

MARIAMA KHAN

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718-960-7722

EDUCATION

- Doctoral Research** work in African Studies **2011- 2017**
Graduate School for Social and Political Science; University of Edinburgh
Edinburgh, Scotland
- MA** Sustainable International Development **2008**
Brandeis University, Heller School for Social Policy & Management; Waltham, MA,
- MA** Development Management **2006**
University of Turin & International Training Centre of the International Labour
Organisation (ITCILO), Turin, Italy
- BA** International Development Studies; Saint Mary's University; Halifax, Canada **2001**

TEACHING FELLOWSHIPS/ ASSIGNMENTS

- Adjunct Lecturer** African History **01/2018 – 05/2018**
Lehman College, New York, USA
- Adjunct Lecturer** African Civilizations **01/2018 – 05/2018**
Lehman College, New York, USA
- Course Convener** "West Africa: Culture, Development and the State" **01/2015 – 05/2015**
Pomona College, California, USA
- Teaching Assistant** "Roots of African Poverty and Underdevelopment" **01/2012 – 04/2012**
Graduate School for Social and Political Science, University of Edinburgh
Edinburgh, Scotland
- Teaching Assistant** "Creating a Microfinance Institution" **03/2008 – 05/2008**
Heller School for Social Policy and Management; Brandeis University; Waltham, MA
- Teaching Assistant** "Micro-Enterprise Development and Finance" **01/2008 – 03/2008**
Heller School for Social Policy and Management, Brandeis University, Waltham, MA
- Teaching Assistant** "A Rights- Based Approach to Development" **09/2007 – 12/2007**
Heller School for Social Policy and Management, Brandeis University, Waltham, MA

ACADEMIC AND RESEARCH FELLOWSHIPS

- Visiting Research Fellow** **11/ 2013 - 05/2014**
African Studies Centre, Boston University, Boston, USA

Principal's Career Development Scholarship **11/ 2011 – 11/2014**
Graduate School for Social and Political Science, University of Edinburgh, Edinburgh,
Scotland

Poet- in Residence **05/2012 – 06/2012**
Writer's Residency at Cove Park, Scotland

World Bank – Joint- Japan Scholar **09/ 2006- 05/2008**
Heller School, Brandeis University, Waltham, USA

International Labour Organisation (ILO) Fellow **12/2005- 07/2006**
The International Training Centre of the ILO, Turin, Italy

UNESCO Research Fellow **06/2005 - 08/2005**
UNESCO/ Suzanne Mubarak Japan-Egypt Friendship Research Fellowship for the
Empowerment of Women Researchers in Peace and Gender Studies at the Bibliotheca
Alexandrina, Bibliotheca Alexanderina, Alexandria, Egypt

Oxfam America Researcher for "Saving for Change Initiative"
Kedougou, Senegal **Summer 2007**

POSITIONS HELD IN UNIVERSITY STUDENTS ASSOCIATIONS

Chairperson (resigned due to other conflicting commitments) **01/2012 – 05/2012**
African Students Association, CAS, University of Edinburgh, Edinburgh, Scotland

Vice Chairperson **09/2007- 08/2008**
Brandeis University African Students Association (BUAF), Heller School, Waltham, MA

PUBLICATIONS

- Khan, Mariama. 2016. "Banjul." In *CAPITALS: A Poetry Anthology on the Capital cities of the world*, edited by Abhay K., New York: Bloomsbury.
- Khan, Mariama. 2016. "Indigenous Languages and Africa's Development Dilemma." In *Endogenous Development, Naïve romanticism or practical route to sustainable African development*, edited by Chiku Malunga and Susan H. Holcombe, London: Routledge, 150 – 162.
- Khan, Mariama. Sept. 2014, "Indigenous Languages and Africa's Development Dilemma: *Journal of Development in Practice (DiP)*, pp. 764- 776.

- Khan, Mariama. 2012. Men and Fame. In: Astley Neil and Anne Selby (eds). *The World Record: international voices from Southbank's Poetry Parnassus*. London: Bloodaxe Publisher
- Khan, Mariama. 2009. *Indigenous Languages: The Way to Africa's Renaissance*. Brikama: Sandeng Publishers.
- Khan, Bamba and Mariama Khan (co-authored). 2004. *Juffureh: Kissing You with Hurting-lips*. Brikama: Sandeng Publishers.
- Khan, Bamba and Mariama Khan (co-authored). 2004. *Proverbs of The SeneGambia*. Brikama: Sandeng Publishers
- Khan, Mariama. 2003. *Futa Toro*. Brikama: Sandeng Publishers
- Published various works in newspapers, magazines in The Gambia and art exhibitions held by Art Exchange

Also Published in:

- *Card Houses*, anthology, published by St: Thomas University, Fredericton, Canada
- *The Naswark Review*, published by St: Thomas University, Fredericton, Canada

WORK EXPERIENCE

Dean's Suite, Boston University School of Theology, Boston, MA

Administrative Coordinator, Finance and Administration

09/2015- TO DATE

- Hiring and approving student employees at the School of Theology
- Procurement of goods and services for the School of Theology
- Providing faculty and staff with finance and administrative related support
- Frontline support to students, faculty, staff and guests at the School of Theology
- Payroll coordination for Student Employees

Crotched Mountain Foundation (CMC), Greenfield, NH

Residential Counselor II (resigned after a work-related injury)

07/2015 – 08/2015

- Supporting students/people with disabilities and their families
- Providing direct personal care support to youth

Pomona College, Claremont, California

Visiting African Scholar in International Relations

01/2015 – 05/2015

- Taught an undergraduate course on West African development, culture and the state
- Graded student papers
- Presented my film and research works on campus

University of Edinburgh, Edinburgh Scotland, The Student Experience Project

Film and Media Intern

09/2014 – 12/2014

- Filming, editing and producing short talking head documentaries on the student experience across all schools and institutions of the University of Edinburgh for The Student Experience Project (SEP)

Office of the President, Republic of The Gambia, Personnel Management Office (PMO)

Permanent Secretary (Resigned voluntarily)

06/2010 – 08/2010

- Provided administrative support to the entire civil service: about 18,000 employees
- Coordinate/Processed all HR queries from employees and helped to resolve any issues
- Processed requests for internships, new employees and temp hires
- Responsible for the administration of the General Orders, staff inspection and organisational methods
- Drew up, reviewed and implemented policy statements on personnel management and training

Office of the President, Republic of The Gambia

Secretary General and Head of the Civil-Service

03/2010 – 06/2010

- Principal adviser and personal assistant to His Excellency The President
- Handled all official communications of The President including writing speeches and letters on his behalf.
- Directly responsible for the calendar management, phone line, and travel arrangements for The President, in collaboration with the Chief of Protocols
- Attended meetings hosted or attended by The President both nationally and internationally.
- Carried out any other duties the President assigned me to do

Office of the President, Republic of The Gambia

Acting Director and Principal Policy Analyst, Policy Analysis Unit

10/2009 – 03/ 2010

- Supervised staff of the Public Policy Analysis Unit, and advised the executive on national policy issues
- Coordinated with relevant experts to write speeches for The President.
- Conducted policy tracking, analysis, and research
- Received guests on behalf of The President.
- Travelled extensively as a representative of the Office of The President.

Ministry of Finance and Economic Affairs, The Gambia

Principal Economist

10/ 2008- 10/ 2009

- Headed the Aid Coordination Directorate
- Worked on Aid Coordination and Management issues
- Produced a consolidated Report on Aid Coordination and Project Management in The Gambia for 2008.
- Facilitated tracking of aid resources through the national budget
- Supervised the strengthening of the National Aid Information Management database (NAIMS)
- Represented the Ministry of Finance and Economic Affairs in assigned multi-lateral and bi-lateral meetings
- Built partnerships with Civil Society Organisations for aid coordination purposes

Office of the President, Republic of The Gambia, Personnel Management Office (PMO)
Administrative and Personnel Officer, **06/ 2006 – 09/ 2008**

- Managed human resources in Central Government / Public Service
- Prepared daily wages for non-pensioned staff
- Processed letters of appointment, promotions and other staff queries

National Ozone Office (NOO), NEA, Ministry of the Environment and Natural Resources
Program Officer Ozone (on secondment from Women's Bureau) **01/2005- 05/2005**

- Conducted a training needs assessment for refrigeration Technicians on retrofitting techniques
- Organised and conducted Trainings for Refrigeration Technicians on retrofitting techniques
- Conducted a training needs assessment on monitoring and detecting Ozone Depleting Substances (ODS) imports into The Gambia for the Department of Customs and Excise
- Conducted Trainings on monitoring and detecting ODS for the Department of Custom and Excise at Entry points in the country
- Monitored ODS consumption levels in the Country
- Developed Project proposals for the National Ozone Office, which got funded by the German Technical Cooperation (GTZ).

Office of the Vice-President (VP) and Ministry of Women's Affairs, Republic of The Gambia
Communications Officer, Women's Bureau **05/ 2003 – 05/ 2006**

- Revived the *Awa* magazine, which stopped circulation following some funding constraints when the Women in Development (WID) Project phased out.
- Coordinated conferences on Women organised by the Bureau
- Organised Trainings for Staff and members of the National Women's Council and other women's organisations
- Provided support to entrepreneurial initiatives of women
- Contributed to Government papers on women and related issues
- Member of the National Media Commission (representing the Office of the VP)

The Gambia Daily Newspaper, Ministry of Information and Communications, The Gambia
Information/Press Officer **12/ 2001- 04/ 2003**

- Sub-edited the state-owned Gambia Daily Newspaper
- Press Attaché' at the office of the Vice-President
- Later moved to the Office of the President as press Attaché'
- Professionally covered/reported news for the Government Newspaper

World Food Programme (WFP) , Cape Point, The Gambia
Enumerator **09/2001- 10/2001**

- Collected field data on The Gambia's School Feeding Programme

The Daily Observer Newspaper, Bakau, The Gambia

Reporter

01/1998- 01/2000

- Professionally covered and reported news for the leading private press in The Gambia

Kunta Kinteh Junior and Senior Secondary School, Brikama, The Gambia

Teacher

09/1998- 06/1999

- Taught Grade Seven English Language

A SELECTION OF NATIONAL POSITIONS HELD

Board Member

06/2003- 03/ 2005

The Gambia National Media Commission, Banjul, The Gambia

Secretary- General

03/2001- 05/ 2005

The Gambia's Young Writers Association, Brikama, The Gambia

Vice Chairperson of the Board

01/2001- 01/2003

International Organisation for Good Templars (IOGT) – The Gambia Chapter, Bakau, The Gambia

Board Member

01/199- 01/2001

International Organisation for Good Templars (IOGT) – The Gambia Chapter, Bakau, The Gambia

Treasurer

12/1997- 12/1998

The Gambia Students' Union Executive committee, Brikama, The Gambia

DOCUMENTARY FILMS PRODUCED AND DIRECTED

The Journey up the Hill

05/2008

The Professor

05/2008

SUTURA: what Judges need to know about rape and justice in Senegal

11/ 2008

Devil's Waters- Illegal Migration in The Gambia

12/ 2009

Facscinala - Divorce and Human rights in Senegal

Work in Progress

Short Films Produced for the University of Edinburgh Student Experience Project

The Student Experience at the University of Edinburgh

12/ 2014

Student Induction at the University of Edinburgh

12/ 2014

Peer Support at the University of Edinburgh

12/ 2014

YouTube link to one of my films (SUTURA):<http://youtu.be/5nHVP6uLB8E>

ORGANIZATIONS FOUNDED

Documentary Film Initiative (DFI) The Gambia

06/2008- TO DATE

- Directs the production of socially-engaged media

Fouta Toro Youth Drama Group,

04/2003- 04/2005

- Chaired and directed youth drama performances on social issues

*I have travelled extensively around the world to represent my country in various forums, meetings and events. Additionally, I have travelled considerably based on invitations to show my work and / or to give talks on my work.