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EDUCATION & QUALIFICATIONS

- Diploma degree in Iraqi high school with score 614 of 700.
- Bachelor's degree in petroleum and minerals engineering/Department of Petroleum processing engineering from University of Tikrit-Iraq.

TRAININGS AND COURSES

- NGOs Basic Security Management and Security in the Field from INSO with Certificate.
- Reservoir Model and Simulation workshop from Iraqi Engineering Union with certificate.
- Essentials of Security management training from INSO with Certificate.
- Instructor in HEAT (Hostile Environment Awareness Security training) training.
- NRC (Norwegian Refugee Council) way one.
- UNMAS (United Nations Mine Action Service).
- PSEA (Protection from sexual exploitation and abuse).
- Active Shooter Incidents Training UN DSS.
- BSAFE training UN DSS.
- Fix Simple Security Mistakes with a Certificate.
- Introduction to Fleet Management with Certificate.
- Security Risks from Third Party Apps with Certificates.
- Anti-Corruption and Fraud Training.
- Business World (Agresso) training course.
- NRC field First Aid course with Certificate.
- Procurement and logistics certificate (Online).
- Project Management certified (Online).
- Humanitarian negotiations training by INSO with Certificate.
- (HR) Human Resources and Leadership training.

- Introduction to Human Resource Management in Humanitarian Contexts training.
- Community engagement training by INTERSOS.
- Gender Awareness training By INTERSOS with Certificate.

WORK EXPERIENCES

❖ Logistics officer at HANDICAP INTERNATIONAL (February 2024 – current) (Iraq –Saladin – Tikrit)

Job Duties and Responsibilities:

- Mission 1: Participates in defining the logistics section of the StratOP and implements its action plan
- Mission 2: Deploys HI's standards and contributes to its expertise and accountability within his or her remit:
- Mission 3: Operational implementation of logistics.
- Mission 4: Facilitates the development of the logistics profession and contributes to its development across the organization.
- Mission 5: Emergency Preparedness and Response Responsibilities.

❖ Site supervisor Engineer at North Refinery Company (Part time) (North Refinery rehabilitation project) (September 2023 – September 2024) (Iraq –Saladin – Baiji)

Job Duties and Responsibilities:

- Following up and ensuring the effective and efficient execution of the project by overseeing on-site activities.

❖ Logistics Officer at INTERSOS (September 2022 – September 2023) (Iraq –Saladin – Tikrit)

Job Duties and Responsibilities:

Procurement:

- Support in the tracking market prices, market assessment availability based on PR, proactive searching of new approaches, products.
- Support in filing for procurements, support in preparation of bid documents, purchases, specifications, keeping procurement files in order.
- Support in the communication with suppliers for the clarification of bids.
- Support in the preparation of procurement plan, based on follow up of Supply request and coordination with teams in different bases.
- Support in crosscheck that the documents matches, archiving.

- Set up and maintain contract follow up, update contract tracker at mission level.
- Preparation the documents with the attention to details.

Transportation and Fleet management:

- Contribute and maintain full implementation of the Standard Operative Procedure (SOPs) about Fleet management in the mission.
- In coordination with the Logistics Coordinator, provide daily management of the base fleet, in line with INTERSOS policies.
- Provide oversight, monitoring and training of all drivers.
- Direct responsibility of shipments of the relief items, equipment etc. at the base level required by the field team in INTERSOS working areas in a timely and cost-effective way of delivery in line with the right procedures, taking into account national and customs regulations.
- Maintain Vehicles Log Books, follow up on the maintenance checks and align all drivers with INTERSOS fleet practices.
- Identify and ensure needs for tools, spare parts, vehicle contents, and safety equipment are in place in all INTERSOS vehicles.
- Produce monthly consumption reports of all vehicles.

Facility management:

- Ensure essential facility supplies are readily provided e.g. power, water, telephone, internet, etc.; Ensure the proper utility and good shape of the facilities (Plumbing/ water and electricity supply device/ sanitary ware of the premises);
- Support of the following up the consumption of office material, fuel and lubricants used in the different facilities (office, house, store, etc), creating effective supply chain those office items (support in lists to set up framework agreements).
- Contact with landlords and update the contract tracking at the base level/
- Assure to organize accommodation and facility services for workshops and training events.
- Produce and respect a maintenance plan of all services in the offices and guesthouses in the area of responsibility;

Store/Warehouse management:

- Responsible for the WH/store management in the field base, making sure that the documentation for incoming and exiting equipment and stock items are in place and updated;
- Assure the respect of the delivery timeframe (IN and OUT) of the equipment / assets within the warehouse;
- Assess the availability of space and prepare stacking / storage plans prior to programming / contingency commodities arrivals;
- Assure the security of the warehouse and put in place all needed action in order to avoid any type losing equipment / assets;

Others:

- Field site visit in all different projects sites in order to support logistics activities;
- Report achievements and difficulties and give suggestions to improve procurement, warehouse and Offices and Guesthouses management in INTERSOS base;

- Any other tasks not listed above in order to support and improve;

❖ **Safety, Security and acting Logistics fleet Officer at HAI (Heartland Alliance International) (January 2022 – September 2022) (Iraq – Kirkuk) (Hawija, Tuz Khurmatu, Daquq, Dibis and Kirkuk districts)**

Job Duties and Responsibilities:

- Provide regular assessments and recommendations regarding personal, technical, communications, and physical security to the Country Director and the Global Security Manager.
- Build active networks to gather current safety/security information and take responsibility for all security relationships with partners, contractor organizations, embassies, INGOs, local law enforcement and military organizations, and community representatives.
- Monitor ongoing security developments using open source and network intelligence.
- Develop and oversee a comprehensive travel management program based on current risk assessments, road reconnaissance, and the full use of information gathering networks.
- Requires a familiarity with the rapidly changing threat environment, NGO best practices, and organizing group movements to the Federal Territory of Iraq and post-conflict zones.
- Should incorporate the use of satellite phones, GPS tracking, vehicle management and convoy discipline to ensure staff accountability during the conduct of personnel movements.
- Assist with the implementation of first aid and driver training.
- Conduct regular assessment in Hawija, Tuz Khurmatu, Daquq, Dibis and Kirkuk districts based on the project team request.
- Conduct initial and periodic reassessments of all program leased property to include office space, residences, and warehouses and make recommendations regarding upgrades and enhancements as appropriate to the Country Director.
- Assess the risk of program start-ups and participate in the risk assessment process of ongoing proposals.
- Support coordination of vehicles and travel schedules, including reconciliation of gas vouchers.
- Implement effective asset and fleet management that regularly monitors the asset/fleet pool, saves cost and safeguards the investment of the organization.
- Control HAI vehicles according to the HAI driving policies and procedures.
- Ensure daily checkup of the vehicles (Tires, Oil, water, lights etc....) for all the vehicles.
- Check and follow up the cleanliness of all vehicles.
- Identify the mechanical fault and maintenance requirements as soon as possible, and report to the Logistic and Procurement Officer for any required part change of the vehicle.
- Follow organization protocols for record keeping, including but not limited to time of departure and return, mileage, passengers, and trip purpose.
- Keep the confidentiality of the organization.

- Make sure that all drivers including himself to deal with the passengers in a respectful manner.
- In case of any traffic accident, the Employee has to follow organization vehicle Accident policies and protocols (indicated in the Security Plan)

❖ **Safety, Security, Access and liaison Officer at MdM (Médecins du Monde-France) (April 2020 – 31 December 2021) (Iraq – Kirkuk) (Hawija, Daquq, Dibil and Kirkuk districts).**

Job Duties and Responsibilities:

- Monitor on a daily basis the security context in the area of MdM operations: Kirkuk Governorate and Kirkuk city center
- Support, implement and monitor the implementation of the security pack in all operational sites in Kirkuk Governorate
- Set up and maintain a network of relations with authorities, other NGOs and field-level focal points
- In direct liaison with Security & Access Supervisor, support in assessment of new areas of intervention and request for access authorizations (for staff and equipment).
- Report and anticipate security-related events, in accordance to national and MdM internal procedures, under a confidentiality-based approach.
- Monitor on a daily basis the security context in the area of MdM operations in coordination with authorities, humanitarian actors (UN agencies, NGOs) and other external actors.
- Share context analysis of the base areas of operation with Field Coordinator and Security & Access Manager.
- Support in the Risk Analysis on an ongoing basis.
- Support, implement and monitor the implementation of the security pack in all operational sites.
- Support FieldCo in incident management situations and liaise with Coordination Level in Erbil as necessary.
- Conduct regular site assessments and advise on mitigation measures in case of evolution of risks faced.
- Ensure that appropriate access controls are in place for all MdM facilities. This includes update of staff list for monthly access letters to the field, in cooperation with Security & Access Manager.
- Be the main interlocutor with security forces and armed groups in Kirkuk Governorate
- Ensure that appropriate security clearance is in place for all staff for MdM areas of operations.
- Establish, develop and maintain an effective communication and good relationship with authorities and other external actors in order to facilitate visits of MDM staff with authorities and obtain access authorization for current and potential intervention areas.
- Liaise with authorities, humanitarian actors (UN agencies, NGOs) and other external actors in order to gain and exchange security information.
- Represent MdM in safety and security meeting with relevant national stakeholders (representatives of beneficiary/host community, local government, and local armed forces) when requested by Fieldco
- Conduct security risk assessments of new areas, locations, premises and report to Fieldco and Security & Access Manager.
- Develop and update a focal points database for info collection on permanent basis.
- Create and maintain a field-level network of focal points to strength mutual understating and acceptance of targeted communities.

- Get verification of safe access by communication with key people (to be identified in each targeted location) before each field visit.
- Develop SOP, validation procedures and briefing prior to field visit to new and/or sensitive areas.
- Participate in a pro-active way to MdM internal meetings (general, security...)
- Performs other related duties as assigned
- Be flexible in performing duties.

❖ **Safety, Security and logistics fleet Assistant at NRC (Norwegian Refugee Council) (December 2017 – April 2020) (Iraq – Kirkuk) .**

❖ **Job Duties and Responsibilities:**

- Regularly travel to the field with programmed team, gather security information and provide updated security related information to the field staff;
- Proactively contact members of this information network to collect information on security in order to provide advice to Sub-office manager and to the security officer on day to day security issues;
- Maintain a close vigilance on the local political and military situation in the districts and provide updates to Security officer on regular basis;
- Perform any other task given by Security Officer
- Ensure all drivers adhere to NRC logistics and drivers' procedures.
- Compile and submit monthly vehicle utilization and movement reports.
- Liaise with other projects key staff to share the movement plan in order to ensure that the fleet department functions smoothly.
- Ensure vehicle and staff movements are monitored according to procedures. Ensure availability, monitoring and tracking of necessary and functional safety and security equipment;
- Plan, schedule and monitor transport of staff according to demands and procedures
- Ensure that all NRC vehicles are in proper operating condition and coordinate vehicle maintenance
- Manage rented drivers and contract in accordance to NRC logistics guidelines
- Coordinate and facilitate timely reporting of eventualities like accidents and breakdowns
- Secure that NRC vehicles are equipped with necessary documents and equipment (Vehicle Safety and Security Documents)
- Filing of all vehicle records and reports. (carpool report, log book and driver attendance sheet)
- Any other task relevant to the position as requested by the security Officer (Monthly security report, Assessments, SOPs, SRAs etc.)
- Provide recommendations for lowering vehicle-operating expenses and reduce idle time of vehicle.
- Prepare the Proper documents and raising PRs for salaries of the drivers and guards.
- Security Equipment's checking for the office and Guest houses.

KEY SKILLS

- Excellent experience in MICROSOFT WORD – MICROSOFT EXCEL.
- Excellent experience in SAP.
- Excellent experience in Mapping (Incident mapping, Actor Mapping and other security mappings).

- Excellent experience in Communication tools (Radios, GPS tracking, SAT phones and other communication tools).
- Training Skills.
- Good experience in Adobe Photoshop
- Excellent IT Skills (Hardware and Software).
- Electrical and Mechanical Techniques.
- Good Organizational skills.

SPECIALIST SKILLS

- Project, contract, risk and cost management and base line assessments.
- Clusters and Meetings (INSO, OCHA).
- Emotional Control.
- Integrity, Safety Management.
- Reporting Skills.
- Professionalism.
- Judgment, Objectivity and Dependability.
- Budget Drafting.
- Capacity Building
- Advanced Excel certified
- Security Risk Assessment Certified
- High level problem solving, conceptual and analytical skills.
- Review and preparation of professional engineering submissions.
- Security Training Principles.

LANGUAGES

- Arabic - Native in speaking, writing and reading.
- English - excellent in speaking, writing and reading.
- Turkmani and Turkish - excellent in Speaking and Understanding.
- Kurdish – acceptable in speaking and understanding.

References:

1 – Ali Noori Nadir
Country Security Coordinator at HAI (Heartland Alliance International) (Iraq – Kirkuk).
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2 - Tariq Omar Mohammed
Security Coordinator at NRC (Norwegian Refugee Council) (Iraq – Kirkuk).
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3- Antonin Bougault
Former Field coordinator at MdM (Médecins du Monde) (Iraq – Kirkuk).
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4- Sarbast Rasheed
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