

Yahya Zakaria Hassan



002-01001113588
Y_zakria@yahoo.com
Haram, Giza - Egypt
www.yahyazak.com

SUMMARY

- 26+ years in talent acquisition, capacity building, and community development, including institutional strengthening projects and advocacy for equality (international/Egyptian contractor experience).
- 18+ years developing and delivering successful training and community initiatives (public/private/NGO sectors, freelance and international organizations).
- MBA – HR, HR diploma, Bachelor of Engineering, and business skills courses.
- Results-oriented, proactive, organized, and self-motivated, with proven ability to manage diverse communities and excel in team/individual settings.

CORE COMPETENCIES

Strategic leadership | Effective Communication | Problem Solving | Needs assessment | Social player | Curriculum design and development | Coaching | Presentation skills | Data management | Reporting | Team building | Supervision skills | Emotional Intelligence | Continuous improvement | Performance Management | Analytical Skills | Monitoring & Evaluation | Change management | MS Word, Excel, Access.

Experience



Nov 2020 – Present *Capacity Building Lead* *Economic Governance Activity (EGA), DAI - USAID*

Work with CAO, ACA, MoPED, MoJ, INP, NCW, and other SHs to build capacities of thousands of public servants nominated to move to the new administrative capital (NAC), Supported administration reform, anti-corruption as well as gender equality, and social inclusion interventions, through leading CB team to provide the following:

- Utilized GOE TNA results to design, develop, deliver, and evaluate training programs targeting 20,000+ employees,
- Developed SoWs, recruited service providers and individual trainers to develop materials, pre and post-tests, and activities, supervised training delivery, and provided necessary technical assistance, and supporting documentation.
- Supported digital training content design and development to be uploaded and administered to millions of civil servants through the Learning Management System platform as a self-paced and blended E-learning training solution,
- Supported development of women empowerment mentoring program targeting GOE women leaders; design and implementation of GOE equal opportunity program; development and launching of women's empowerment and equal opportunity government excellent award targeting ministries, governments, and universities, and supported needed training programs design, development, and delivery.
- Supported the development and managed delivery of three diplomas and three training courses targeting selected MoJ in areas of governance, sustainable development, strategic planning, leadership, digital transformation, and AI.
- Designed, develop, delivered, and evaluated soft-skills training programs targeting more than 700 undergraduates in preparation to implement Models for COSP and COP conferences in 2021, 2022, and 2023 in Cairo and Aswan.

Feb 2020 – Nov 2020 *HR and Training Specialist* *Integrated Water Support Services T.A. Tetra Tec, USAID*

Worked with the holding company for water and wastewater (HCWW) and five subsidiaries in Minia, Assiut, Sohag, Qena, and Luxor, to assess and enhance HR practices, and develop training plans addressing needs,

- Reviewed HR practices in the five companies, and developed HR interventions to enhance performance,
- Supported technical advisors to develop training programs and learning objectives out of collected needs,
- Prepared scopes of work to facilitate, contracting training providers to support implementing projects' training plan,
- Supported E-learning environment development, by enhancing existing E-learning platform; procuring six remote learning systems, converting selected materials into interactive courses; and training staff to design and convert other materials into interactive courses to sustain massive training implementation to cope with COVID-19 limitations.

2006 – Present *Freelance Trainer / proposal writer / Consultant*

- Designed, developed, and delivered 220+ training courses (soft skills, management, HR) and implemented 60+ community initiatives for diverse clients, including private companies (e.g., OTT, Beit-Al-Karma, Change, Diplomatic), public entities (Enppi, MCIT), NGOs, and GIZ.
- Developed and published e-learning programs on Udemy and infosec4tc platforms.
- Prepared capacity development and awareness proposals for organizations such as YAT, AAW, and various NGOs.
- Provided consulting services, including assessments, for international contractors (GIZ, Chemonics International) to support proposal development and enhance performance for water and wastewater companies.

2018–2019 *Life Skills/Employability Consultant, Positive Planet International (WEB/YEEPE/LSEP) in Assiut, Minia & Luxor*

- Successfully completed three separate assignments “Women Employability Boosters”; “Youth Education to Promote Entrepreneurship and Employment”; “Leadership and social entrepreneurship” programs addressing 250 + trainees,
- Developed and delivered “Life Skills for Employability” training package, two ToT trainings for partner NGOs, qualified trainers, and Coached graduated trainers to deliver programs for 165 participants, and documented recommendations,
- Met local employers to identify market trends, and supported graduated girls during the employment fair.

2017 – Jan 2020 *Awareness-raising leader / Capacity building Expert, Potable Water Management Program - EBP, SDC, Swiss Cooperation, on a part-time basis (Inception + Implementation phases) - Aswan*

- Conducted baseline study, and prepared project proposal; selected and built the capacity of promoters and teachers, established water clubs in 6 schools, supported 7 NGOs to incorporate awareness activities within their strategic plans, implement and assess these activities working with Ministry of Education, and Ministry of Health,
- Benchmark AWSC key performance indicators, provide technical assistance to enhance governance, develop talents, boost performance, and implement cost reduction measures for Aswan W&WW affiliated company.

2016- 2017 *Community Development Consultant / Trainer, “Safe cities project” - Care Egypt / UN Women*

Lead the capacity building of 45 NGOs to strategically plan, implement, review, and evaluate community interventions to stop violence against women in Manshiet Naser, Imbaba, Ezbet_El_Haganna, through SWOT analysis, designing, developing, delivering training programs and T.A regarding harassment, networking, planning interventions and reviewing results.

2014-2016 *Community Development & Capacity Building Consultant / Trainer, “Integrated Sanitation and Sewerage Infrastructure project – CDCB” - AHT/NSCE, World bank*

Worked with Kafr ElSheikh, Beheira, and Gharbiya to setup and locally operate decentralized sanitation systems.

- Majorly assisted in developing and conducting baseline study, community development strategy, comm. and hygiene promotion strategy, public disclosure system, and annual social reviews.
- Built technical and institutional capacities of rural sanitation committees; implemented training programs and community meetings; supervised field offices; coordinated with stakeholders, and reported progress (A/E),
- Mobilized and built community awareness to run and sustain new systems through training NGOs on sewage system management, M&E, collection, and qualifying local trainers to implement hygiene promotion plans.

2014 *Community Consultant on Human Security fund & Vocational Training / Trainer “Hayat project” – UNIDO*

- Managed eight socio-economic development interventions for women and youth in Edwa/Maghaga, Minia (NGOs assessment and CB; reviewing and updating strategic plans, RFP, proposal review, support implementation and reporting
- Prepared and a roadmap for future socio-economic, and vocational projects, possible donors, and provided institutional strengthening & capacity building for entrepreneurs and new potential NGOs.

2010–2013 *Human Resources, and Capacity Building Specialist / Trainer “Water & Wastewater Sector Support project” - Chemonics International, USAID*

Supported HCWW and WSCs in Minia, Sinai, Qena, Assiut, Sohag, Matrouh, Aswan, Luxor, Benisuif, Menufiya, Cairo, and Giza to manage talents through HR support, TOT, CB events.

- Supported the implementation of ADDIE model for the completed training cycle
- Qualified two hundred talents through three grand capacity-building programs “Young professionals’ development”, “Middle-management development”, AUC Diploma “Effective management of W&WW facilities”, all programs were preceded by thorough assessment, interviewing, testing, selection, and included contracting professional trainers, undergoing training design, identifying best methodologies, developing exercises, training materials, pre, and post-tests, training evaluation forms. The capacity-building programs covered different soft skills, management, human resources, and various technical areas, graduation projects included a proposed initiative per company to boost its’ performance,
- Majorly participated in the implementation of ADVAC ERP system and capacity development of target participants,
- Majorly participated in the development of strategic plans, HR Plan, training plan, staffing plan, performance evaluation system, and established many quality circles,

2008–2010 *Capacity Building Specialist “Egyptian Decentralization Initiative” - AECOM International, USAID*

- Worked with the Ministry of Local Development (MoLD) in Beheira, Minia, Qena, and Assiut to develop an annual training plan based on TNA, set training guidelines, reporting system, and database,
- Assisted in designing and developing TNA tool for Local Popular Councils Members (MLPCs)
- Participated in developing *National Capacity Enhancement Strategy* to support decentralization strategy.

- Assisted in the development and implementation of the governorates' participatory planning mechanism.
- 2006 – 2008 Training & community development Manager /Trainer & DCOP “Responsive, Effective, Accountable, transparent LPCs project” - AECOM International, USAID**
- Working with senior public and executive officials in nine districts of Minia, conducted training process cycle. (TNA for 460 representatives local popular council members, identified training programs, drafted learning objectives, researched and contracted qualified trainers, and supervised the implementation of 60 programs/awareness events,
 - Qualified 40 talented trainers and supervised their replication of training for village MLPs.
 - Qualified 4 out of 12 assessed NGOs to plan, implement, monitor, and evaluate the following:
 - Awareness campaigns for 3000 women
 - Political education to 8000 students via qualifying 30 teachers
 - Nine competitions for 1000 youth
 - 60 initiatives addressing prioritized local needs, and 20 citizens-driven initiatives
 - Designed and implemented a government-wide competition with the Ministry of Education for 300 youths from 27 schools in 9 districts using various tailored awareness tools for youth and teachers.
 - Prepared projects' implementation plan/budget, M&E plan, various reports including the project final evaluation.

- 2006 Intel Project Manager “Intel learn program” - Orascom Training and Technology (OTT)**
- Lead a nine members team to implement Intel worldwide “Innovation in Education” initiative” in thirteen governorates with the cooperation of the Ministry of Education & Ministry of Communications.
 - Exceeded annual target in one quarter within budget 21,208 learners at 316 schools; through teacher’s selection, planning and coordinating team, supporting activities, M&E, and reporting

- 2002-2005 Training Specialist “Middle Egypt Utilities Institutional strengthening” - PADCO / EQI, USAID**
- Professionally conducted a training needs assessment for all sectors of Fayoum, Benisuif, and Minia water and sanitation companies, developed a training plan and budget, training system, and database to facilitate reporting.
 - Established three operational training centers professionally equipped and stuffed.
 - Technically supported and supervised the implementation of 300 training courses (> 20,800 person-days).

- 1997 – 2002 MIS Training Specialist & Admin “Secondary Cities Institutional Development” - Chemonics International, USAID**
- Professionally conducted MIS TNA for Daqahliya, Sinai, Luxor, and Aswan companies developed training plan/budget; training system manual; effectively conducted about 400 training courses to support various technical areas and system automation, and generated comprehensive training evaluation report summarizing Kirkpatrick’s three levels,
- identifying issues affecting performance and proposing solutions,
 - Established four professional training centers fully equipped and stuffed.

1995 – 1997 Customer Support & System Evaluator, Intercom Enterprises, Cairo-Egypt

1990 – 1995 Electronic Engineer & Technical Support, Ministry of Communications, Kuwait.

1987 – 1990 SW Developer/Trainer, Khalifa for Engineering and Computers, Egypt

EDUCATION / TRAINING COURSES

2017 MBA - Human resources, Garden York University, Achieving Competitive Advantage through Strategic Workforce Analytics

2004 Human Resources Diploma (The Alfa) - American University in Cairo

1987 Bachelor of Engineering, Cairo University, Egypt (Electronics and Communications)

2015 Business Skills Development Courses - Mind Leaders, SUNY Potsdam, Cyber Learning

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| • Business Management | • Instructional Design | • Managing with HR Perspective | • Six Sigma Diploma |
| • Project Management | • Effective presentations | • Dealing with difficult people | • Time Management |
| • Business Ethics | • Customer Service | • Certified Business Analysis Professional | • Negotiating |
| • Teams that work | • Cluster Development | • Motivation Methods and Strategies | • Investing fundamentals |
| • Managing change | • Business Communications | • Problem Solving / Productive Thinking | |
| • Management Skills intro. | • Innovation in Workplace | • Coaching for performance | |
| • Cyber security trainings | • Ethics in business environment | | |

1982 Secondary School Certificate, Al-Jamil School, Kuwait

<u>LANGUAGES</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
Arabic	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent