

## MAI MOUSSA ASSEM

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### PROFESSIONAL OBJECTIVE

#### Ph.D. in Human Development and Family Studies

Research Interests: Family influences on personality and social development, parent-child relations, infancy, day care, and parent education.

### EDUCATION

#### MA in Gender and Women's Studies, The American University in Cairo (AUC), Egypt, 2016

Thesis: "The Effects of Divorce on Women in Egypt."

Course Work: Social Sciences Perspectives on Middle East/North Africa Gender and Women's Studies, Approaches to Middle East/North Africa Gender and Women's Studies, Special Topics in Gender and Women's Studies.

#### BA in Sociology, The American University in Cairo (AUC), Egypt, 2009

Minor: Psychology

### EXPERIENCE

#### Human Rights Officer United Nations, Various Locations, 2016-Present

- Supervise and conduct human rights monitoring activities. Review, monitor and evaluate activities relating to the implementation of international human rights instruments, including recommendations of treaty bodies and mechanisms of the Human Rights Council.
- Meet regularly with the Peacekeeping team including UN staff, national officials as well as Military and Police officers to plan projects and review project activities. Work with UN and non-governmental programs in the country/region to integrate human rights, including gender considerations, in their programs; help design and implement the human rights program and design the organization and focus of the evaluation.
- Ensure up-to-date information regarding substantive matters in the field of human rights and make recommendations on actions to take. Make contact with other sectors of the UN, other international organizations and governments on coordination and policy matters; brief representatives and provide, as appropriate suggestions and recommendations.
- Write and ensure timely delivery of a variety of reports, communications, briefings, statements, etc., including to policy-making bodies.
- Serve as team leader with responsibility for carrying out work coordination and administrative functions relating to staff, planning and budget; Train and supervise new/junior staff.

#### Deputy RSD Team Leader, Africa and Middle East Refugee Assistance (AMERA), Egypt, 2011-2016

- Assisted team leader in development and implementation of policies related to RSD and strategic planning goals and assumed responsibilities of team leader in her/his absence, including supervision and communications with UNHCR.
- Provided casework supervision for Legal Advisors on the RSD Team by reviewing their legal submissions, reviewing and editing testimonies, and providing feedback on case strategies.
- Communicated with the UNHCR on behalf of AMERA staff regarding RSD matters, for example making fast-track requests, weekly inquiries and individual inquiries.
- Coordinated and provisioned intensive training for new volunteer lawyers and psychosocial workers three times per year; assisted in training new staff members who are a part of the team; participated in external training opportunities.

#### Executive Assistant, Africa and Middle East Refugee Assistance (AMERA), Egypt, 2010-2011

- Facilitated workflow; coordinated office support activities; arranged travel itineraries, scheduled appointments, meetings and maintains office calendar; drafts and edited correspondence and memoranda for the Country Director.
- Played a central role in developing and implementing the organization's communication strategy including organizing meeting, developing the website content and other promotional materials.

### AFFILIATIONS

National Women's Economic Alliance

American Sociological Association

### SKILLS

Leadership of groups committed to social change; facilitation of individual efforts towards achieving group objectives; motivating individuals to achieve individual objectives; research; problem solving.