



Nawal Eassa

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Date of Birth | 14th September, 1985 | Nationality: Sudanese

Area of Proffecinal expertise

- Project coordination and management
- Identification of training needs
- Preparing training courses on the following: scientific writing, proposal writing, fund application, communication skills dialogue sessions, and round tables
- Developing awareness campaigns and civic education messages in traditional and social media
- Designed and implemented capacity-building programs on women's empowerment including political participation.

Experiences

Current

Jan 2023– up-to-date: Administrative Manager, Sudanese Women in Sciences Organization (SWSO).

- Support project Management and Operational Functions
- Establishment Membership database and following up the registration and documentation.
- Establishment of office policies and procedures.
- Writing administrative and financial reports
- Managing office and projects Budget.

Jan 2021–Dec 2022: Project Coordinator, Al-Alag Centre for Press Services, Women of Sudanese Civic and Political Groups (MANSAM), and International IDEA, Supporting Sudan's Democratic Transition Project.

- Managed and followed the implementation of the project activities and documents.
- Supported and managed the relationship with MANSAM throughout the course of the project.

- Updated and implemented project plan of action based on the project components in the document. Drafted the concept notes for all project activities.
- Supported the consultants' selection and employment contracts.
- Prepared draft consultant's terms of reference and participants questionnaires (during workshops).
- Updated the steering committee in quarterly meetings.
- Prepare the activity reports, quarterly, narrative, final and financial reports.
- Managed the project expenditures and ensured that spending within the project budget.
- Managed communication between MANSAM, Al-Alag and International IDEA as well as other partners in the project, namely SUDO and the Regional Centre for Training and Development of Civil Society (RCDCS).
- Coordinated the donors meetings.

Jan.–March 2020: Project Coordinator, Sudanese Organization for Research and Development (SORD), Women of Sudanese Civic and Political Groups (MANSAM) and UNDP "Promoting the participation of women in the Transitional Legislative Council".

- Implemented and coordinated the project activities in Khartoum State in full coordination with the project manager, the out officers, and the SORD partners in Khartoum State.
- Maintained and monitored project plans, project schedules, work hours, budget, and expenditure, and broke the project into doable actions and set timeframes in consultation with staff and the SORD M&E Officer.
- Organized, attended, and participated in stakeholder meetings in Khartoum State.
- Document and follow up on important actions and decisions for meetings.
- Prepared the necessary presentation materials for meetings.
- Worked with the project manager to eliminate blockers and analyze risks and opportunities.
- Ensure that project deadlines are met.
- Provided administrative support as needed and settled and kept all financial documents in coordination with the project manager and finance section in the Khartoum office.
- Used tools to monitor working hours, plans, and expenditures.
- Create and maintain comprehensive project documentation, plans, and reports.

- Create a project management calendar for fulfilling each goal and objective.
- Coordinate and implement SORD activities under other projects in coordination with the assigned team in Khartoum and with SORD partners in Khartoum State.
- Delivered good-quality reports timely and accurately as per the work plan.

April 2013 – December 2019: Administrative Officer, Sudanese Women in Science Organization (SWSO) Khartoum, Sudan.

- Communicate with all relevant institutions, universities and research institutes.
- Preparing expense reports and office budgets.
- Managing office supplies and ordering new supplies as needed.
- Systematically filing important company documents.
- Forwarding all correspondence, such as letters and packages, to staff members.
- Scheduling meetings and booking conference rooms.
- Hiring maintenance vendors to repair or replace damaged office equipment.

2011-2013: Administrative Assistant, OVCI La NastraFamilia Omdurman, Sudan

- Verified the conformity of invoices, according to OVCI guidelines, in cooperation with the logistics officer and under the supervision of the project manager.
- Prepared and entered invoices as per instructions provided regularly by the project manager in accordance with the current project guidelines.
- Kept up-to-date all the records related to Human Resources (e.g., attendance sheet, leave requests, sick leave, overtime, contracts, etc.).
- Witten letters and meeting minutes.
- Prepared communication materials (i.e., brochures, leaflets, CDs, and PowerPoint presentations) about OVCI activities.
- Assisted the project manager with her admin and other routine tasks.

2009-2010: Administrative Assistant, Octantis Advanced Co. Ltd.

- Provided administrative support to ensure that municipal operations are maintained in an effective, up-to-date and accurate manner.
- Assisted all aspects of administrative management, directory maintenance, logistics, equipment inventory, and storage.

- Undertake other duties such as banking, credit control, or payroll functions. Scheduling and coordinating meetings, interviews, events, and other similar activities.
- Managed inventory of assets and supplies, sourcing suppliers (vendors), and submitted invoices.
- Coordinated travel for the team in different Sudan states.
- Assisted in the preparation of regularly scheduled reports.
- Assisted administrative and financial manager in their duties.

Academic Qualifications

2004 - 2009: Honor Bachelor's degree in Business Administration. Ahfad University for Women, Omdurman, Sudan.

Research Activities

- **Aug 2020:** Research Assistant to Dr. Asha Alkarib in Gender Assessment of Political Parties' Internal Regulations in Sudan, for International IDEA.
- **Nov 2020:** Research Assistant to Dr. Samia Elnagar in Women Advancing Citizenship and National Security in Sudan's Transition, for the United Institute for Peace
- **Oct. 2019:** Research Assistant to Dr. Asha Alkarib for the Gender Profile Study
- **2016:** Researcher on Women in Higher Education in Sudan in Science, Technology, Engineering, and Mathematics (STEM).

Honors and Awards

- **Oct. 2019:** Speaker at the Peace and Security Council meeting about women's issues, agenda, and situation after the revolution in Sudan, Addis Ababa, Ethiopia.
- **April 2017:** The third-place writing competition as part of the Young Women's Leadership Project.

Conferences and workshops

- **2015–2017:** Young Women Leadership Project, funded by ICCO Cooperation, Organized and implemented by Gesr Centre for Development, SORD Organization, Khartoum University, and Ahfad University for Women Khartoum, Sudan.

- *Jan. 2017:* Workshop on Information and Communication Technologies (ICT) for Community Building and Promoting Sustainability: The Ascottish Model, presented by Asma Abdalla from Next Step Initiative, UK.
- *April 2017:* Workshop on Bridging the Gap between Research and Publications: Challenges and Opportunities, hosted by the DAL Group.
- *April 2017:* DAL Forum on the Role of Women and Science in Development, organized by SWSO, OWSD, INASP, and Sida.
- *Oct 2016:* Participated in the YALI Regional Leadership Centre East Africa's Cohort 10 on July 25 and October 14, 2016. In Nairobi.
- *Sep 2015:* Attending the Young Scientists' Conference: Inspiring Change Post-2015: The Role of Science, Technology, and Innovation in Empowering Women in Africa Participate in a presentation on the development of Sudanese women in science. Johannesburg, South Africa.
- *Jan. 2015:* Participated in the establishment of the Organization for Women in Science for the Developing World –Sudan National Chapter (OWSD-SNC).
- *May 2013:* Participated in the establishment of the Sudanese Women in Science Organization (SWSO).

Membership

- Co-Founder Sudanese Women in Science Organization (SWSO).
- Sudanese Women in Science Organization (SWSO).
- YALI Alumni.
- YALI Sudan National Chapter Alumni.
- Ahfad University for Women Alumni.

References

- Dr. Mai Mamoun Hassan, Sudanese Women in Science Organization (SWSO).
swso.sudan@gmail.com.
- Dr. Sabah Adam, Al-Alag Center for Press services.
sabahadam@gmail.com.
- Ilham Osman, Sudanese Organization for Research and Development (SORD).

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