***Suhair Sayej/Ayed***

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**Home:** +972 02-2810133 **Nationality:** Palestinian

**Title**: Assistant Director, Monitoring and Evaluation Unit, Vice President of Planning and Development Office, Birzeit University

**Education and Qualifications**

* **2014 – 2017:** Master’s degree, Institution-building and human resources development, Al – Quds University
* **2003 – 2009:** BA degree, Business Administration, Open University
* **1986:** Diploma in Secretarial Certificate, Young Women's Christian Association of Jerusalem (Y.W.C.A.).
* **1985:** One year Secretarial Certificate, Vocational Training Center of Ramallah.
* **1984:** Certificate of Tawjihi, Catholic Secondary School-Ramallah.

**Experience**

* **2019 – Current**, Assistant Director, Monitoring and Evaluation Unit, Vice President of Planning and Development, BZU

**Work includes:**

* + Studying Birzeit University Strategic Plan,
	+ Held meetings with Vice Presidents, Deans, head of Departments, Committee members,
	+ Reviewing and amendment the KPIs of the main four objectives of the Strategic Plan,
	+ Defining each indicator and how to measure it,
	+ Collecting the data,
* **2016 - 2019,** Administrative Assistant (Executive Support Officer) to the Vice President for Planning and Development, BZU
* **2014 – 2016,** Administrative Assistant to the Vice President of Advancement, BZU
* **2012 – 2014,** Administrative Assistant to the Vice President of Administrative, BZU

**Working as assistant to the Vice Presidents includes:**

* Organize and schedule the meetings of the Vice Presidents,
* writing the memos,
* Supervise the team, vacations, attendance, work,
* Provide stationary, equipment to the working team
* Preparing the Annual reports,
* **2005 – 2012,** Administrative Assistant to the Dean of Faculty of Law, BZU

**Work includes:**

* Coordinate Staff Annual Meetings (Retreated meetings),
* Coordinate Work Shops, Meetings,
* Coordinate the Social events (annual Eftar) for Ramadan.
* Act as a liaison between the General Council of France coordinator and the Faculty of Law and Public Administration, the French Summer Course, (The French Project)
* Organize the dean's schedule, writing the memos,
* Supervise the administrative team of the faculty, vacations, attendance,
* work,
* Follow up of the Academic Staff contracts
* **1997 - 2005**, Advisor to the Master of Law Students’ Institute of Law, BZU

**Work includes:**

* Reviewing applications for the Master’s program, assessing them, and preparing the list of candidates for the Masters of Law program.
* Compiling a list of scholarship candidates based on the academic and social criteria.
* Creating and updating a database of current and former Masters Students, including information relating to their social conditions, academic background, cumulative average, experience, and current information about students' status.
* Determining the course schedule for each semester, according to the needs of student,
* Advising students in course registration and other academic problems they encounter, acting as an intermediary between students and faculty when problems arise, advising students on their research, and writing recommendations upon request.
* Updating Master program information on the Institute of Law website.
* Responding to the Master Program webmail, and providing information about the program.
* Writing annual reports about the Masters in Law program, discussing its status and activities undertaken.
* Facilitating the faculty application process by contacting teachers, providing them with applications for faculty appointments, filling the appropriate forms to send to the Dean of High Studies for approval and appointment.
* Acting as a liaison between the Institute of Law and the Dean of High Studies concerning the Master program.
* Coordinating the monthly meetings of the Master of Law committee members, sending invitations, determining the agenda, and preparing meeting minutes.
* Following up students’ theses with their supervisors.
* Co-coordinating the conference and study rooms at the Institute of Law.
* Following up with other things related to students and law program.

**Training & Certification**

* **2019** Field Visit – University of Siena, “Improving Governance Practices at Palestinian Higher Education Institutions, Italy
* **2017** Certificate of training in Leadership and Citizenship Program MASARI, BZU
* **2015** Certificate of training in Project Proposal Design, BZU
* **2012** Certificate of First Aid Course, Palestine red Crescent Society
* **1997** Certificate of English for Secretaries, 30-hour course, Center for Continuing Education, Birzeit University
* **1996** Certificate of Computer Microsoft (Excel) 24-hour course, Center for Continuing Education, Birzeit University
* **1996** Certificate of Computer Advanced WinWord 24-hour course, Center for Continuing Education, Birzeit University.

**Community Service Work**

* Guide and leader to the high school and University youth at Birzeit Greek Orthodox Church
* Scout leader at Orthodox Scout group - Birzeit
* Active member at Birzeit Women Charitable Society

**Skill & Competencies**

* Proficient in productivity applications: Word, Excel, Outlook, Access, MS Project
* Excellent management, coordination, and organization skills
* Excellent accounting knowledge
* Excellent communication skills and ability to work under pressure and meet deadlines

**Languages**
Native speaker of Arabic, Very good in English
Good knowledge in Hebrew and French