

KHALDOUN ABOU ASSI

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EDUCATION

- Syracuse University** Syracuse, USA
Enrolled: PhD candidate: Department of Public Administration, Affiliate at Campbell Public Affairs Institute- The Maxwell School. Concentration on international development management and practice, governance, NGO management, NGOs relationship with governments and donor agencies, and their impact on public policies
- American University of Beirut,** Beirut, Lebanon
July 1999 **Masters Degree,** Public Administration. Department of Political Sciences & Public Administration, Faculty of Arts and Sciences
July 1995 **Bachelor Degree,** Public Administration. Department of Political Sciences & Public Administration, Faculty of Arts and Sciences

ACADEMIC RESEARCH

- **What Is The Global Health Agenda And How Would We Tell If An Issue Is On It?** A conference paper submitted by Jeremy Shiffman, David Berlan, Khaldoun Abou Assi, Ben Elberger, Amy Cordero, and Tim Soper to the 137th American Public Health Association Annual Meeting, Nov. 7-11, 2009, Philadelphia.
- **How Do Non-Governmental Organizations React To The Shift in The Focus of Donor Agencies' Funding? Hirschman's Typology in Application,** a conference paper submitted to Association for Nonprofit and Social Economy Research (ANSER) Second annual conference, May 27-29, 2009, Carleton University, Ottawa, Ontario, Canada.
- **What Is The Global Health Agenda And How Would We Tell If An Issue Is On It?** A conference paper presented by Jeremy Shiffman, David Berlan, Khaldoun Abou Assi, Ben Elberger, Amy Cordero, and Tim Soper at the International Studies Association's 50th Annual Convention, Feb. 15-18, New York City
- **The Ministry of Municipal and Rural Affairs: a Master's Thesis Dissertation:** the status and future prospect of the ministry in charge of local affairs in Lebanon, aiming to grasp the various administrative and political factors and considerations ruling the establishment and the performance of such a ministry, and then to come out with some academic objective, but yet applicable, proposal; supported by literature review, case studies from other countries, field work and interviews

ACADEMIC ACTIVITIES

Teaching Assistant/Session Leader for the Doctoral Seminar in Organizational Theory (Prof. Soonhee Kim), Department of Public Administration- the Maxwell School of Syracuse University

Trainer on volunteerism and collaboration in the NGO sector: a member of Syracuse University's Campbell Public Affairs Institute team that conducted a training workshop for representatives of 30 Lebanese NGOs in Beirut, Lebanon- administered by AMIDEAST and funded by the United States Agency for International Development (USAID).

Associate Editor- Journal of Development & Social Transformation, a publication of the Development and Social Transformation Forum at the Daniel Patrick Moynihan Institute of Global Affairs- the Maxwell School of Syracuse University

PROFESSIONAL RESEARCH

- 2006** Participated in a research exercise towards launching a national dialogue on corruption in Lebanon, an initiative by UNDP and Lebanese Transparency Association. The assignment entails assessment of impact and effectiveness of anticorruption programs, modeling possible causes and remedies, and advising on policy options and action plans. The specific tasks implemented involved development of assessment criteria, advise on assessment methodology, selection of identified target groups, follow up on progress of work, revision and commentary on draft studies, conduct of research and literature review, and preparation of several reports.
- 2006** Assisted in the peer reviewer of the International Budget Project's Open Budget Questionnaire for Lebanon, through reviewing, assessing and analyzing gathered information, and advising on appropriate/accurate data
- 2005-6** Designated as the participatory researcher responsible for drafting Lebanon country report on the state of civil society. The assignment involved carrying out community-level research as well as literature review; conducting interviews and meetings, and participating in consultations and workshops; gathering information, prepare case studies, and assimilating results of surveys and questionnaires; analyzing statistical figures and information records to prepare a preliminary report on results and cases; presenting and discussing reports with experts, and revising and editing the final report that was published as part of the Civil Society Index, an international action-research project coordinated by CIVICUS: World Alliance for Citizen Participation <http://www.civicus.org>
- 2005** Participated in carrying out research and conducting interviews to prepare a report on best practices in governance innovation in Lebanon to be presented at a regional Meeting on "Sharing of Best Practices in the Mediterranean region" as a part of *UNPAN* project on Innovation in Public Administration in the Euro-Mediterranean Region
- 2004** Participated in research and interviews activities to assess *INTERNEWS* regional program; the assignment included literature reviewing, attending workshops, designing questionnaires, conducting interviews, data collection, codification and processing, and drafting of final survey reports
- 2004** Participated in a research exercise to gather and compiling information and documentation, and then draft three short booklets on transparency, corruption and accountability as a part of Lebanese Transparency Association project
- 2003** Participated in the assessment of several *YMCA* projects in Lebanon in the fields of vocational and technical training, youth development and participation, and developmental services; activities involved field visits, community surveys, projects' monitoring, literature review, key interviews, and report drafting

PROFESSIONAL EXPERIENCE

AMIDEAST

Beirut, Lebanon

Training Department Director (full timer), Jan. – Aug. 2007: Responsible for managing a portfolio of \$1 million-budget programs, including AMIDEAST's training center which offers public and upon-demand professional development workshops and courses, two USAID-funded programs: Professional Training program for public and private sector leaders and the Iraq National Capacity Development Program,

MEPI-funded programs: Business Internship Program for Young Middle Eastern Women, MEET U.S, and MEPI AlumNet, and the US-Lebanon Partnership's Workforce Development & Job Creation program (including CISCO internship). Responsibilities include managing and promoting the various programs, overseeing all procedures entailed, directing selection, placement, and orientation processes, ensuring that all programs are conducted according to the various donor regulations (e.g. USAID, MEPI, private donors.), developing annual plans and courses of action, ensuring all programs are delivered effectively and within budget, supervision of department staff, trainers, and interns, and representing AMIDEAST in professional forums.

Project Officer (full timer), April 2001- Aug. 2007: Work on the US Agency for International Development funded Transparency and Accountability Grants' Project. Assess grant applications. Monitor projects. Provide feedback to inquiries and technical assistance for grant requests. Review projects' deliverables. Promote projects' activities. Review grants application. Conduct projects evaluation. Identify important highlights. Advise on external environment. Participate in developing strategic and contingency plans. Establish contacts and partnerships with local and regional stakeholders. Assist in organizing local and regional activities. Develop in-house and external materials. Draft remarks and speeches.

Project Manager (full timer), January 2005-April 2006: Managed the US Department of Labor funded ACCESS Child Labor Project. Prepared reports and updates. Worked on developing the project's website. Identified target audience for the project. Designed and maintained the project database. Researched and developed materials related to the project's deliverables. Reviewed and refined drafts of materials prepared by the project team. Examined different web format preferences. Sought and reviewed different quotations related to website development and newsletter printing. Followed up with subcontractors working on website development and newsletter printing. Compiled and finalized mailing and contacts list of NGOs in the MENA region. Organized distribution of project materials and insured delivery. Maintaining continuous updates. Planned for and organized project activities: conferences, workshops, and meetings. Answered inquiries about the project. Establishing and maintaining contact with different NGOs in the MENA region. Coordinated between project stakeholders. Mentored and provided guidance to team members and interns.

Embassy of South Korea

Beirut, Lebanon

Political Advisor and Public Relations Coordinator (full timer), August 2000- March 2001: Advised the Ambassador and other diplomats regarding major political and economic developments in Lebanon and Syria. Prepared briefs and reports on local and regional news and development. Monitored the political and economic situations. Drafted speeches, correspondences and statements in the name of the Ambassador and the Embassy. Managed the public relations of the Embassy. Coordinated the relationship with the media. Handled protocol affairs. Organized Embassy's activities. Represented the Embassy in official ceremonies when needed.

Office of Minister of State for Administrative Reform OMSAR

Beirut, Lebanon

Job Evaluator (full timer), August 1996-August 2000: Worked on the World Bank 'Position Classification Project' in the "Institutional Development Unit". Interviewed Lebanese Government civil servants of different graded categories. Evaluated jobs. Developed job descriptions. Conducted job evaluation based on a universal evaluation standard. Reported on administrative and organizational problems. Proposed new schemes for tasks and mandates. Developed a new classification of jobs and positions. Redefined job specifications, requirements and responsibilities. Prepared reports on various administrative and organizational subjects. Participated in the organization of conferences and workshops.

Program Assistant (full timer), November-December 1999: Worked on the EU funded ARLA Project for the Rehabilitation of the Lebanese Administration. Provided administrative and technical assistance to the EU Team. Interviewed senior management employees. Surveyed the organizational, financial, administrative and technical conditions of various public institutions. Presented personal evaluations and

recommending any suggestions. Participated in the discussions with the concerned parties about the needs, expectations and plans of actions to be set. Prepared preliminary and inception reports.

PROFESSIONAL TRAINING (MOST RECENT)

- Organizational performance reporting in the Lebanese Government
- Means of combating corruption in the public sector in developing countries
- Financial and managerial procedures in Civil Society Organizations
- Financial reporting and good corporate governance among small & medium enterprises SMEs
- Professional ethics and code of conduct for community workers
- Gender, citizenship, and participatory governance in the Arab Region
- Archiving and record management
- Job description and training
- Team up for success

PROFESSIONAL ASSOCIATIONS

Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)
American Society for Public Administration (ASPA)
Association for Public Policy Analysis and Management (APPAM)
SU Development & Transnational NGO Student Groups
SU Middle East Working Group
American University of Beirut Alumni Association