

### Personal information:

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first name : Joelle

last name : Yachou

Father name: Alexander

Gender: female

Social status: married

birth date: 30-1-1992

birth place: Syria – Aleppo

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Mobile number: (+963) 969-685-127



### Educational certificates:

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Certificates	Source	Date of Grants
Bachelor of Science in Management	Syrian Virtual University   SVU	2024
Institute of Technical Financial and Banking Sciences - Accounting Department	Aleppo university	2012

### Work history:

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**Job title:** Field Monitoring Assistant

**Job history:** From 9/2020 to the date

**Organization Name:** IC&I - UNDP

**Job Responsibilities:**

1. Develop and implement field monitoring plans for the ongoing activities including field visits, interviews with beneficiaries and stakeholders.
2. Conduct period field visits to monitor progress, bottlenecks, delays and other challenges, track results and risks and document them.

3. Analyze data against qualitative and quantitative indicators listed in the project document or partnership agreement.
4. Monitor all project activities, expenditures and progress towards achieving the project outputs.
5. Identify potential misconduct or deviations from action plans and project documents; alert area office teams of significant cases, assist in corrective decision-making and monitor implementation of corrective actions.
6. Make suggestions for improving the efficiency and effectiveness of the project.
7. Participate in the preparation of and execution of baseline surveys.
8. Conduct regular visits to the target beneficiaries after completion of the project to assess its impact and long-term effects.
9. Collect and document success stories, synergies, best practices and lessons learned across projects that can be useful in the institutional learning process and increasing the results of projects.
10. Prepare timely and adequate monitoring reports capturing qualitative and quantitative progress of field-level projects, according to the project documents.
11. Actively participate in program and project evaluations.

**Job title:** Sphere project trainer

**Job history:** From 2017 to 2020

**Organization Name:** Syrian Arab Red Crescent -Aleppo Branch

**Job Responsibilities:**

1. Designing training bags for the manual
2. Re-budget the course and secure the logistical needs
3. Creating games and exercises that fit the topics covered in the training
4. Training of volunteers and workers in the Syrian Arab Red Crescent
5. Conducting a pre-, post- and final evaluation of the training workshop
6. Preparing the session report

[Joelle Alexander Yachou | Sphere](#)

**Job title:** Community Center Coordinator

**Job history:** From 2019 to 9/2020

**Organization Name:** Syrian Arab Red Crescent -Aleppo Branch

**Job Responsibilities:**

1. Coordination with the mobile team, assess psychological needs and protection issues.
2. Support and advice of the direct manager, provide tailored psycho-social support services at the individual, family and community levels.
3. Participate in the daily and weekly reporting (both qualitative and quantitative) of activities in filling specific tools (assessment form, follow up form, referral form, discharge and monitoring forms) provided by the Field Coordinator.
4. Supervising Data entry process and checking to ensure the accuracy of the data that has been inputted.
5. Organizing and managing field observation to determine areas needs and setting an intervention plan to the area.
6. Verify data by comparing it to source documents.
7. Consider gender in activities and focus group in terms of protection or balance.
8. Validate results data provided and reporting any actual or potential deviation from implementation plans
9. Manage the data of the beneficiaries and the team.
- 10.-Establish a safe working environment for team members
- 11.-Report all related information in regular reports as needed.

**Job title:** Financial/ Administrative Assistant

**Job history:** From 2017 to 2019

**Organization Name:** Syrian Arab Red Crescent -Aleppo Branch

**Job Responsibilities:**

1. Monitoring daily of work progress against project schedule and tracking of cost expenditure against budget.
2. Preparation of weekly, monthly, quarterly and annual activities reports (achievements, and lessons learned)
3. Providing the community supervisor with the special needs in the community.
4. Conducting periodic evaluation of the needs of the target groups.

5. Following up all the initiatives related to the center section.
6. Assist with reviewing and approving reports, ensuring that correspondents follows program procedures and is grammatically correct.
7. Participate in the identification of new project proposals.

**Job title:** Leader of psychosocial support team

**Job history:** From 2016 to 2017

**Organization Name:** Syrian Arab Red Crescent -Aleppo Branch0

**Job Responsibilities:**

1. Leader of the Community Center team of the Syrian Arab Red Crescent Society supported by UNICEF.
2. Preparing, developing and studying activities according to official curriculum provided by SARC.
3. Support the PSS team members though mentoring/coaching to ensure the quality delivery of PSS interventions and assess capacity building needs.
4. Participate in the response in the Hanaano and the Jibreen area
5. within the period of displacement of the people from the eastern neighborhoods of the city of Aleppo
6. Centralize all information (weekly reports, list of beneficiaries, procurement requests, monthly attendance sheets, etc.) gathered from the team and conducting required reports.
7. Supervising quality of activities and adherence to best practice, performance and techniques, do no harm standards, and implementation of validated PSS methodologies.
8. Ensure safe identification and referral of cases that require specific intervention in coordination with the PSS Team.
9. Assure regular monitoring and evaluation of the activities through appropriate tools
10. Consider gender in activities and focus group in terms of protection or balance.

**Job title:** Volunteer

**Job history:** From 2014 to 2015

**Organization Name:** Syrian Arab Red Crescent -Aleppo Branch

**Job Responsibilities:**

1. Prepare daily plans prior to every PSS session in line with the existing PSS curriculum and activity bank.
2. Deliver PSS sessions to required groups in collaboration with other PSS facilitators.
3. Report on the number of students, achievements, and new registration requests; update the Team Leader and PSS technical team on any issues, challenges or gaps in implementation.
4. Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
5. Protects organization's value by keeping information confidential.
6. Assist in organizing and delivering training events
7. Introducing activities and initiatives that meet the need of the target group
8. Participate in the program and plans development

- Accountant at Vast Chemicals Company until 2014

**Courses and workshops:**

Date of Grants	Place	Source	Course name
2024	Syria – Aleppo	Petra School	Counseling skills
2024	Syria – Aleppo	Disaster Ready	Monitoring and Evaluation Planning
2024	Syria – Aleppo	Disaster Ready	Mechanism for obtaining feedback from beneficiaries
2022	Syria – Aleppo	Project Institute	Preparing financial reports
2020	Syria – Aleppo	Disaster Ready	Sphere for Monitoring and Evaluation
2019	Syria – Aleppo	IFRC learning	Rapid assessment of markets
2017	Beirut- Lebanon	Syrian Arab red crescent	(TOT) Sphere Training of Trainers
2017	Syria – Aleppo	IFRC learning	Basics of Livelihoods
2017	Syria – Aleppo	IFRC learning	Project/Programme Planning (ppp)

## JOELLE YACHOU

2017	Syria – Aleppo	IFRC learning	Emergency Needs Assessment
2016	Syria - banias	Syrian Arab red crescent	Disaster Management – advance
2016	Syria – Aleppo	Mariam Center for Rehabilitation and Training	Creative Thinking Skills
2016	Syria – Aleppo	Syrian Arab red crescent	Risk reduction workshop
2016	Syria – Aleppo	Syrian Arab red crescent	Skills and Parenting Workshop
2015	Syria – Aleppo	American institute for training	Training of trainers (TOT) in human development
2015	Syria – Aleppo	Syrian Arab red crescent	Pairs support workshop
2015	Syria – Aleppo	Syrian Arab red crescent	Principles of First Aid
2015	Syria – Aleppo	Syrian Arab red crescent	Disaster Management - Beginner
2015	Syria – Aleppo	Syrian Arab red crescent	Child Rights Workshop
2014	Syria – Aleppo	Syrian Arab red crescent	Principles of psychological support
2011	Syria – Aleppo	GMHORIA institute	Course of Accounting Programs (Al-Ameen-Bazaar)

### Skills:

- Office programs using.
- kobo toolbox
- Stress work pressures.
- Communication and leadership skills.
- Flexible work.
- Impact study for children.
- Preparing schedule and organizational plans.
- Preparing and organizing large-scale activities (open day).

### Language:

Conversation	Writing	Reading	Language
Native language	Mother language	Mother language	Arabic
medium	medium	good	France
good	good	good	English

### Membership:

- Syrian Arab Red Crescent Organization.

- The Christian Education Association in Aleppo.

### Reference:

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#### **Waeed Awaad (0969038303)**

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mental health field officer- international committee of red cross

#### **Ramia alnabsheh(0944776722)**

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General Projects Coordinator of Socio-Psychological Support Projects of the Syrian Arab  
Red Crescent Society - Aleppo Branch