

MOHAMAD HAKIM

PROGRAMME & PROJECT MANAGER | PUBLIC POLICY & STRATEGIC COMMUNICATIONS

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PROFESSIONAL SUMMARY

Project and programme management professional with over a decade of progressive experience in international political foundations, governance, and civil society programme. Experienced in the full project cycle, including project identification, formulation, contract drafting, partner coordination, implementation follow-up, budget oversight, monitoring, reporting, visibility, and closure.

Currently managing a portfolio of governance, civic engagement, and political dialogue projects at Konrad-Adenauer-Stiftung Lebanon, working closely with civil society organisations, political actors, academic institutions, media platforms, consultants, service providers, and international stakeholders. Combines strong project management discipline with excellent English drafting, stakeholder engagement, analytical thinking, and communication skills in complex political and operational environments.

CORE COMPETENCIES

- Grant, Service Contract and Partnership Management
- Project Identification and Formulation
- Contract Drafting and Documentation
- Budget Monitoring and Financial Follow-Up
- Monitoring, Evaluation and Learning (MEL)
- Financial Administration & Compliance
- Donor Compliance and Reporting
- Risk Monitoring and Mitigation
- Strategic Communications and Visibility
- Knowledge Management and Best Practices

PROFESSIONAL EXPERIENCE

PROJECT MANAGER

Jan 2025 – Present

Konrad-Adenauer-Stiftung (KAS) | Beirut, Lebanon

Promoted from Communications Officer | Full program ownership, reporting directly to Head of Country Office

- Manage cooperation projects from concept development and partner consultation through contract preparation, implementation, monitoring, reporting, visibility, and closure.
- Identify project needs, assess partner proposals, develop project concepts, define objectives and deliverables, and support strategic planning in line with institutional priorities.
- Draft and review cooperation agreements, service contracts, terms of reference, project concepts, analytical reports, policy briefs, donor reports, and final project documentation.
- Coordinate and supervise implementing partners, consultants, service providers, and contractors to ensure timely delivery, quality outputs, political neutrality, and alignment with project objectives.
- Monitor project budgets, expenditure, deliverables, supporting documents, and reporting requirements to ensure sound financial and contractual management.
- Conduct field visits and implementation follow-up to assess project progress, visibility, partner performance, beneficiary engagement, and operational challenges.
- Develop performance indicators, reporting frameworks, risk mitigation measures, and internal updates to support evidence-based programme management.
- Represent KAS in policy dialogues, conferences, stakeholder consultations, public events, and partner meetings.
- Advise cooperation partners on project design, strategic planning, stakeholder engagement, and implementation approaches aligned with KAS project objectives.
- Maintain working relationships with civil society organisations, political actors, universities, think tanks, media platforms, international organisations, and institutional partners.
- Coordinate with KAS headquarters and regional offices to support programme implementation, reporting, knowledge sharing, and strategic planning.

COMMUNICATIONS OFFICER

Jan 2022 – Dec 2024

Konrad-Adenauer-Stiftung (KAS) | Beirut, Lebanon

- Developed and implemented communication strategies for governance and public policy programmes, ensuring coherence between project objectives, stakeholder needs, and public-facing outputs.
- Managed communication components of cooperation projects, including content planning, partner coordination, media production, event communication, digital outreach, and final reporting.
- Coordinated external contractors, designers, translators, photographers, videographers, media partners, and consultants to deliver project communication outputs on time and according to agreed standards.
- Conducted field visits to monitor project visibility, document programme results, support implementing partners, and gather stories, lessons learned, and best practices.
- Produced Arabic and English content, including press releases, reports, articles, social media campaigns, event materials, institutional updates, and public communication products.
- Supported KAS visibility and institutional branding requirements across publications, events, videos, and digital platforms.
- Increased audience engagement by 45% through integrated digital communication campaigns, multilingual content production, and targeted outreach strategies.
- Streamlined the content production process by 25% through improved workflows with translators, designers, partners, and internal teams.
- Managed communications budget allocations, coordinated media production, and ensured compliance with visibility and quality requirements.

SELECTED PROJECTS

Lebanese in Times of War | Spectrum Communications / PolyBlog | 2026 Ongoing — 4 of 7 episodes delivered

- Negotiated and drafted work contract (**Werkvertrag**) with Spectrum Communications, establishing deliverables, budget accountability, and editorial responsibilities.
- Managing a five-figure budget covering seven episodes, fourteen social media reels, TikTok adaptations, and a series trailer.
- Oversees field production across Lebanon documenting lived experiences of war across themes of education, mental health, displacement, public health, and the economy.
- Coordinates closely with the partner team on editorial direction, content quality, implementation progress, and platform dissemination strategy.
- Ensures political neutrality and alignment with KAS's civic engagement mandate across all published content.

Pen Cast — Season 2 | Political Pen | 2025

- Independently managed the project from concept to launch, including partner coordination, editorial planning, communication strategy, production oversight, and reporting.
- Co-developed the editorial plan and guest strategy for a public affairs platform featuring political leaders, researchers, journalists, and policy experts.
- Coordinated high-profile guests and stakeholders while ensuring that discussions remained relevant, balanced, and aligned with the project's objectives.
- Executed a multi-platform content calendar, monitored audience analytics, and adjusted rollout to strengthen public engagement and policy relevance.

2025 Municipal Elections: Youth in Action | PolyBlog | 2025

- Managed the full project lifecycle of a civic awareness campaign ahead of the 2025 municipal elections, from concept development and contract preparation to implementation and final reporting.
- Directed the implementing partner on editorial planning, video production, quality control, audience relevance, and dissemination strategy.
- Oversaw the production of twelve videos and six educational carousels designed to make municipal governance accessible to young and first-time voters.
- Strengthened public understanding of local governance through accessible, youth-oriented digital content.

PREVIOUS EXPERIENCE

DIGITAL MEDIA COORDINATOR

Sep 2017 - Dec 2021

Asharq Al-Awsat Newspaper | Beirut, Lebanon

- Led daily social media operations across multiple platforms for one of the Arab world's leading news organisations.
- Developed and published multimedia content, including news articles, photo essays, social media content, and video packages.
- Conducted audience and market analysis to inform editorial strategy and support evidence-based communication decisions.
- Coordinated digital storytelling around political, social, and regional issues, translating complex topics into accessible public content.
- Supported audience growth through trend-led content strategy, editorial planning, and platform-specific communication approaches.

DIGITAL MEDIA OFFICER

Apr 2015 - Aug 2017

Union of Relief and Development Associations (URDA) | Beirut, Lebanon

- Managed digital communication and outreach activities supporting humanitarian and development programmes.
- Developed content and communication materials to strengthen stakeholder engagement, public awareness, and organisational visibility.
- Designed offline communication materials supporting outreach campaigns and beneficiary-oriented messaging.
- Led cross-platform copywriting to ensure consistent messaging across institutional communication channels.
- Supported communication work in a complex humanitarian and development environment involving vulnerable communities and multiple stakeholders.

Education



Certificate of Competence – Digital Marketing Strategy & Analytics
The London School of Economics and Political Science (LSE) | London, UK

Feb 2024 – Oct 2024



Bachelor of Arts – Political and Administrative Sciences
Lebanese University | Beirut, Lebanon

Oct 1997 – Jun 2001

Tools & Technical Skills

- Project Management: Asana, Jira, Trello Microsoft 365, SharePoint
- Analytics: Google Analytics, Ahrefs, Moz
- Outreach: Mailchimp, CleverReach
- Creative: Adobe CC (Photoshop, Illustrator, Premiere Pro), Canva, Nano Banana 2
- Languages: Arabic (Native), English (Fluent — C1)
- Field: Camera operation, photo/video direction