through project development and implementation in the region with appropriate consultation with the Regional Office, Headquarters, Member States and other relevant actors.
* Play an integral role in policy discussions and apply approved policies in the regional activities. Advise the Regional Office and HQs on national policy and emergency matters as well as governments policies affecting the activities of the organization in South Africa region and make recommendations and prepare proposals for appropriate action
* Implement activities for the Emergency Response Fund, generating awareness of the grant among potential recipient organizations, expanding access to the grant.
* Coordinate and manage operational activities to ensure the proper use of the program funds and the compliance with the ERF guidelines. Coordinate delivery of relief funds provided by IOM/USAID, ensuring that distribution is carried out in accordance with the organization policies and regulations and other legal issues.
* Develop and promote liaison with governmental authorities and diplomatic missions, international and regional organizations, non-governmental organizations (NGOs) and voluntary agencies, and public media in the region.
* Identify needs and priorities for cooperation and project development as well as for fundraising purposes. Represent the Organization at national and international conferences and meetings. Develop public relations and media activities in order to promote the organization's vision and programmes.
* Participate in the Humanitarian Country Team (HCT), chair the Operations Management Team and contribute and provide support to other inter-agency planning processes and the overall humanitarian strategy.
* Monitor financial statements from the grantee(s) and the timeliness and quality of response(s), supporting recipient organizations through providing financial advice with regards to progress updated and disbursement requests etc.

*Feb. 2003 - July 2005*

**UNITED NATIONS – New York Headquarters (UNHQ)**

**Economic & Social Commission for Western Asia (UN-ESCWA)**

**Globalization & Regional Integration Division**

**World Trade Organization Team *(WTO Team)***

**Economic Affairs Officer *(International Professional staff member P3)***

**UN-ESCWA Lebanon – Beirut**

Monitor political and socio-economic developments in Middle East region affected by conflicts.

* Identify recurrent and emerging issues in the global economy with a view to their impact on countries of the region.
* Identify socio-economic needs and good governance deficiencies of countries suffering from conflicts & translate these needs into technical assistance programs and capacity building programs to enhance development.
* Propose, design and carry out substantive analytical and policy research on economic and development issues of concern to countries of Western Asia, particularly analyze key trends and impacts and changes in socio-economic as well as political development in the countries suffering from conflicts.
* Participate in preparing studies/reports/publications on economic and development issues. Interpret the results of analysis to develop policy recommendations & formulate proposals for development strategies that can be applied at the national and regional levels.
* Organize and provide substantive servicing of expert meetings and seminars. Assess the implementation of technical cooperation programs and projects. Liaise with national, regional and international public and civil society organizations as well with donor agencies for the implementation of projects for UN- ESCWA member countries.
* Participate in resource mobilization in support of these countries.
* Attend international, regional and national meetings to hold discussions and liaise with representatives of other institutions.
* Undertake missions to member states in support of the work program.

*November 2000 – Feb. 2003*

**UNITED NATIONS – New York Headquarters (UNHQ)**

 **United Nations Mission in IRAQ**

 **Food & Agriculture Organization of the United Nations**

 **Procurement & Logistics Officer- *(International professional staff member p2)***

 ***Amman (Jordan) – Baghdad (IRAQ) Office***

Prepare a variety of Contracts-related documents, service contracts, construction contracts, transportation contract, Communications, guidelines and instructions to contractors, etc.

* Monitor of all projects implementations and performance and achievements according to the work plan.
* Manage of contractual agreements, recommends amendments and extensions of contracts, and advice-concerned parties on contractual rights and obligations;
* Conduct market research to keep abreast of market developments, research and analyze statistical data and market reports on the world commodity situation, production patterns and availability of goods and services.
* Manage of all aspects of bid/proposal evaluations and report to the bidding committee.
* Prepare and distribute Invitation to Bids (ITBs), Request for Quotation (RFQs), and Request for Proposals (RFPs).
* Receive offers and prepare abstracts of bids and quotations for evaluation, as well enter into negotiations of terms and conditions of the services and items required,
* Establish and maintain work program and schedule for ongoing contracts and recent planned ones.
* Accounts Payable: Manage the day-to-day operations of the Invoice Processing Sub-Unit, ensuring that all invoices are processed in a timely manner, establishing work plans and priorities and monitoring performance, approve invoices for payment; Process invoices and credit notes including reviewing the contract file, verifying that the information on the invoices and credit notes issued by the vendor(s) is correct and approving/certifying for payment, invoices for goods, services & works, Liaise with internal & external clients on invoices and credit notes, inspection of charges, and obligations.

**Education**

 **Bachelor of Commerce and Business Administration..**

 **College of Business Studies..**

 **Sudan University of Science & Technology (SUST)**

 **Khartoum …**

 **High Secondary School Certificate - English Academic Courses**

 **Comboni International Schools – Khartoum…**

**Skills & Competencies**

* Development of work practices, building and managing teams; ability to effectively lead, supervise, develop and evaluate of staff;
* Committed to the continuous learning process.
* Ability to effectively develop units’ work program and ensure timely delivery of results;
* Excellent communication, both oral and written, with excellent presentational skills;
* Technology Awareness: proficiency in computer particularly in Microsoft office, spreadsheets, database management and Leadership;
* Teamwork: excellent interpersonal skills including ability to operate effectively and ability to establish and maintain effective working relations.
* Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to better planning and decision making.
* Dynamic, result-oriented and able to deliver and achieve target.
* High communications skills, Fluent in spoken and written English & Arabic.

**Operational Trainings**

* United Nations Training of Contemporary Management (FAO- Headquarters) Rome - Italy 2001.
* Reintegration & Emergency Response Training for Humanitarian Operations – OCHA2006. (UN New York).
* World Trade Organization issues WTO - Agreements & Activities. Geneva 2004.
* Logistics & Civil Military Service Coordination – (UN IRAQ) 2002.
* Advanced Security in the field Training, United Nations Coordination Office in Northern Iraq (ERBIL).
* Trade in Services. World Trade Organization (WTO) , Geneva 2005
* Intellectual Property Rights – WORLD INTELLECTUAL PROPERTY ORGANIZATION (WIPO) Geneva 2005
* Integrated Management Information System IMIS (ESCWA) Beirut - 2003