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## **PROFESSIONAL EXPERIENCE**

4 April 2017 – Up-to-date *UNESCO Khartoum Office*

### ***Programs Assistant***

- Deliver a range of office, financial and administrative activities in support of projects/programmes by retrieving pertinent information, assembling and collating information and contributing to the logistical and administrative preparation of events.
- Assist in preparing a variety of administrative documentation using examples or templates; ensure follow-up.
- Assist in the organization of meetings, events and workshops by booking venues, equipment and providing other related logistical support; provides administrative support during the event; collects minutes and decisions; initiates travel authorizations in conjunction with meetings, workshops, conferences or sessions; makes travel arrangements.
- Receive, analyze, sort, register and distribute correspondence, documents and processes requests for reports; draft correspondence as well as emails/faxes; review, proofreads and edits out-going correspondence.
- Draft reports, take photos, distribute documents, prepare banners and prints, translate prepared documents, make photocopies of documents, prepare workshops hand-outs, prepare initial budget, represent national officers in preparatory meetings, prepare agenda and program and prepare news about activities conducted by the office.
- Support international missions to the office by hotel booking, airport pickup and drop back, registration, coordinating transportation during the mission, organizing meetings, taking notes during mission meetings and prepare the mission office report.
- Monitor and assist the National Officers on the status of projects and their follow-ups.
- Liaise with Headquarter services to obtain additional information/clarification.
- Additional activities that may be required to ensure the success of the work team.

13 January 2014 – 30 March 2017 *UNESCO Cousteau Eco- Technie CHAIR at Future*

### ***University, Coordinator***

**Khartoum, Sudan**

- Plan/implement and evaluate the UNESCO Cousteau Eco- Technie Chair programs.
- Design and planning of new project components and project coordination concerning the environment through the awareness, research, capacity building and networking.
- Submit Quarterly/Annual reports of UNESCO Cousteau Eco- Technie Chair programs to the president of Future University and annual reports to UNESCO HQ.
- Raise the environmental awareness of the public, professionals and decision makers by organizing the Eco- Sustainability Monthly Forum (ESMF).
- Support Transfer, Adoption and Dissemination of Clean Environmental Technologies.

- Networking, collaborating and keep close contact with the environmental sector in Sudan.
- Design/ deliver human development workshops and Capacity building trainings to Future University Volunteers (FUVs).
- Join working team of youth groups (NGOs, Volunteers, Students) in organizing events and campaigns to deliver environmental messages by involving the community.
- Celebrate UN world days related to the environment.
- Design, create and present awareness presentations to the stakeholders and partners.

Nov 2011- Jan 2013 *GERMAN Agro Action -WELTHUNGERHLIFE E.V., Program Assistant (Field)* **Port Sudan, Sudan**

- Establish Women Empowerment Office at the Red Sea State Project.
- Plan, assist planning and implement/monitor women development activities in both project areas in Agig and Sinkat localities.
- Plan, prepare, implement, monitor and follow up on all project activities concerning food security and livelihoods.
- Keep close contacts and good working relationships with the target groups and beneficiary community.
- Community mobilization, coordination and dialogue.
- Assist in the design & implementation, monitoring, data collection and analysis.
- Keep records (computerized) and updated surveys and assessments.
- Assist in design and implementation of new project components and project plans.

Apr 11- July 11 *ALYASMINE RESIDENCE COMPANY, Project Manager Assistant* **Khartoum, Sudan**

- Coordinating project materials and research.
- Generating schedules and reports managing minutes from meetings.
- Updating project information and scheduling.
- Organizing project files, assisting with handing specific tasks to team members.
- Handling scheduling for project material, maintaining the client list and retaining purchase order and invoices for project materials.

Nov 10-Apr 11 *ATC CONSULTANT COMPANY, Executive Secretary* **Khartoum, Sudan**

- Data Collection, sorting and categorizing.
- Delegating the processed information to the appropriate departments in the organization in a timely fashion.
- Scheduling appointments, meetings and conferences for business procurement or for presentation to be delivered.
- Booking calendars for the reporting manager and scheduling his appointments and meetings.
- Maintaining the data shared between the departments, by filing and recording the information accordingly (as hard copies and electronic filing system).
- Attending meetings and official events on behalf of the manager as and when required and preparing minutes of meeting for future reference.
- Ensuring the authenticity of office policies and procedures and supervising support staff.

Aug 08-Aug 09 **ERICSSON AB SUDAN**, *Civil Administration Assistant* Khartoum, Sudan

- Assist the Civil Engineering department of Zain's MRO project in the Administrative duties.
- Control, register, distribute and filing internal and external corresponds /documentation.
- Involved in group work with a team consisting of a variety of different nationalities.

June 08-Aug 08 **VAL UNITED COMPANY**, *Sales Engineer & Office Administrator*  
**Khartoum, Sudan**

- Sales engineer
- Responsible for development and delivery of product demonstrations
- Responsible for representing the product to customers and at field events such as conferences, seminars, etc.
- Responding to functional and technical elements of RFIs/RFPs.
- Conveying customer requirements to Product Management teams
- Travelling throughout sales territory.

## **EDUCATION**

- 2016 **UNESCO CHAIR IN WATER RESOURCES** – *Omdurman Islamic University*  
*M.Sc. Hydrology & Water Resources Engineering*
- 2006 Faculty of Engineering and Architecture - **UNIVERSITY OF KHARTOUM**  
*B.Sc. Hon. -Agricultural Engineering*

## **TRAININGS & WORKSHOPS**

July 2016 **TRAINING WORKSHOP ON DEVELOPING LEADERSHIP TALENTS OF WOMEN IN SCIENCE, TECHNOLOGY AND INNOVATION (STI)**

International Science, Technology and Innovation Centre (ISTIC) for South-South Cooperation under the auspices of **UNESCO** Academy of Sciences **KUALA LUMPUR, MALAYSIA**

**MAY 2016 WORKSHOP ON CLIMATE CHANGE ADAPTATION IN THE ECONOMIC DEVELOPMENT SECTOR USING INTEGRATED WATER RESOURCES MANAGEMENT (IWRM) TOOLS**  
UN ESCWA and Arab Integrated Water Resources Management Network (AWARENET)  
**AMMAN, JORDAN**

January 2016 **KAIZEN AND 5S WORKSHOP Khartoum, Sudan**  
JICA Alumni Association and KYOMI ORGANIZATION

October 2015 **NGOs CAPACITY BUILDING WORKSHOP Khartoum, Sudan**  
United States Embassy in Sudan

August 2014 Recent trends in the voluntary work management Workshop  
Almagam Training Centre **Khartoum, Sudan**

Nov – Dec 07 **ALSAFWA AUTOMOBILE COMPANY Khartoum north, Sudan**  
*Maintenance Department and Warehouse*

- Mechanics section, Electric section, Overhaul & Spare parts section.
- Hands on experience of vehicle repair and range of maintenance procedures.
- Experience in client relations and customer service skills.

January 2007 **SUDAN UNIVERSITY**, *Greenhouses Technology* **Khartoum, Sudan**

- Gained Research skills and design and manufacturing experience.
- Able to use creativity to incorporate new ideas in the design process.

## **SKILLS AND ACTIVITIES**

### **Languages**

Arabic (Native Tongue), English (fluent), German (Professional working proficiency), French (Beginner)

### **Technical Skills**

- AutoCAD (2D-3D)
- International Computer Driving License (ICDL).
- Primavera (P6)
- GIS (ArcGIS9.3, 10.2, 10.3), Envi, ERDAS
- programmable logic controller "**PLC**"
- Statistics Package for Social Science "**SPSS**"

### **Skills**

- Excellent report writing Fund Raising skills.
- General knowledge of project management
- Documentation skills for documenting project schedules, responsibilities and progress.
- High coordination skills with which to develop cordial relationships with stakeholders and partners.
- High professionalism in presenting mentoring and advocacy trainings to small communities, youth and women.
- Familiar with book-keeping software and basic accounting.
- Marketing Code.

### **Personal Attitudes**

- Proactive attitude in terms of planning and coordination with different bodies and institutions.
- Target oriented and problem solving attitude.
- Good leadership skills, aimed at managing and motivating teams.
- Positive ability to bear stressful and complicated situations.
- Motivation to work closely with national and international staff.
- Flexibility in working environment
- Time management and stress management skills.
- Fast learner and Multitasker.

## **Extra-Curricular**

- Member & Establishes of Sudanese Geo-Informatics Society (**SGS**).
- Member in Sudanese Society of Agricultural Engineers (**SSAE**).
- Member in Sudanese Professional Association of Teachers of Higher Education.
- Member in Sudanese Meteorological Society (**SMS**).
- "2004-2005", "2005-2006" Member in **Human Rights Society**-University of Khartoum.
- Member & Establishes **Alfeker** cultural Society / University of Khartoum – Faculty of Engineering.

## **Interests**

Writing, Gardening, Swimming, Traveling.

## **REFERENCES**

**Dr. Eltayeb Mustafa** – President/ Future University

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**Anwar- Elsadat Eltayeb** - GIS Specialist/ UNICEF Sudan

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**Eman Abdalla** - Self Access Learning Project Coordinator/ British Council Sudan

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