

Contact HR Consultant for CV No: 337869

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

*ACADEMIC AND PROFESSIONAL QUALIFICATIONS*

1. *Bachelor of Science Honours Degree in Sociology, University of Zimbabwe 2006- 2009*

*Course Content included-*

* Academic Communication Skills
* Professional Communication Skills for Social Studies
* Introduction to Psychology
* Introduction to Social Psychology
* Introduction to Sociology
* Introduction to Social Anthropology
* Public Sector Accounting
* Public Sector Auditing
* Qualitative research methods
* Quantitative research methods
* Sociology of Organisations
* Sociology of Development.
* Sociology and Anthropology of Tourism
* History of Sociological and Anthropological Thought
* Crime and Deviance
* Sociology of the Family
* Gender studies
* Sociology of Medicine
* Rural Development
* Special Issues in Development
* Special issues in Gender
* Sexuality, Reproductive Health and HIV and AIDS
* Labour studies
* Sociology of Work and Industrial Organizations
* Social Policy and Social Administration
* Urban sociology
* Sociology of the Environment
* Social theory.
1. *Certificate in Monitoring and Evaluation- University of Zimbabwe’s Department of Management and Development.*

*Course content included-*

* Research methods and strategies for monitoring and evaluation;
1. Practical research methods and strategies in community based projects.
2. Approaches to qualitative and quantitative data analysis.
3. Sampling techniques.
4. Managing Key informant interviews, questionnaires, focus groups and community meetings.
5. Effective research design and strategic data collection and analysis.
* practical approaches to community and workplace based monitoring and evaluation;
1. Participatory approaches at community level and at the workplace.
2. Effective communication skills.
3. Project impact assessment, sustainability and social responsibility.
4. Data storage and classification.
5. Monitoring and evaluation in advocacy projects and community based humanitarian work.
* Monitoring and evaluation in practice:
1. Logical frameworks and practical strategic planning.
2. Management of logistics and resources: Participatory framework, management by objectives, team building and motivation, effective resource allocation.
3. Management information systems for value addition and efficiency
4. Decision support systems and use of IT resources.
5. Principles of IT based data analysis and report writing.
6. Practical report writing.
* Practical workplace based research project: Analysis and review of the organisation’s monitoring and evaluation systems and development of best practices from bench marking secondary research.

PERSONAL SUMMARY

An experienced self-starter with over 6 years of progressive and practical experience in administration, performance management, recruitment community development work, working with vulnerable marginalized, and minority groups and mobilizing males for Male circumscion, project planning, implementation, monitoring and evaluation, and progress reporting with a non-governmental organization, ZiCHIRe-BC. Have invaluable skills and experience in HIV and AIDS programming, community sensitization and mobilization, creating and keeping data base for all active volunteers and the number of persons reached every year, generating demand for all prevention services offered at health institutions and monitoring evaluating the progress of the Behavior Change project in the district. An experienced community mobiliser boasting of 6 year experience in HIV and AIDS programming. Have an in-depth knowledge of HIV and AIDS prevention through Behavior Change strategies, Development Theories, Development Trends, Gender Programming Theories and, urban and Rural Appraisal Methodologies, Gender mainstreaming, Masculinity, Voluntary Medical Male Circumscion mobilization skills and clients management relationships.

Have a dependable track record of working with communities and other stakeholders, partners, schools, young people and their communities. Have strong and sustainable partnerships, networks and alliances with both civic organizations and government departments. Able to train and develop staff, and community capacity building and strengthening on various issues pertaining to HIV and AIDS prevention in bid to influence social behavior change. Looking for a new and challenging position one that will make best use of my existing capabilities, skills and knowledge with a desire and ambition to contribute, learn, develop and grow with ambitious organizations that offer room for innovation, participation and progression.

ACHIEVEMENTS

* Coordinating and liaising with cooperating and implementing partners
* Facilitating regular meetings with implementing partners, government departments, local leadership and communities
* Improving program design and implementation through suggestions and innovations.
* Handled all financial issues at district level and produce financial reports as per National AIDS Council and Global Fund requirements.
* Carrying out joint monitoring and evaluation sessions
* Maintaining an effective help desk.
* Produced informative, accurate and timely records and reports
* Encouraging communities to seek voluntary HIV testing and counselling
* Establishment of sound community relationships.
* Generated demand for VMMC, ART, PMTCT and Condoms.
* Establishment of Sister to Sister girl clubs.
* Developed quality concept notes/proposals.
* Produced quality quarterly and annual reports for grant funded projects.
* Designing capacity building and strengthening strategies, trainings and activities
* Guiding team members towards realisation of organisational vision and mission.
* Established reliable and sustainable networks, partnerships and alliances with government departments and civic organisations.

KNOWLEDGE AND SKILLS

* Excellent communication skills.
* Team player with strength in coaching and inspiring fellow workmates.
* Ability to interpret and analyze data and programming issues
* Excellent interpersonal skills
* Excellent facilitation, training and development skills.
* Excellent knowledge of child rights programming approaches, gender based programming, strategy development, gender mainstreaming, training and development.
* Excellent Interpersonal and organizational skills
* Innovative and creative skills to craft new ideas and solutions to project design, implementation, monitoring and evaluation.
* Excellent reporting, communication and computer skills
* Proven high degree of organization and prioritization skills.
* Good judgment and decision making
* Negotiating and influencing skills both internal and external
* Possess creative problem-solving techniques and analytical skills.
* Extensive knowledge of stakeholders and partners support and coordination
* Proficient in computer skills – Microsoft packages.
* Good analytical skills using statistical packages (SPSS)
* Mentoring and training staff.
* Attentive to detail.
* Strong orientation in Finance and Operations.
* Goal oriented.
* Planning, developing, implementing cutting edge solutions.
* Ability to overcome complex challenges.

PROFESSIONAL

Intern June 2010-August 2011

District Support Officer September 2011 to date

Work Experience – *Current Employer*

ZiCHIRe-BC- NGO Sector: June 2010 to date

*District Support Officer*

***Job Description***

* *Provide necessary assistance to the Programmes Officer in the dissemination of the National Behaviour Change Strategy in the district through a dissemination meeting involving all relevant stakeholders and leaders.*
* *Advocate with traditional, religious, administrative and other leaders in the district on issues of behavioural change promotion.*
* *Provide technical and administrative support to the setting up of a district behavioural change forum.*
* *Participate in monthly advocacy and support visits to all wards in the district.*
* *Oversee and support the Behaviour Change Facilitators in behavioural change promotion activities.*
* *Co-facilitate in the district level trainings of traditional and religious leaders as well as different types of volunteers.*
* *Coordinate the District Offices meetings and workshops.*
* *Make payments for specific programme costs under the guidance of the Provincial Finance Officer.*
* *Assist the District BC Programme to maintain financial and programme records as per NAC- Global Fund financial, accounting and programme rules, regulations and policies and ensure compliance.*
* *Assist in the compilation of the quarterly narrative and financial progress reports.*
* *Compile the District National Reporting Form, monthly narrative report, quarterly report as well as the annual report.*
* *Arranging PMTCT advocacy meetings with community leaders.*
* *Administration- updating employee (volunteers) records, communication and minutes writing as well as reports and send them to Provincial office.*
* *Recruitment of employees and drafting their contracts.*
* *Performance management- employee mid-year performance analysis.*

*Typical Responsibilities*

*Key End Results and Typical Responsibilities*

* *Mobilising and creating awareness among local leaders and communities on HIV and AIDS activities.*
* *Mobilizing and conducting community dialogues with the local leaders, youths in and out of school and youths in tertiary institutions as well as key populations groups such as sex workers, people with disabilities, quarry miners and truck drivers.*
* *Creating demand for prevention services being offered by health institutions in within the district that is ART, Family Planning, PMTCT, HTC, Condoms and VMMC.*
* *Monitoring and evaluating the work that is being done by the community volunteers.*
* *Data consolidation into the database.*
* *Making all the payments for volunteers’ allowance and producing periodical financial reports.*
* *Keeping proper, complete and accurate records.*
* *Supervision of district interns.*
* *Facilitation in trainings.*
* *Producing work plans.*

**Career History**

1. District Intern for Uzumba Maramba Pfungwe and Murehwa District June 2010- August 2011.
2. District Support Officer for Murehwa, Marondera and Mutoko District September 2011 to date

In house Course

1. Certificate in Management of the National HIV and AIDS Prevention Behaviour Change Programme Training of Trainers- UNFPA.
2. Workplace Policy Formulation Training of Trainers Certificate.