

# **Hamza Al-Majali**

## **Personal Information:**

- Name: Hamza Al-Majali
- Date of birth: 19- 07 - 1984
- Telephone No.: +962 799498182
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## **Education:**

- Ph.D. of Political Science with distinguished level, AL-Karak, Mutah, 2014 – 2017.
- Master of International Relations- Political Science with distinguished level, AL-Karak, Mutah University, 2008-2011.
- Bachelors of Law, AL-Karak, Mutah University, 2002-2006.

## **Summary of Qualification:**

- Decision making, critical thinking.
- Self-motivated, initiative, maintains a high level of energy.
- Accuracy and Attention to details.
- Tolerant and flexible, adjusts to different situations.
- Organization and prioritization skills.
- Problem analysis, use of judgment and ability to solve problems efficiently.

## **Language:**

Excellent in Arabic and English very Good (Reading, Writing, & Speaking)

## **Work Experience:**

### **1. Period: Oct 25.2023 – to present**

**GJU – German Jordanian University**

**Full-Time Lecturer - Deanship of Innovation, Technology Transfer and Entrepreneurship.**

### **2. Period: June 20. 2018 – Mar 31.2021.**

**Company: USAID - Jordan Cities Project; Implementing Transparent, Innovative, and Effective Solutions (CITIES)**

**General Position: Municipal Program Officer (MPO)**

- Follow-up daily action.
- Implementation and follow up grants funded by USAID regulations (contract).
- Preparing final technical and financial reports.
- Field visits to municipalities.
- Coordination between project components in the field.
- Participation in all courses and workshops in the field, and a facilitator of the sessions.

- Technical support for the work team and target groups.

**3. Period: six semesters:**

- (First semester, second semester and summer semester 2022/2023 )
- (Second semester and summer semester 2017/2018& first semester 2018/2019).

**German Jordanian University - GJU**

**Part time lecturer.**

**4. Period: Jun 1. 2010 – June 20. 2018**

**Company: Al Urdonia Lil Ebda -AULE**

**General Position: Programs Supervisor**

- **Grant officer responsible for :**
  - Implementation and follow up grants funded by EU under EU regulations (contract & budget)
  - Preparing the action plan and procurements system for each grant.
  - Preparing the first and final payments request with all documents needs.
  - Conduct kick off meeting for each grant.
  - Preparing the tender documents to present procurement procedure like international negotiation procedure and local open tender.
  - Preparing monthly technical and financial reports
  - Preparing final technical and financial reports
  - Conducting monthly field visits and handover visits.
  - Preparing the master file (hardcopy and softcopy) for each grant with all annex requirements from the contracting authorities.
- **Incubation officer responsible for :**
  - Implementation and follow up all the incubation grants funded JEDCO under their regulations (contract & budget)
  - Preparing the action plan and procurements system for each grant
  - Preparing monthly technical and financial reports
  - Preparing final technical and financial reports
  - Conducting monthly field visits and handover visits.
  - Preparing the master files for each incubatee grant with all annex requirements from the contracting authorities.
  - Helping the entrepreneurs from local community to get grants through helping them in writing projects proposals.
- **Programs Administrative Officer responsible for :**
  - Follow up all the program implement from the AULE
  - Help the business development department in preparing and writing the proposal submit to the EU, USAID and other contracting authorities.
  - Managing industrial and service projects granted by the European Union.

- Prepare overall monthly and annual reports for the activities, program and project achievements.
- Manage and coordinate the activities conducting by the AULE in order to meet the objectives
- Advise senior management on matters requiring attention, and implement management decisions.
- Other task will ask from the CEO of AULE.
- Trainer with AULE entrepreneurship courses and a course Build your business.

**5. Period: March 4, 2007 – February 1, 2010**

**Company: German Jordanian University**

**General Position: Administrative**

- Follow-up daily action
- Preparation of educational schedule for students.

### **Published research**

- Directions and positions of French policy toward the Arab world (2011- 2017).

### **Training and Workshop:**

- Training on writing project proposals in the field of health, Amman SRTD (July 5-7, 2010).
- Training on procurement according to the EU procedures.
- Training on writing project proposals the EU JUMPII & JSMPII, Amman – JEDCO (November 2, 2012).
- English course at British Council, Amman, (October 14-December 14, 2012).
- Training on the follow-up of JSMP granted projects implementation, Amman -JEDCO (March29, 2013).
- Training on marketing and sales, Amman, Jordan Engineers Association. (April 23 –24, 2013).

**Reference available upon request**