



# OMAR ABDUL JALIL KARIM JUWAIR AL-KHAFAJI

Professional administrator

## About Me

An experienced administrative professional and academic with over 17 years of service in the Iraqi government sector, particularly within the Ministry of Higher Education and Scientific Research and the Iraqi Council of Ministers.



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Iraq, Basra



1977

## Language

- Arabic: Native.
- English: very good.

## Additional Certificates

- Teaching Methods and Pedagogical Qualification Certificate – Continuing Education Center / University of Technology.
- Issued under Administrative Order No. (1363) dated 24 / 05 / 2023.

## Job positions

### Ministry of Higher Education and Scientific Research:

- Minister's Office – Security Clearance Office (since 2010).
- Legal and Administrative Department – Administrative Affairs Division (2 years).
- Co-founder of the Security Clearance Office at the Ministry.
- Member of the Local Accountability and Justice Committee (1 year).
- Head of Follow-up Department for Private Colleges.
- Member of central supervisory and investigative committees.

### Iraqi Council of Ministers

- Fund for the Reconstruction of Affected Areas (4 years).
- Final Position: Barcode Unit Officer in coordination with the National Data Center.

### Current Position:

- University Lecturer at the Minister's Office / Follow-up Department.
- Total Service: 17 years

## Education

### **Assistant Professor in Sports Management.**

## Skills

- Administrative planning and organization.
- Report writing and official correspondence.
- Team leadership and coordination.
- Performance monitoring and evaluation.
- Knowledge of Total Quality Management (TQM).
- Strong communication and computer skills.

## Training & Courses

- AFIS Fingerprint Identification System – National Security Advisory / National Security Clearance Office.
- Information Security Principles – National Security Advisory.
- Administrative Procedures for Security Clearance – National Security Advisory.
- World Bank Emergency Development Project Training, including:
  - 1.Environmental Management.
  - 2.Occupational Health & Safety.
  - 3.Social Management.
  - 4.Monitoring and Reporting of Environmental & Social Management Plans.
  - 5.Interactive Q&A Session.
- Public Relations Course – World Bank.

## Appreciation Letters

- 14 Letters of Appreciation from H.E. Minister of Higher Education Dr. Naim Al-Aboudi.
- 3 Letters of Appreciation from former Minister Dr. Nabeel Kazem.
- 2 Letters of Appreciation from former Minister Qusay Al-Suhail.
- Letter of Appreciation from former Minister Dr. Abdul Razzaq Al-Issa.
- 7 Letters of Appreciation from former Minister Dr. Ali Al-Adeeb.
- 7 Letters of Appreciation from the Administrative Undersecretary.
- Letter of Appreciation from the Undersecretary for Scientific Research.
- Universities Appreciation Letters:
  - 1.President of the University of Baghdad.
  - 2.President of the University of Maysan.
  - 3.President of the University of Basra.
  - 4.President of the University of Kufa.
  - 5.President of the University of Tikrit.