

Tareq Alsaleh

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PERSONAL DETAILS:

Nationalities: North Macedonian and Jordanian.

Date of Birth: 11/01/1989

Place of Birth: Skopje, Macedonia

Spoken Languages: **English** – Fluent | **Macedonian (Slavic)** – Fluent | **Arabic**- Fluent | **Serbian:** Intermediate.

PROFILE:

A master's and bachelor's degree holder in Civil Engineering and certified DPro professional with ten years of experience in senior leadership positions managing programs with funding portfolios of up to 50 million USD per year from large institutional and governmental donors to implement multi-sectoral development projects in Syria, Turkey, Philippines, Jordan, Sudan, and others.

My recent industrial title was the Country Director for Agency for Technical Cooperation and Development (ACTED) in Sudan, steering a newly established mission in administrative, operation management, fundraising, and external representation. In my previous roles, I oversaw more than 12 active projects at a time with an estimated value of 50 million USD. I was responsible for ACTED's programs' overall financial and compliance management. In previous technical coordination roles, I was responsible for delivering robust technical engineering advice, contributed to many successful proposals, and strengthened the quality of the program implementation by developing tools, SOPs, technical guidance, and operation manuals. I've implemented projects directly and through implementing partners in direct and remote settings.

Currently, I am a Ph.D. student at the Laboratory of Innovation in Transportation at the Smart Urban Infrastructure Center in Toronto Metropolitan University under the supervision of dr. Bilal Farooq.

EDUCATION

- ❖ **September 2022 to Present** **Ph.D. Civil Engineering/ Transportation Engineering** | [Toronto Metropolitan University TMU](#)

- ❖ **May 2016** **MSc. Civil Engineering/ Transportation Engineering** | [Jordan University for Science and Technology JUST](#)

Ranking first in the class

Thesis Title: The Development of Travel Time and Delay Contour Map for the City of Irbid

- ❖ **May 2012** **BSc. Civil Engineering** | [Jordan University of Science and Technology JUST](#)

PROFESSIONAL EXPERIENCE

COUNTRY DIRECTOR | AUG 2021- AUGUST 2022 | **SUDAN** | [ACTED](#)

- Ensure the strategic vision and direction of the country program are aligned with the ACTED global strategy.
- Identify opportunities for appropriate expansion and growth of programs, supported by the acquisition of and investment in human resources.

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- Ensure the senior management team (SMT) delivers the leadership, management structures, staffing skills and approaches, and operational systems required to ensure a coherent 'one ACTED' approach to achieve regional objectives.
- External representation of ACTED in clusters, forums, donors, and local authority meetings to establish, and maintain regular working relationships, facilitate access and engage for grant updates and fundraising.

DEPUTY COUNTRY DIRECTOR FIELD OPERATION AND PROJECTS IMPLEMENTATION | OCTOBER 2019- AUG 2021 | **MENA REGIONAL OFFICE WITH FOCUS ON SYRIA** | [ACTED](#)

Mission Overview: Total Mission funds in 2021 were **\$50 M** -8 field offices, three coordination offices, and over 1200 operation staff between nationals and ex-pats.

- Provide direct line management of 4 senior international staff, managing an additional 17 international staff and 400+ national staff. Managed all field operations, including ultimate financial management accountability and project implementation for multi-sector and multi-hub programs of 50 million US dollar value.
- Oversee the implementation of projects ensuring that quality standards and quality control measures are in place and accordance with the contractual agreements for both ACTED direct implementation and implementing partners.
- Administrative and operation management of project implementation, including finance, logistics, and human resources.
- Lead on program budget & activities design with the rest of the SMT team for proposal writing and fundraising.
- External representation of ACTED in clusters, forums, donors, and local authority meetings to establish, and maintain regular working relationships, facilitate access and engage for grant updates and fundraising.
- Together with the Security focal points, assess project implementation risks and develop context-specific risk mitigation matrix, country security plan, SOPs, etc.
- Together with the Country Director (CD), lead strategy development and implementation. In 2020 successfully contributed to expanding the mission portfolio both on mission size and sectors coverage scaling up the budget to almost double.
- Cover for the Country Director when needed.

COUNTRY TECHNICAL COORDINATOR | SEPTEMBER 2018- OCTOBER 2019 | **AMMAN REGIONAL OFFICE COVERING SYRIA AND TURKEY** | [ACTED](#)

Mission Overview: Total Mission funds in 2018 were **\$35 M** – 5 field offices, three coordination offices, and over 800 operation staff between nationals and ex-pats.

- Overall operational management for Infrastructure projects across the three functional areas (South Syria, Northeast Syria, and Northwest Syria/ Turkey with direct line management of over five international staff and a further 12 national staff.
- Act as a key ACTED representative for the working group, cluster representation, and engage with donors.
- Work closely with the project development department to identify needs and gaps and develop technical studies and reports to support the concept notes, proposal, and fundraising.
- Support the development and maintenance of a coherent technical strategy across ACTED's areas of intervention.
- Develop technical guidance, SOPs, and manuals and conduct technical capacity building for staff.
- Work on harmonization of key approaches and methodologies for project implementations across different areas.
- Lead on recruiting and training key technical staff members, national and ex-pats.

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AREA COORDINATOR/MANAGER | MARCH 2018- SEPTEMBER 2018 | AMMAN REGIONAL OFFICE COVERING SOUTH SYRIA | [ACTED](#)

Area Overview: Total area budget: 9 M - 3 field offices, 40 field staff, and three local implementing partners.

- Coordinate and guide multi-sector project implementation through direct implementation and three local implementing partners' management.
- Support the Country Director and Project Development Department in proposal conceptualization (problem statement, log frame) within the country, regional and global strategy framework.
- Lead assessment(s) at the area level to maintain close monitoring of the humanitarian situation and the relevance of ACTED programming and proposals.
- Establish, maintain and improve active and regular working relationships with other NGOs, UN agencies, clusters, working groups
- Lead the field Finance, Logistics, Admin, and HR departments and ensure proper link and coordination with the capital department.
- Mentor and support the team to build capacities and improve efficiency and performance.

PROGRAM MANAGER -REACT | JAN 2018 – MARCH 2018 | GUIUAN- PHILIPPINES | [ACTED](#)

- Act as base manager for ACTED operation in Guiuan- Philippines.
- Lead on the program implementation and completion, including field donor relations and handover to local authorities.
- Writing and developing operation and management manual.
- Design and deliver a local partner's social/ economic business model.

INFRASTRUCTURE PROJECTS COORDINATOR | MAY 2017- JAN 2018 | SOUTH SYRIA | [ACTED](#)

- Manage Infrastructure projects under different grants.
- Project planning, troubleshooting, and recovery plan development.
- Budget management, including expenses, forecasts, and reporting.
- Setting up program implementation strategies to improve efficiency and effectiveness of service delivery.
- Setting up methodology for community involvement toward enhancing the sustainability of community infrastructure.
- Project development.

RETAINER TECHNICAL SPECIALIST | DEC 2016 – DEC 2017 | MENA | UNITED NATIONS OFFICE FOR PROJECT SERVICE ([UNOPS](#))

- Produce concept designs for infrastructure projects.
- Reviewing and advising UNOPS on a phased detailed technical design with consulting/ budgeting and implementing infrastructure projects that are contextually relevant, cost-effective, efficient, and sustainable.
- Best practices and tools needed to deliver optimized designs and technical specifications.
- Contractual special conditions for the different phases of design and implementation.

INFRASTRUCTURE PROJECTS MANAGER | JORDAN | JUNE 2014-MAY2017 | [ACTED](#)

- Lead on planning, coordination, and organization of the technical and managerial aspects with contractors, consultants, and stakeholders.
- Development of implementation plans, technical specifications, and bill of quantities and lead with the tendering processes, including contractor selection for the implementation phase of the program.

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- Setting up program implementation strategies to improve efficiency and effectiveness of service delivery.
- Supervise and follow up with contractors to ensure timely implementation of activities.

SITE ENGINEER | JUNE 2012- JANUARY 2014 | ABU DHABI- UNITED ARAB EMIRATES | ACTCO

- Duties include managing and coordinating all the activities related to civil work.
- Following up on the execution of the subcontractors.
- Evaluate all tasks of work in compliance with the Engineering specification.
- The full in charge of implementing the Engineering Plans on the ground.

TEACHING EXPERIENCE:

TEACHER ASSISTANT | JAN 2014- JUNE 2014| JORDAN| JORDAN UNIVERSITY OF SCIENCE AND TECHNOLOGY, CIVIL ENGINEERING DEPARTMENT

CERTIFICATION AND PROFESSIONAL TRAINING:

INTERNATIONAL CERTIFICATION:

- **PMD- Project DPro Certification-** Project DPro- APMG International- June 2021. Certification ID 1000958871
- **FIDIC Contract Management Course Module 6 (Gold Book):** FIDIC Conditions of Contracts for Design Build and Operate DBO provided by International Federation for Consulting Engineers- August 2016.
- **FIDIC Contract Management Course Module 0 (White Book):** Client / Consultant Model Services Agreements provided by International Federation for Consulting Engineers- August 2016.
- **Project Management Professional (PMP)** - Optimal -Dec 2015.

COMPUTER ABILITY:

- ❖ Capable of utilizing internet searches and services for research and work-related purposes.
- ❖ Capable of using essential software for civil and construction engineering such as:
 - **AutoCAD**
 - **Primavera**
 - **PROKON**
 - **Civil 3D**
 - **EPA- NET.**
 - **STAAD PRO**
 - **ESRI-ArcGIS.**
 - **WaterCAD**
 - **ETABS**
- ❖ Capable Statistical and analytical techniques, including statistical analyses, artificial neural network analysis, finite element analysis, and image processing; using the following software:
 - **SPSS**
 - **NueroSolution**
 - **Visual Gene Developer**
 - **ImageJ**