

CURRICULUM VITA - (CV)

Kilosa Kambaya

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1. PERSONAL DATA:

Gender: Male

Date of Birth: 06 - January -1986.

Nationality: Tanzanian

Marital Status: Single

2. PROFILE:

I am (BPA graduate. – Mzumbe University, Morogoro-Tanzania) self-motivated, efficient and diplomatic human resources personnel with over 12 years of an experience in the HR administration field into NGO's, transportation and (processing and manufacturing) industry. I am capable of being dealing with all the recruitment and resourcing needs of an organisation. I have an experience in providing timely and up to date HR advice to both managers and employees while ensuring that employees and employers' interests are best represented. Extensive knowledge of working practices, recruitment, compensation, conditions of employment and diversity issues. I believe that my strengths and skills make me a perfect fit into any organisation.

I am well versed in MS Office applications and regularly conduct mail merges in Word, use PowerPoint to create attractive multi-media for public presentations and manage project budgets and timesheets in Excel. Above all, I am well teachable, teamwork builder, cheerful and flexible.

3. KEY PROFESSIONAL SKILLS:

- Competent in Computer and Research Analysis tools (MS word, Excel, Power point, SPSS Analysis).
- Strong training, facilitation and presentation skills
- Good Facilitator in Project Planning, Implementation, Monitoring and Evaluation. Experienced in conducting Situational analyses, baseline surveys and projects evaluation.
- Good communication skills.
- Conflict management and problem solving skills
- Supervising performance management/appraisal.
- Leadership and networking skills
- Negotiation skills
- Self-management and interpersonal skills
- Open, creative, pro-active and flexible personality skills.

4. EDUCATION AND PROFESSIONAL QUALIFICATIONS:

<i>Date</i>	<i>Description</i>
2006-2009	Bachelor of Public Administration Degree of Mzumbe University - (Morogoro Region - Tanzania) and scored GPA of 3.3.
2004-2006	Advanced Certificate of Secondary Education Examination (ACSEE) at Dakawa High School (Morogoro Region - Tanzania) and scored division one (I.9).
2000-2003	Certificate of Secondary Education Examination (CSEE) at Ifakara Secondary School (Morogoro Region- Tanzania) and scored division one (I.17).
1993-1999	Certificate of Primary Education Examination (CPEE) at Mzumbe Primary School (Morogoro Region- Tanzania).

5. EMPLOYMENT HISTORY:

<i>Date</i>	<i>Description</i>
July 2021 - to date	Working with China Harbour Engineering Co Ltd as Human Resources Manager at Tanga Project (port expansion) Tanga Region.
June 2018 - June 2021	Worked with Everwell Cable & Eng Co Ltd as Human Resources Officer at Mkuranga District Council, Coastal Region.
October 2015 - May 2018	Worked with Sun Trust Co Ltd (Transportation Company) as Human Resources Officer at Kibaha District Council, Coastal Region
February 2015 to September 2015	Worked with Sunshine Industrial Co. Ltd- Mtama Cashewnut Factory - Mtama, Lindi Region, as Human Resources Officer.
February 2014 - December 2014.	Attended National Service Pre military Training Courses - Malamba JKT, 838KJ Tanga region.
April 2010 - February 2014:	Worked with 21 st Century Textile Mills Limited, Morogoro Region as Personnel Officer (PO).
October 2008 - February 2009	Field Practical Training Attachment and written my own academic research report (<i>an investigation on how NGO promote community participation in the development project</i>) - World Vision Tanzania (Mlali Area Development Programme (ADP), acting as Project Facilitator Mvomero District Council (Morogoro region).
July 2008 - September 2008	Volunteered as Human Resources Officer in the council - Mpanda District Council

6. MAJOR HUMAN RESOURCES DUTIES AND RESPONSIBILITIES I USED TO PERFORM FROM A

DIFFERENT WORKED PLACE AS FOLLOWS

Administrative

- Recruitment, hiring, and on-boarding
- Payroll, benefit and compensation
- Organizational structure, culture maintenance and monitoring
- Formulation of policies and job descriptions
- Performance appraisal
- Labour relation, Industrial Relations and legal compliance.
- Risk management.
- Create a Safe Work Environment.
- Handle Disciplinary Actions.
- Risk management.
- Succession Planning
- Health and safety regulations

Change management

- Ensuring that each employee understands the mission, vision, objectives and visualizes their role in the reorganized company
- Looking out proactively for areas, processes, and systems that need change
- Guides employees whenever there are new policies or systems and ensures that all transitions or movements are smooth.

People management

- Gathering and analyzing constant feedback from employees
- Conflict management and resolution
- Matches organizational development opportunities to employees
- Ensures that employees are not stagnant and that they have learning opportunities
- Formulates additional skills training for employees
- Employee engagement & communication

7. EXPERIENCE WITH MULTI LATERAL DONORS/PRIVATE FOUNDATIONS:

World Vision Tanzania and Youth of United Nation Association (YUNA)

8. CONFERENCES, TRAINING AND WORKSHOPS ATTENDED/FACILITATED:

<i>Date</i>	<i>Description</i>
From 20 to 30 Jan. 2009	Participated in 'Program Evaluation for Mlali Area Development Programme' as enumerator.
From 2008 to 2009	Participated in Youth of United Nation Association (YUNA) stand as a member.

9. REFEREES:

(i). Mr. Oscar Whynijous Tefurukwa

(Lecturer - Mzumbe University),

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(ii). Mr Damas Msaki,

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(iii). Mr. Frolentin Aron Mmbagga,

Personnel and Administration Manager,

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