

# CURRICULUM VITAE (CV)

## PERSONAL PARTICULARS

Full name: Grace Japhet Lema  
Gender: Female  
Date of birth: 15/06/1999  
Residence: Dar es salaam  
Language: Fluent in English and Kiswahili  
E-mail Address: [japhetgrace554@gmail.com](mailto:japhetgrace554@gmail.com)  
Mobile phone: +255 744 951 270



## WORK PROFILE

I hold Bachelor's degree of Arts in History Cultural heritage management and Tourism, of the University of Dar es salaam. I have been well mentored through my course to perform multi tasks in different arts, historical, cultural heritage management and tourism fields. I am reliable, trustworthy and competent self-driven, self-motivated, proactive and driven by passion to perform my duties and tasks. Able to work on own initiative and independently, as well as under pressure to meet the set targets.

## EDUCATION BACKGROUND

YEAR	INSTITUTION	AWARD
2020-2023	University of Dar Es Salaam	Bachelor degree of Arts in History Cultural heritage Management and Tourism
2018-2020	Weruweru Secondary School	Advanced Certificate of Secondary School Education Examination(ACSEE)
2014-2017	Kisomachi Secondary School	Certificate of Secondary School Education Examination(CSEE)
2007-2013	Njoro Primary School	Certificate in Primary Education

## WORK EXPERIENCE

### PROGRAMME OFFICER OF NATICOM CULTURAL HERITAGE SECTION AT UNESCO, DAR ES SALAAM (JULY-SEPTEMBER 2022)

During the field attachment major areas of concentration included:

- To get an overview for some various conventions which have been ratified by my country Tanzania through UNESCO National Commission of the United Republic of Tanzania.
- Various number of world heritage site available in Tanzania, its geographical location and universal qualities or values which differentiate its establishment.
- Various activities mandated to Natcom (UNESCO. Na. Commission of Tanzania) specifically in the cultural and world heritage sector

- The various links between UNESCO N.Commission of Tanzania. And the other stakeholders (Government Entities, international organization) through Culture and world heritage sector.

### **SALES REPRESENTATIVE AT STANBIC BANK,DAR ES SALAAM(JULY-NOVEMBER 2023)**

During the job

- Create Persuasive arguments to sell bank products and provide services to the Customers
- Giving Sales representations to range of prospective clients
- Coordinating sales efforts with marketing programs
- Preparing and submitting sales contracts for orders
- Answering Clients questions about credit terms,Products, Prices and Availability

### **CUSTOMER CARE REPRESENTATIVE AT CALLING CENTER(DEC 2023-MAR 2024)**

- Reporting to the Manager
- Calling and solving clients questions and problems
- Organise team members

### **COMPUTER SKILLS**

- Basics to Computer System
- Microsoft Word
- Microsoft Excel
- Powerpoint

### **OTHER SKILLS**

- Team leadership skills.
- Problems solving skills.
- Guidance and counselling Skills.
- Graphics designing skills.
- Driving skills.

### **HOBBIES**

- Reading different books and newspapers to widen up my knowledge.
- Team working and Volunteerism.
- Traveling and Tourism.
- Socialization.

## REFEREES

NAME	OCCUPATION	INSTITUTION	CONTACTS/ADDRESS
Dr. Iddy R.Magoti	Lecturer	University of Dar es salaam	P.O.BOX 35091, DAR ESSALAAM EMAIL: <a href="mailto:iramagoti@yahoo.com">iramagoti@yahoo.com</a> Mobile: +255 767 683 063
Mr. Ndemfoo S. Tarimo	Acting Depute Executive Secretary Finance and Administration, At UNESCO	UNESCO National Commision of the United Republic of Tanzania	P.O.BOX 20384, DAR ESSALAAM. EMAIL: <a href="mailto:nstarimo2005@yahoo.com">nstarimo2005@yahoo.com</a> or <a href="mailto:ndemfoo.tarimo@natcom.go.tz">ndemfoo.tarimo@natcom.go.tz</a>

## DECLARATION

I, *Grace Japhet Lema* the undersigned, declare and certify to the best of my knowledge and belief that, the above descriptions portray who and what I am and understanding describes myself and not otherwise.



# The National Examinations Council of Tanzania



## Certificate of Secondary Education

This is to certify that **GRACE JAPHET LEMA**

Index No. **s0474-0022**

sat for the Certificate of Secondary Education Examination

at **KISOMACHI SECONDARY SCHOOL**

in **NOVEMBER 2017** and qualified for the award of a

**CERTIFICATE OF SECONDARY EDUCATION**

in Division **TWO**

after attaining the following performance:-



Subject

Grade

CIVICS	C (PASS)
HISTORY	C (PASS)
GEOGRAPHY	C (PASS)
KISWAHILI	C (PASS)
ENGLISH LANGUAGE	B (PASS)
LITERATURE IN ENGLISH	C (PASS)
PHYSICS	D (PASS)
CHEMISTRY	D (PASS)
BIOLOGY	C (PASS)
BASIC MATHEMATICS	F (FAIL)

\*\*\*\*\*

*[Signature]*

Chairperson



*[Signature]*

Executive Secretary

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# The National Examinations Council of Tanzania



## Advanced Certificate of Secondary Education

This is to certify that **GRACE JAPHET LEMA**

Index No. **S0221-0785**

sat for the Advanced Certificate of Secondary Education Examination

at **WERUWERU SECONDARY SCHOOL**

in **JUNE 2020** and qualified for the award of an

**ADVANCED CERTIFICATE OF SECONDARY EDUCATION**

in Division **ONE**

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	D (PASS)
HISTORY	C (PASS)
GEOGRAPHY	C (PASS)
KISWAHILI	B (PASS)

\*\*\*\*\*

Chairperson



Executive Secretary



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**ACS20007300**



# UNIVERSITY OF DAR ES SALAAM

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E-mail: dvc-arc@udsm.ac.tz  
Website: https://www.udsm.ac.tz



P.O.Box: 35091  
DAR ES SALAAM  
TANZANIA



## TRANSCRIPT OF EXAMINATIONS RESULTS

Surname: LEMA		First Name: GRACE		Other Names: JAPHET	
Sex: FEMALE	Country of Citizenship: TANZANIA		Permanent Address: P.O.BOX 35091 DAR ES SALAAM		
Registration No: 2020-04-04623		Date of Birth: 15/06/1999		Admitted: 2020/2021	Completed: 17.10.2023
College or Campus: MAIN CAMPUS			Faculty or Institute: HUMANITIES		
Name of Programme: BACHELOR OF ARTS IN HISTORY CULTURAL HERITAGE MANAGEMENT AND TOURISM					
Admitted on the basis of: DIRECT			Sponsorship: PRIVATE		
Overall G.P.A: 3.3			Degree Class: LOWER SECOND		

## EXAMINATIONS RESULTS

### FIRST YEAR EXAMINATIONS RESULTS: 2020/2021

Course Code	Course Title	Credits	Grade	Points	GPA
AS 102	Introduction to Social Science Research Methods	12	B	36	
CL 106	Communication Skills for Arts and Social Sciences	12	C	24	
DS 112	Development Perspectives I	12	B	36	
HI 104	Themes in African History	12	B+	48	
HI 112	Basic Concepts in History, Cultural Heritage Management and Tourism	12	B+	48	
PL 111	Introduction to Critical Thinking and Argumentation	12	B	36	
AS 103	Introduction to Quantitative Research Methods	12	C	24	
DS 113	Development Perspectives II	12	B+	48	
HI 113	Reconstructing History from Ethnographic Remains	12	B	36	
HI 114	Historiography of Cultural Heritage Management and Tourism	12	B+	48	
HM 101	Tourism Development in African History	12	B+	48	
HM 103	Heritage Conservation in Africa	12	B	36	
Sub-total		144		468	3.2

### SECOND YEAR EXAMINATIONS RESULTS: 2021/2022

Course Code	Course Title	Credits	Grade	Points	GPA
HI 205	African Ethnography and the Politics of Archiving	12	B+	48	
HI 211	Record Keeping and the Politics of Knowledge Creation	12	B	36	
HI 213	Historical Interpretation of Cultural Heritage and Tourism	12	B	36	
HI 260	Philosophies and Methodologies of History	12	C	24	
HI 262	History of East Africa	12	A	60	
HI 212	Cultural Tour Guidance	12	B	36	
HI 261	History of Tanzania	12	B	36	
HI 264	Africa and World Religions	12	C	24	
HM 202	Principles of Cultural Tourism Management	12	B	36	
HM 204	Conservation of Inorganic Materials	12	B	36	
Sub-total		120		372	3.1

### THIRD YEAR EXAMINATIONS RESULTS: 2022/2023

Course Code	Course Title	Credits	Grade	Points	GPA
AY 321	International Heritage Laws	12	B	36	
HI 299	Practical Training	0	A	0	
HI 302	Government and Business Records Management	12	B+	48	
HI 308	Theory and Practice in Archival Research	12	B+	48	
HI 360	Economic History of Tanzania: Theory	12	B	36	



Course Code	Course Title	Credits	Grade	Points	GPA
HI 368	Oral Histories in Tanzania: Theory	12	B+	48	
HM 300	Ethics in Cultural Tourism	12	C	24	
AY 301	Cultural Heritage Management	12	A	60	
HI 263	History of Central Africa	12	B+	48	
HI 311	The History of Wildlife Conservation, Tourism and Leisure in Tanzania	12	B+	48	
HI 380	Evolution Of Ethnic Identities in Tanzania	12	B	36	
HM 304	Intangible Cultural Heritage Resources	12	B+	48	
<b>Sub-total</b>		<b>132</b>		<b>480</b>	<b>3.6</b>

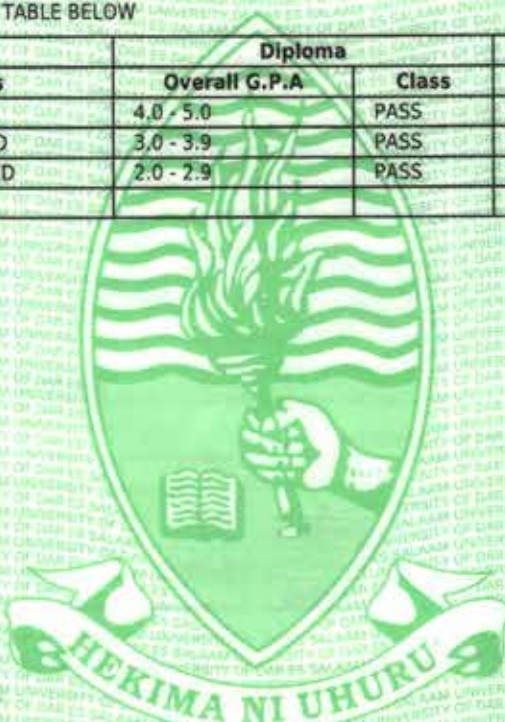
11/06/2024

Date \_\_\_\_\_

1. The transcript will be valid only if it bears the University Seal.
2. Key for Course Credits: ONE CREDIT IS EQUIVALENT TO 10 CONTACT HOURS. POINTS = GRADE MULTIPLIED BY NUMBER OF CREDITS
3. Key to the Grades and other Symbols for University Examinations: SEE THE TABLE BELOW

4. Key to Classification of Awards : SEE THE TABLE BELOW

Bachelor Degree		Diploma		Certificate	
Overall G.P.A	Class	Overall G.P.A	Class	Overall G.P.A	Class
4.4 - 5.0	FIRST CLASS	4.0 - 5.0	PASS	4.0 - 5.0	PASS
3.5 - 4.3	UPPER SECOND	3.0 - 3.9	PASS	3.0 - 3.9	PASS
2.7 - 3.4	LOWER SECOND	2.0 - 2.9	PASS	2.0 - 2.9	PASS
2.0 - 2.6	PASS				





# UNIVERSITY OF DAR ES SALAAM



*This is to certify*  
that

*Grace Japhet Lema*

having satisfied the requirements for the award of the

**DEGREE OF  
BACHELOR OF ARTS (HISTORY CULTURAL  
HERITAGE MANAGEMENT AND TOURISM)**

*Second Class, Lower Division*

was admitted to the degree at a congregation  
held in DAR ES SALAAM, on the

*Seventeenth day of October  
in the year Two thousand and twenty three*

*[Signature]*

Vice Chancellor



*[Signature]*

Deputy Vice Chancellor  
(Academic)

**BA(HCHM&T)0000015**