

**HEBA LOTFY**  
**CAIRO, EGYPT**  
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## Education

- Diploma in Parliamentary Studies- Faculty of Political Science and Economics- Cairo University **2003**
- Faculty of Law– Cairo University **2000**

## Work Experience

*Gender and Legal Expert House (GELEH) **2015-present***  
*Co-founder and Program director*

Responsibilities:

- Participate in policy making decisions
- Coordinate with national and international partners
- Supervising team and Writing action plans of projects
- Monitoring implementation and evaluate achievements
- Conducting meetings with key government officials

*The Arab Consultancy Office **2011-2015***  
*Program Director*

Responsibilities:

- Program chief of party
- Providing a technical backstopping to project staff
- Writing proposals for ACO and fund raising
- Undertaking all tasks related to implementing training workshops for different sectors,
- Revising all evaluations conducted after each workshop.

*The Egyptian Organization for Human Rights **2005-2010***  
*International Relations unit Officer*

Responsibilities:

- Organizing workshops in Egypt with the international organizations like FIDH, Amnesty international, DRI Germany.
- Review the technical and financial reports for EOHR's projects.
- Communication and outreach with partners .
- Receiving and evaluating technical and financial reports from NGOs.
- Set up a consultant directory and matched consultants with the project activities.
- Writing proposals for EOHR with colleagues

***UNDP “Capacity Building in Human Rights Project”***

***2002-2005***

***Program Officer***

**Responsibilities:**

- Program Coordinator of Assisting Communities Together project (ACT).
- Evaluating all submitted projects for the grant provided by the project and participating in the selection of the winning NGOs.
- Conducting field visits to supervise the selected NGOs during the execution of the projects.
- Supervising the work plan of each NGO according to their budgets and deadlines.
- Evaluating the output of each NGO and assuring that it meets the previously agreed upon terms.

***The Egyptian Center for Women's Right***

***2000-2002***

***Program coordinator***

**Responsibilities:**

- Field visits and Organizing seminars in the different governorates of Egypt concerning creating strategies for solving the problems
- Participating in organizing the 1st Scientific Conference of the Egyptian Center for Women’s Right (March 2001). Other responsibilities in the Center include organizing many training courses such as:
  - Strategic planning January 2002.
  - Communications skills March 2002.
  - Gender and Attracting volunteers May 2002.
  - Designing projects June 2002.
  - The Documenting and Accounting June 2002.

- Develop the resources and documentation August 2002.

## **Volunteering**

- Field work activist in preparing statistics on the political participation of women – Developing Democratic Group- 1995.
- Volunteer in the Egyptian center of Women rights – 1996.
- Work Field coordinator in EL Warak and Moqqatam districts.
- Work Field Supervisor in El-Moqatam, Beaulak El-Dakrorr, El Sayeda Zeinab, El-Warraq 1997 till 1998.
- A lawyer in the legal aid program – 1999-2000
- Trainer in the field of legal awareness in the governorate of Cairo-Giza-Menia.

## **Conferences, Seminars and workshops**

- An exchange visit on Violence Against Women, Copenhagen-Denmark 2014
- Conference to discuss the Egyptian UPR with National Council for Human Rights 2013
- Course on Gender Management in AUC in Cairo 2009
- Training Program on the Refugee Rights in AUC 2002.
- Workshop on negotiations – Cairo Institute for Human Rights Studies 2000
- Workshop on spreading the rights of the women who work and equality- Italy 2000
- Workshop on (violence against woman) Jordan 1999
- Workshop on the Legal Aid – Morocco 1999
- Workshop on the organization of conferences and seminars-AMIDEAST 1999
- Workshop on the mechanisms of applying the Human Rights Covenants – The Egyptian Organization for Human Rights 1998
- Workshop for training with National Democratic Institute (NDI) 1997

## **Publications**

*Participating in:*

- Preparing the booklet “ women” – The Egyptian Center for Women Rights – 2002
- Preparing the booklet “ Formal Papers” – The Egyptian Center for Women Rights - 2001
- Preparing the booklet “ Nabawyia and media propaganda for elections”- 2000
- Preparing a research on violence against women in Egypt – 1999.

## Languages

**Arabic :** Mother tongue

**English:** Very good written and spoken

References furnished upon request