

PERSONAL INFORMATION

Gregor Robak-Werth



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Sex Male | Date of birth 13/01/1971 | Nationality German

JOB APPLIED FOR
POSITION

General Director MdM Luxemburg

WORK EXPERIENCE

05/2024 – 11/2024

Country Director

WeWorld – Onlus Ukraine

Strategic Leadership and Direction:

- Develop and implement WeWorld's country strategy in alignment with global priorities and local needs.
- Ensure alignment of programmes with WeWorld's vision, mission, and goals.
- Lead strategic planning processes, including assessments, annual planning, and budgeting.
- Monitor the political, economic, and social landscape in Ukraine, ensuring flexibility and adaptation in programming.

Programme Management:

- Oversee the design, implementation, and evaluation of projects across different sectors (e.g., WASH, health, education, protection).
- Ensure project compliance with donor requirements and internal standards.
- Facilitate effective communication between field teams and headquarters.
- Promote the use of data-driven decision-making and accountability frameworks.

Team Leadership and Development:

- Lead and support a diverse and high-performing team, ensuring clear roles, responsibilities, and performance management systems.
- Promote staff well-being and development through training, capacity building, and mentoring.
- Foster a culture of collaboration, accountability, and respect within the country office.
- Ensure that safeguarding and protection protocols are understood and implemented by all staff.

Financial and Resource Management:

- Oversee financial planning, monitoring, and reporting, ensuring that resources are used efficiently and transparently.
- Ensure compliance with WeWorld's financial policies, donor regulations, and local legal requirements.
- Monitor financial risks and propose mitigation strategies where necessary.

Security and Risk Management:

- Ensure that security protocols and risk mitigation strategies are in place and regularly updated.
- Ensure that the safety and well-being of all staff are prioritized in the execution of programmes.
- Continuously assess the operating environment and manage risk in a volatile context.

External Relations and Representation:

- Represent WeWorld in Ukraine to donors, government agencies, UN agencies, NGOs, and other relevant stakeholders.
- Build and maintain relationships with key donors, securing funding to support the country programme.
- Advocate for the rights and needs of affected populations, ensuring WeWorld's work is recognized and supported by partners and stakeholders.

Partnership and Capacity Building:

- Strengthen relationships with local and international partners.
- Build the capacity of local partners and community-based organizations, ensuring sustainability and local ownership of programmes.
- Engage in inter-agency coordination at national and local levels, ensuring WeWorld's programmes complement the work of other actors.

03/2021 – 02/2024

Country Director Niger

Accion contra el hambre

Strategic Vision of the Mission:

Develop the intervention strategy in collaboration with teams, coordination team, and Geographical Manager, aligning with international, regional, and organizational strategies. Define and execute the mission's Action Plan, monitoring and revising objectives as needed. Ensure project and program quality and relevance, adhering to Action Against Hunger's mandate. Define organizational structure and allocate resources according to strategic objectives.

Representation:

Represent the organization to local and national authorities, ensuring compliance with legal obligations.

Manage partnerships, maintain the organization's position in the country, and engage with donors and UN agencies.

Represent the organization in national and international media.

Management:

Ensure effective operational and financial management of the mission, achieving objectives.

Define and implement HR policies, oversee training programs, and search for funding.

Mission Security:

Assume ultimate responsibility for the security of Action Against Hunger in the country.

Promote a security culture, monitor the political and humanitarian situation, and analyze security risks.

Define security standards and procedures in collaboration with the logistics department and key personnel.

06/2018 – 11/2020

Program Support Officer

humanity & inclusion (Handicap International) Luxembourg

Responsibility 1: Develop Relations with Institutional Donors:

Stay informed about Handicap International's programs to effectively communicate activities and strategies.

Identify and establish contacts with public and private institutional donors.

Make field visits, if authorized, to enhance relations with local representations of donors.

Anticipate donor trends, participate in negotiations, and monitor NGO networks on institutional funding.

Support partnerships with organizations in the National Association's country, potentially involving complementary approaches in countries where the federal network operates.

Responsibility 2: Contribute to Project Fundraising Strategy:

Analyze funding opportunities and contribute to the development of multi-annual strategies.

Inform the Programmes Financial Strategy Unit and federation programs about new calls for proposals.

Prepare for Resource Allocation Committee meetings to discuss and coordinate funding opportunities.

Assist in drafting funding applications in collaboration with federal staff.

Potentially write proposal documents with program support on a case-by-case basis.

Responsibility 3: Assist in Contract Management:

Act as the interface with institutional funding bodies for projects financed by the National Association.

Establish communication mechanisms with desk officers and field program directors.

Help negotiate contracts with donors and provide advice on donor rules.

Ensure adherence to donor rules through sampling checks of ongoing contracts.

Responsibility 4: Capitalize on and Disseminate Knowledge:

Create briefs on contracts exceeding €200,000 and update donor information using a shared file system.

Brief head office and field staff on donors and conduct training on donors for teams.

The Programmes Support Officer plays a crucial role in sustaining funding levels, ensuring compliance with donor rules, and disseminating knowledge about donors within the organization.

01/2017 – 05/2018

Country Representative Benin

Netherlands Red Cross (NLRC)

- Strengthening the partnership with the BRC based on the Memorandum of Understanding (MoU).
- Representing NLRC in Benin and maintaining positive relations with BRC, PNS, IFRC, ICRC, national authorities, and media in coordination with NLRC HQ.
- Continuously updating and implementing the security plan, including contingency and relocation plans.
- Managing NLRC operations and cooperation activities, assessing and revising working conditions and pursuing improvements.
- Participating in the coordination with other PNS, contributing to the development of common standards and procedures for the BRC's organizational development.
- Monitoring the humanitarian sector, socio-political developments, and BRC capacities, and initiating fundraising initiatives.
- Reporting to NLRC HQ in The Hague.
- Managing the Country office, including personnel, security, assets, and resources in accordance with NLRC-HQ procedures and Red Cross Movement policies.
- Collaborating with the BRC Project Coordinator to ensure timely achievement of project activities and results.
- Supporting the BRC Project Coordinator in day-to-day technical and financial project management.
- Executing financial management and reporting procedures, preparing comprehensive narrative reports, and monitoring fund utilization.
- Reviewing project components and priorities periodically and ensuring visibility of donor-funded projects.
- Maintaining and updating the project inventory, conducting staff meetings, and fostering a constructive working environment.
- Conducting project site visits for monitoring, technical advice, and reporting purposes

Program Coordinator Haiti

10/2016 – 12/2016

German Red Cross (GRC)

- Together with GRC Head of Office, ensure the relief activities, components and results after Hurricane Matthew are achieved in time and in accordance with all project documents (proposal, work plans, budgets, log frames, M&E plans and or performance measurement frameworks)
- Represent German Red Cross in the Nippes department in Haiti and foster good relations with the Haitian Red Cross and other PNS (Partner National Societies), IFRC, ICRC, national authorities, international and national organizations, donor governments as well as national and international media in coordination with HQ in Berlin
- Coordinate in the day-to-day technical and financial project management and implementation
- Ensure that work plans and narrative reports are prepared by the respective GRC Project staff
- Execute financial management and reporting procedures with the project team and in close cooperation with the GRC Finance Delegate
- Prepare detailed and comprehensive narrative reports
- Prepare quarterly the budget monitoring sheet and send to GRC NHQ in Port-au-Prince together with the monthly accounting
- Work closely with the GRC NHQ finance department to review cash flow, monitor fund utilization and appropriate bookings. If necessary, notify about deviations and/or gaps in project implementation and financial performance and propose action or corrective measures
- Periodically review of project components and priorities and disseminate plans, tools, policies and guidelines within stipulated timelines
- Ensure visibility of projects, especially donor funded projects
- Ensure that the project inventory is maintained and regularly updated
- Conduct staff meetings amongst the project team, GRC management and stakeholders. Ensure project team cohesiveness and contribute to creating a constructive working environment based on mutual respect and trust
- Carry out project site visits for monitoring, technical advice and reporting purposes

Head of Office Liberia

10/2015 – 09/2016

German Red Cross (GRC)

- Continue to strengthen the partnership with the Host National Society, LNRCS, on the basis of the MoU

- Represent German Red Cross in Monrovia and foster good relations with LNRCS other PNS (Partner National Societies), IFRC, ICRC, national authorities, international and national organizations, donor governments as well as national and international media in coordination
- Continuously update the security plan, including the contingency and relocation plan. Discuss and put these plans in practice with all GRC Delegates and local staff
- Manage GRC operations and cooperation activities, in accordance with approved plans, regulations and policies. In close cooperation with the GRC finance Delegate, assess and revise regularly the general working environment and working conditions for the team, as for logistics, administration, infrastructure, etc. and whenever necessary and possible, pursue improvements
- Participate and strengthen the coordination with other PNS. Participate in the development and enforcement of common minimum standards and procedures
- Closely monitor the humanitarian sector, relevant socio-political developments as well as the capacities of LNRCS and take initiatives to raise funds (e.g. EC, ECHO, DIPECHO, Federal Ministry for Economic Cooperation and Development – BMZ, German Ministry of Foreign Affairs, etc.) supervise, follow up and engage in proposal writing
- Report to GRC-NHQ in Berlin
- Assess and propose cost-saving and secure permanent GRC office solutions, make preparations for, and eventually execute, a potential office move that takes asset security into consideration
- Manage the Country office, including personnel, security, fixed assets, financial assets and other resources in accordance to GRC-NHQ procedures and regulations and in accordance with valid plans, regulations and policies of the Red Cross Movement
- Together with respective LNRCS Project Coordinator, ensure the project activities, components and results are achieved in time and in accordance with all project documents (proposal, work plans, budgets, log frames, M&E plans and or performance measurement frameworks)
- Support the respective LNRCS Project Coordinator in the day-to-day technical and financial project management and implementation
- Ensure that work plans and narrative reports are prepared by the respective LNRCS Project coordinator
- Execute financial management and reporting procedures with the LNRCS project team and in close cooperation with the GRC Finance Delegate
- Prepare detailed and comprehensive narrative reports in the GRC Project Management Tool format
- Prepare quarterly the budget monitoring sheet and send to GRC HQ together with the monthly accounting
- Work closely with the LNRCS and GRC country finance department to review cash flow, monitor fund utilization and appropriate bookings. If necessary, notify about deviations and/or gaps in project implementation and financial performance and propose action or corrective measures
- Periodically review of project components and priorities and disseminate plans, tools, policies and guidelines within stipulated timelines
- Ensure visibility of projects, especially donor funded projects
- Ensure that the project inventory is maintained and regularly updated
- Conduct staff meetings amongst the project team, LNRCS management and stakeholders. Ensure project team cohesiveness and contribute to creating a constructive working environment based on mutual respect and trust
- Carry out project site visits for monitoring, technical advice and reporting purposes

Country Director Thailand

Malteser international

11/2014 – 09/2015

Programme Coordination & Development:

- Coordinate, supervise, and develop Malteser International programs in Thailand, providing guidance and technical support to project teams.
- Manage program offices in accordance with Malteser and donor rules and regulations.
- Represent Malteser International in Thailand and coordinate projects in Mae Hong Son Province.
- Work closely with program teams to ensure high-quality program implementation and continuous technical representation with partners and donors.
- Coordinate and supervise projects, ensuring compliance with Malteser and donor procedures.
- Ensure timely planning and implementation of project activities with proper reporting.

- Develop local strategies, assess needs, and set priorities in coordination with headquarters.
- Ensure compliance with procurement guidelines, HR procedures, financial management, and administration.
- Write timely and accurate donor proposals and reports, collaborating with program managers and headquarters.

Management of the Programme Office and Staff:

- Head the Program Office in Mae Sariang, maintaining coordinating and supporting functions.
- Supervise project offices and manage personnel, finances, assets, and resources.
- Ensure office administration, budgeting, and reporting according to Malteser requirements.
- Maintain and adapt security and safety guidelines, ensuring staff are informed and trained.
- Ensure proper visibility measures according to organizational and donor requirements.
- Supervise and evaluate management staff, recruit staff, and develop job descriptions.
- Conduct regular documented meetings for key staff to plan, implement, and monitor project objectives.

Representation:

- Represent Malteser projects and programs to donors, embassies, and Thai government bodies.
- Build and maintain good relations with local communities, national authorities, and organizations.
- Represent Malteser International in Director's Meeting and Health Sub-Committee Meeting of CCSDPT.
- Collaborate on elaborating a Country Strategy with the desk officer for Thailand.

Country Director Haiti

01/2010 – 10/2014

Help - Hilfe zur Selbsthilfe e.V.

- Start-up and coordination of the emergency intervention of Help - Hilfe zur Selbsthilfe e.V. in Haiti
- Set-up of a country office (Port-au-Prince) and later country office (Petit Goâve)
- Giving live and pre-recorded press interviews (radio, television/ video, print-media) to German and international media, accompanying journalists on visits to Haiti
- Overall responsibility for the country office in Petit Goâve, including security management and representation of Help - Hilfe zur Selbsthilfe e.V. vis-à-vis media, donors and partners
- Identification, planning, implementation and coordination of relief, rehabilitation and disaster prevention projects in earthquake affected communities in Port-au-Prince and Petit Goâve region (e.g. emergency health care, distribution of NFI, Camp management, (re)construction of schools, construction of a hospital extension, construction of transitional houses and latrines, management of water catchment areas, disaster prevention via the support of the Haitian civil defense, food security and agricultural projects, construction of a retaining wall in a principal Port-au-Prince Ravine, urban development project in Petit Goâve)
- Identification and planning of new projects, writing of project proposals
- Writing of donor reports
- (Financial) reporting to donors (EU, ECHO, BMZ, AA, LCIF, Rotary international, NAK, ADH) and preparation of (financial) audits
- Recruitment and supervision of up to 8 international and up to 300 local staff

Program Coordinator / Medical Program Coordinator Niger

05/2007 – 12/2009

Help - Hilfe zur Selbsthilfe e.V.

- Overall medical coordination of an integrated public health care and supplementary feeding project in two health districts in Niger (Tera and Mayahi) funded by ECHO
- Training and support of the local partners, 2 district hospitals, 2 district pharmacies and about 250 health facilities
- Coordination of Help – Hilfe zur Selbsthilfe e.V. emergency intervention after 2009 Agadez flooding. Identification, planning and implementation of relief and rehabilitation projects
- From 07/2008 on overall Program Coordinator Niger
- Development and co-writing of project proposals and donor reports
- Recruitment and supervision of expatriate and local staff
- (Financial) reporting to donors (ECHO, UNICEF, WFP) and preparation of (financial) audits
- Supervision of up to 3 expatriates and 50 local staff
- Deputy of the country director

09/2005 – 07/200 Medical Program Coordinator Niger
humedica Internationale Hilfe

- Overall medical coordination of an integrated public health care and supplementary feeding project during the 2005 food crisis in Banibangou, Health district Ouallam, Mali border in Niger
- Support to country coordinator in the management of the humedica relief and rehabilitation projects
- Training and support of the local partners, 1 district hospital and 10 health facilities
- Creation and management of humedica pharmacy
- Supervision of up to 30 international volunteers and 15 local staff

EDUCATION AND TRAINING

04/1994 – 03/2003 Medical Studies, Johannes Gutenberg Universität Mainz

05/2021 & 07/2022 HEAT

04/2017 Safety and Security in Missions Abroad (Netherlands Red Cross)

10/2016 International Mobilization and Preparation for Action – IMPACT (German Red Cross)

07/2013 Project-Cycle Management, ADRA, Petit Goâve, Haiti

06/2012 Impact-Oriented Project Management, Help, Petit Goâve, Haiti

05/2012 Impact-Oriented Evaluation, Help, Petit Goâve, Haiti

03/2011 SPHERE Standards, Indicators and Guidelines, ADH, Port-au-Prince, Haiti

08/2007 ECHO Framework Partnership Agreement, Punto.sud, Niamey, Niger

08/2005 Safety and Security in Missions Abroad
Bundeswehr Security Advisor for humedica Internationale Hilfe
Kaufbeuren, Germany

PERSONAL SKILLS

Mother tongue(s) German

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C1	C1	C1	C1	C1
Replace with name of language certificate. Enter level if known.					
English	C1	C1	C1	C1	C1
Replace with name of language certificate. Enter level if known.					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- team work and team spirit
- joy of dealing with people of all nationalities
- mediation skills
- intercultural skills
- quick comprehension
- leadership of employees
- great sense of responsibility
- reliability
- safe appearance
- sociable

Organisational / managerial skills

- leadership
- excellent organisational and prioritisation skills
- well-founded experience in team and project management
- analytical way of thinking
- patience in solving complicated tasks

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

- competent with most Microsoft Office programmes
- competent with Winpaccs, FundsPro and Fundtrack financial software
- competent to command photo editing software
- competent with Adobe package
- competent with Apple OS X software

Other skills

- photography

Driving licence

A + B