

# **CURRICULUM VITAE**

## **Rooble Mohamed Sahardiid**

*Email address:* [rooble.mohamed@gmail.com](mailto:rooble.mohamed@gmail.com)

### **PERMANENT ADDRESS**

Hargeisa, Somaliland

Cell Phone: +25265-9942016 / 25263-3658649

### **WORK EXPERIENCE**

#### **November 2016 – Current: Communications Specialist, Somaliland Civil Service Commission**

- Monitor and manage Media & Public Relations activities relevant to the project
- Act as first point of contact for communication enquiries about the project
- Conduct stakeholder analysis to define communication roles of major stakeholders of the project
- Develop and implement a communication strategy to improve internal and external communication and public relations
- Develop enhanced ways of ensuring effective information flow between different ministries, departments and agencies, and between central government and local government institutions
- Contribute to the conceptualization and production of communications materials for various activities and events relevant to the work Program of the project.
- Implement knowledge management by commissioning, writing, editing and distributing publications to inform external audience. These include websites, brochures, the annual report and other communication materials as required.
- Carry out ongoing communications capacity building/ coaching for staff across the civil service and other identified stakeholders

#### **July 2013 – November 2016: Communications Associate, UNDP Hargeisa Office**

- Support the implementation of Country Office communications strategy, annual & quarterly action plans
- Support the consolidation and packaging of information to better communicate the impact of UNDP's work to partners, media and beneficiaries;
- Support public information management, including report launches and special public events, awareness and information campaigns, outreach for programmes and projects, the management of media relations, and website content development;
- Ensure facilitation of knowledge building and management

### **Program Support, UNDP Hargeisa Office**

- Follow up on the programme implementation in Somaliland with the programme/project staff
- Follow up and monitor the delivery status of all the projects annually to update the Senior Management on the implementation status
- Coordinate with government agencies and other partners on any issues regarding the implementation of the activities
- Organize field visits to monitor ongoing and finished activities in all the regions
- Organize monthly programme meetings and make sure programme staff are cooperating on issues regarding activities, management issues, etc

### **Jan 2006 – 2013: Deputy Programme Director and Communications Manager, Handicap International, Somaliland/Somalia**

- Initiate staff planning and appraisal processes including completion of Individual Performance Appraisals; through supporting staff to draw their Individual Plan of Actions annually; and identify and recommend training needs for the staff and/or advice the PD any other decision against/for the staff after the appraisal.
- Initiate and participate in recruitment and engagement of national staff, the training plan, etc.
- Supervise monitoring and evaluation of HI's different projects in Somaliland and visits the field activities when necessary;
- Participate in the implementation of project activities against expected results, regularly reviewing project reporting for adherence to reporting schedules and contents;
- Assist the Program Director in defining the programme team structure according to programme requirements: organizational charts, job definitions, deployment or redeployments, etc
- Focal point of the handicap international office – externally
- Respond to the general request to the program , and assist the program director in preparing and editing the reports.
- Act as a program director whenever the director is away from the duty station
- Providing efficient management in participating the development of communication strategy for HI Somaliland to ensure it conforms to the overall HI communication strategy. Initiates and combines the production of annual HI report and HI news articles as would be requested.
- Actively participating in the formulation of all program report to ensure they conform to HI and Donor regulations in terms of presentation format.
- Advising program units in production of communication designs, channels and tool to ensure that they are effective in meeting the organisation objectives.
- Manages and responsible for external communication link through managing communication and correspondence with government officials and local authorities,

ensuring all external publications received by the relevant HI department and acted upon, and makes sure that HI has adequate representation in all forums that would be of concern to HI partners and Donors.

- Managing internal communication channels by ensuring communication tools and link within the organization are updated to facilitate efficient and smooth communication, linking up with HI webmaster to ensure that current information is received for updating HI website.

**August 2002- January 2005; Communication Clerk, World Health Organization, Hargeisa, Somaliland (SSA Contract)**

### **Duties and Responsibilities**

- Performed clerical duties for the sub-office including keeping and maintaining of daily attendance records, all incoming and outgoing communications, and inventory records. In charge of the dissemination of technical and/or administrative reports when required.
- Developed and maintained efficient filing system for all technical and administrative issues.
- Operated and handled radio communication and assisted the officer-in-charge on the replay of urgent queries and dispatch by radio.
- Ensured that visitors and staff from overseas are received, accommodated, granted visas on their arrivals from Nairobi and other sites.
- Prepared for the workshops, meetings and other conferences making sure that everything is available in order to conduct the activity.
- Supported in preparation of WHO periodic reports including the annual report,.
- Translation of documents from/to English/Somali/Arabic

### **EDUCATION**

- **MA in International Relations & Diplomacy (Ongoing)**
- **Post Graduate Diploma in Peace and Conflict Studies at Hargeisa University**
- **BA Degree in Journalism and Mass Communication, Hargeisa University**

### **PERSONAL SKILLS**

- News analysis and media monitoring skills
- Ability to work in a wide variety of cultural differences, under pressure and insecure environments.
- Experienced in working with international agencies, local organizations and government bodies.
- Creative and excellent team player
- Excellent interpersonal, communication and analytical skills, and ability to work independently.
- Enjoys travelling & adventures
- Good in translating documents to/from English-Arabic-Somali

### **JOB RELATED TRAININGS**

- Dialogue, Reconciliation and Conflict Transformation Course in Hargeisa by Global Reconciliation, Australia – 23 – 27 January 2016

- Peacekeeping and Peace Operations in Civilian Personnel in Hargeisa by Pisa University in Italy – 1<sup>st</sup> to 5<sup>th</sup> February 2015
- Safe and Secure Approach in Field Environment (SSAFE) in Hargeisa – 30<sup>th</sup> to 31<sup>st</sup> August 2014
- UNDP Gender Equality Policies and Practices in Hargeisa – June 2014
- Emergency Trauma Bag (ETB) including Cardio Pulmonary Resuscitation (BLS) in Hargeisa – 11<sup>th</sup> to 15<sup>th</sup> November 2013
- Hostile Environment Individual Safety Training (HEIST) in Nairobi – 2011
- Security Management training in Hargeisa – 2010
- Advocacy Training in Hargeisa – 2010
- Project Management Course in Lyon, France – 2007
- Institutional Funding Course in Mombasa, Kenya – 2006
- AVU-NJIT certificates in Information Technology – 2004 – 2005

### **LANGUAGES**

Fluent in; Somali (mother tongue), English and Arabic.

### **REFERENCE CONTACTS**

Reference are available upon request