

**Dr Perin Arkun (Turkish/US national)**  
Programme Manager

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## **SUMMARY**

Dr. Perin Arkun is a programme manager with more than 10 years' experience developing, implementing and evaluating donor-funded projects in fragile, war-torn and post-conflict environments in the Middle East, Africa, Eastern Europe and Asia. She currently serves as programme manager for the multi-donor funded Integrated Community Security Programme, where she provides overall strategic leadership and management of the UK, Danish and US flagship programme to support security, justice and community actors in the liberated Syrian provinces of Aleppo, Idlib and Latakia. Previously Middle East and North Africa region programme manager at Freedom House, Dr. Arkun managed and coordinated the implementation of a diverse portfolio of projects, focusing on civil society capacity building, advocacy, rule of law and protection/promotion of human rights and gender equality across the MENA region. Prior to this, Dr. Arkun was based in Turkey, managing implementation of a USAID-funded legal project.

## **WORK HISTORY**

June 2014 - Present

**Programme Manager**

*ARK F.Z.C.*

*Integrated Community Security Programme*

*Istanbul, Turkey*

Managing overall implementation of the multi-million-dollar, multi-donor ICSP programme in consultation with sub-programme managers. Providing guidance, mentoring and support to all programme staff. Ensuring the programme complies with all contract and grant conditions.

Sept. 2012 – June 2014

**Programme Manager**

*Freedom House*

*Middle East and North Africa Programmes*

*Washington, D.C., USA*

Managed and coordinated the implementation of a diverse portfolio of projects totalling over \$9 million, focusing on civil society capacity building, advocacy, rule of law and protection/promotion of human rights and gender equality across the MENA region. Provided strategic guidance and day-to-day oversight to ensure implementation and delivery of programme objectives in a timely manner, adhering to donor requirements and contributed to the formulation/development and execution of the MENA team's strategic vision/plan.

2009 – Jan. 2012

**Programme Manager**  
*American Bar Association*  
*Rule of Law Initiative, MENA*  
Istanbul, Turkey

Managed and implemented the USAID-funded *Strengthening the Legal Profession in Iran* and DRL-funded *Combatting Domestic Violence in Turkey* projects. In this capacity, she undertook programmatic and organisational tasks for conducting trainings/workshops, seminars and conferences for Iranian and Turkish legal professionals.

## **EDUCATION**

**The University of Denver, Joseph Korbel School of International Studies, Denver, CO, USA**  
1995 - 2004  
PhD in International Politics and Human Rights

**London School of Economics and Political Science (LSE), University of London, London, UK**  
1994  
MSc. in Political Theory and Women's Studies

## **LANGUAGES**

**English** and **Turkish**: Native proficiency; **French**: Limited working proficiency

**Admir Duran (Serbian National)**  
Deputy Programme Manager

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## **SUMMARY**

An experienced manager and coordinator of grant making, advocacy, capacity building and outreach portfolios, Admir Duran possesses strong leadership skills and particular expertise in working with civil society organisations, government institutions and informal governance structures in conflict-affected areas. With years of demonstrated experience and proficiency in donor rules and regulations, Admir currently oversees all programming design and implementation as the Deputy Programme Manager of the multi-donor-funded Integrated Community Security Programme. In addition to his strong management and coordination skills, he also has excellent presentation, writing and proposal development skills.

## **WORK HISTORY**

May 2014 – Present

**Deputy Programme Manager**

*ARK F.Z.C.*

*Integrated Community Security Programme*

Istanbul, Turkey

Supports the Programme Manager and Project Managers in the implementation of the ICSP programme. Oversees all activity design and implementation including generation of ideas, donor approval process, remote management of field implementation and closeout. Oversees an extensive portfolio of ongoing activities in the areas of rule of law, security sector stabilisation and local governance.

Dec. 2012 – Dec. 2013

**Regional Director**

*Creative Associates International*

*Community Cohesion Initiative (CCI)*

Kabul, Afghanistan

Managed field programming in Afghanistan under the USAID/OTI-funded USD150 million Community Cohesion Initiative (CCI) program. Responsible for all programme development, activity development and implementation via grants under contract (GUC) and non-GUC activities. Oversaw an extensive portfolio of activities including community dispute resolution, small infrastructure, government capacity building, civil society development, and elections-specific programming.

May 2012 – July 2012

**Start-Up Programme Manager**

*AECOM International Development*

*Stabilization in Key Areas – South (SIKA-S)*

Kandahar, Afghanistan

Worked with the Washington Home Office Engagement Manager to facilitate the rapid start-up team mobilisation for the Stabilization in Key Areas program (SIKA-South). Played a leading role in finalising programmatic plans, manuals and guides, operating procedures and processes, while coordinating all start-up activities, including hiring and on-boarding of staff, in order to meet start-up deliverables. Participated in developing a communications and reporting framework with donor representatives.

Aug. 2011 – March 2012

**Field Director**

*Chemonics International*

*Afghanistan Stabilization Initiative – South (ASI-S)*

Kandahar, Afghanistan

Managed, directed and supervised the implementation of district development and stabilisation activities in Afghanistan that aimed to create conditions to build confidence between communities and the Government for the improvement of economic and social environment. Gathered key data from national staff, spearheaded concept design, wrote activity proposals and designed activity budgets. Managed, directed and supervised the implementation of grant activities that contributed to the overall regional programme strategy.

**EDUCATION**

**Yale University, New Haven, Connecticut, USA**

Sept. 2001 – May 2006

Bachelor of Arts in Political Science

**LANGUAGES**

**English** and **Serbian**: Native proficiency; **French** and **Russian**: Professional working proficiency

**Shiyar Sayed Mohamad (Syrian National)**  
Stakeholder Engagement Team Leader

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## **SUMMARY**

Syrian stakeholder engagement specialist and analyst involved in atmospheric reporting, activity development and capacity building of Free Syrian Police and governance actors through public order programming. Over two years of experience in active, direct engagement and liaison with a multitude of various security and governance actors in the liberated areas of Syria, from local level civil society organisations to the Syrian Interim Government and the National Coalition. Previous experience with reporting on developments around the Syrian revolution for CNN, as well as extensive experience with interpretation and translation.

## **WORK HISTORY**

May 2012 – Present                      **Project Manager (Provincial Frameworks)**  
*ARK F.Z.C.*  
*Integrated Community Security Programme*  
Istanbul, Turkey

Working with the Free Syrian Police and local communities to tailor and implement security programming based on their needs. Engagement of various key security stakeholders and actors such as the Syrian Interim Government, the Free Syrian Police, Provincial and Local Council officials, Civil Society Organisations and armed actors. Empowering beneficiaries to develop national-, provincial- and local-level plans for Public Order as part of designing a multi-province policing module across Syria.

Aug. 2011 – May 2012                **Assistant Reporter, Syria Expert**  
*CNN International*  
*Syria*  
Istanbul, Turkey

Travelling inside Syria and embedding with the opposition's Free Syrian Army command and undertaking conflict-related reporting. Conducting interviews and investigating news about Syria, with a particular focus on the humanitarian crisis and security problems. Interpretation, translation and editing of material for reporting, and fixed interviews and journeys inside Syria for news crews. Working with the Syrian political opposition on their media and communication strategies.

## **EDUCATION**

**Damascus University, Damascus, Syria**  
2004 – 2011  
Bachelor of Arts in English Literature and Language

## **LANGUAGES**

**English, Arabic and Kurdish:** Native proficiency; **Turkish:** Professional working proficiency

**Dima N. Moussa (US/Syrian National)**  
Rule of Law/Justice Team Leader

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**SUMMARY**

Dima Moussa is a dedicated and skilled project manager and Rule of Law professional, with experience in both the Syrian and US legal fields. She has been a prominent political activist since the start of the Syrian revolution and for the past two years has used her legal experience to engage Syrian justice actors in the design of rule of law and accountability programming interventions through the multi-donor-funded Integrated Community Security Programme. Dima previously helped establish a committee to document human rights violations in Syria, and followed up on cases related to activists and prisoners of conscience detained by the Syrian regime, and continues to actively support a number of grassroots revolutionary groups.

**WORK HISTORY**

Jan. 2013 – Present                    **Project Manager (Rule of Law/Justice)**  
*ARK F.Z.C.*  
*Integrated Community Security Programme*  
Istanbul, Turkey

Engagement of Syrian stakeholders for assessment of the Rule of Law/Justice situation and conditions in opposition-held areas, both through the Syrian Interim Government's Ministry of Justice, civil society organisations and Syrian legal professionals and activists. Providing recommendations, identifying entry points and leading in the design and organisation of programming in justice and accountability interventions.

March 2012 – Aug. 2012            **Intellectual Property Attorney**  
*McDermott, Will & Emery LLP*  
Chicago, Illinois, USA

Assisting clients in procuring protection for intellectual property with focus on patent rights. Advising clients regarding extent of and requirements for intellectual property protection in the US and internationally.

Sept. 2009 – Feb. 2012            **Patent Attorney**  
*Shumaker & Sieffert, P.A.*  
St. Paul, Minnesota, USA

Assisting clients in procuring patents for inventions in various areas of technology. Advising clients regarding extent of and requirements for patent protection, in the US and internationally.

Jan. – Sept. 2009                    **Independent Attorney**  
Chicago, Illinois, USA

Providing legal services on contract basis in various areas of law, particularly in estate planning.

Mar. 2007 – Jan. 2009            **Intellectual Property Attorney**  
*Banner & Witcoff, Ltd.*  
Chicago, Illinois, USA

Working closely with clients to effectively counsel them regarding patent and trademark protection. Extensive litigation mainly in IP issues: conduct legal research and draft legal documents.

## **EDUCATION**

### **DePaul University, College of Law – Chicago, Illinois, U.S.A.**

Aug. 2003 – Dec. 2006

Juris Doctor, licensed to practice law in Illinois, and registered to practice before the USPTO

### **University of Illinois, Urbana-Champaign, College of Engineering – Champaign, Illinois, U.S.A.**

Aug. 1997 – May. 2001

Bachelor of Science in Electrical Engineering

## **ACTIVISM IN THE SYRIAN REVOLUTION**

Dima Moussa is a member of the Syrian Women’s Initiative for Peace and Democracy and has worked with activists, grassroots groups, and Syrian-Americans to raise awareness regarding the plight of the Syrian people, especially against the oppressive practices of the Syrian regime through interaction with the media and via social networking. She has participated in workshops and conferences to better network with other groups supporting activists in Syria and worked with activists and grassroots groups to secure funding for projects, including writing project proposals, meetings with various potential donors, and preparing reports on project progress. Dima assisted in establishing and worked with the Human Rights & Legal Affairs Committee of a grassroots activist group to document human rights violations in Syria and follow up on cases related to activists and prisoners of conscience detained by the Syrian regime. Dima has worked with humanitarian aid organizations and groups to secure aid for Syrians, particularly in disaster-stricken areas, while also working with media activists inside Syria as a media spokesperson and has assisted in establishing the Media Committee for a grassroots activist group in Syria, overseeing the translation team and connecting activists to media outlets.

## **LANGUAGES**

**English** and **Arabic:** Native proficiency



**Dr Farouq Habib (Syrian National)**  
Stakeholder Facilitation Expert

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## **SUMMARY**

Farouq Habib is a highly experienced project manager with excellent stakeholder engagement skills, gained from his years as a prominent activist and his previous professional experience in banking. From the beginning of the Syrian Revolution, Farouq has played a significant role in civil society activism at the local, provincial and national level, and has used this experience to advise key stakeholders at the international political level, including Lakhdar Brahimi, the former United Nations and Arab League Special Envoy to Syria, as well as numerous European and international governments. Farouq is currently project manager of ARK's multi-million dollar civil defence programme.

## **WORK HISTORY**

May 2014 – Present                    **Project Manager**  
*ARK F.Z.C.*  
*Civil Defence Programme*  
Istanbul, Turkey

Oversees the full project implementation and plans, coordinates and executes all project deliverables. Manages project staff and leads the liaison with Syrian stakeholders in the Provincial Councils and the Syrian Interim Government, ensuring broad buy-in to the project. Contributes to daily, weekly and monthly reporting on the work of civil defence teams.

Aug. 2013 – April 2014            **Syria Strategy Advisor**  
*ARK F.Z.C.*  
Istanbul, Turkey

Advised ARK's Senior Management Team to better shape programmes, including identifying thematic and geographical priorities, and selection of beneficiaries. Assisted in project and programme design, and advised on training and equipment needs. Maintained a network of internal and external activists, civil society, political and security contacts, while acting as principal liaison to the Syrian opposition bodies.

Feb. 2012 – Sept. 2012            **Regional Manager**  
*Banque BEMO Saudi Fransi*  
*Retail Banking*  
Homs, Syria

Implemented short, medium, and long term strategic plans for the bank at the regional level and managed operational and staff issues of five branches in the middle region of Syria. Promoted, sold, and monitored bank products. Assigned, directed, and evaluated employees' assignments, and conferred with top management and staff to discuss issues, coordinate activities, and resolve problems. Negotiated and approved contracts and agreements with clients, government agencies, and other entities.

July 2010 – Feb. 2012

**Internal Control & Operational Risk Manager**

*Banque BEMO Saudi Fransi*

*Risk Management*

Damascus, Syria

Developed and implemented an efficient internal control system and maintained an organisational structure to more clearly assign responsibilities, authority and reporting relationships. Ensured that delegated responsibilities were effectively carried out and monitored the adequacy and effectiveness of the internal control system. Developed and monitored the adequacy and effectiveness of the operational risk management processes and techniques.

**EDUCATION**

**European University, Geneva, Switzerland**

2008 – 2010

Doctorate in Business Administration – Banking Risk Management

**Université Montesquieu, Bordeaux, France**

2004 – 2006

Master of Science in Economic and Social Sciences

**Damascus University, Damascus, Syria**

2000 – 2004

Bachelor of Science. Specialisation: Planning and Economics

**ACTIVISM IN THE SYRIAN REVOLUTION**

Farouq Habib has played a leading role as a civilian revolutionary activist in Syria, on both the political and civil society level. He was instrumental in forming and leading the Homs Revolutionary Council and the Homs Quarters Union (one of the first civil revolutionary groups in Syria), as well as the Homs Local Council and Union of Syrian Economists. He represented the people of Homs in negotiations with the UNSMIS mission in 2012, while he also proposed humanitarian confidence building measures to UN and Arab League Special Envoy to Syria Lakhdar Brahimi, which fed into the Geneva II discussions. For the Geneva II talks, Farouq also provided technical support to the Opposition Delegation on the humanitarian and human rights files by preparing files about the besieged areas in Homs and coordinating between the political delegation in Geneva and the revolutionary leaders inside Syria. Farouq has briefed principals of The Friends of Syria at international meetings in France, Jordan and New York, while he was also one of four activists from inside Syria invited by then Secretary of State Clinton to The Friends of Syria meeting on the margins of the UN General Assembly in the fall of 2012. Earlier in the Revolution prior to his arrest and imprisonment, Farouq utilised his strong personal and professional connections to travel around Syria and to persuade clients to fund revolutionary activities and humanitarian assistance.

**LANGUAGES**

**Arabic and English:** Native proficiency; **French:** Professional working proficiency