

Name: RAJAB HASHIM YAHAYA.

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PROFESSIONAL SUMMARY.

As an Assistant Project Officer, I have gained valuable experience in the social sciences field through volunteering. I have collaborated with city municipalities and private organizations (NGOs) focused on empowering communities, especially women and children living in challenged economic and social environments. This volunteering experience has allowed me to develop my professional skills and contribute to achieving both long- and short-term organizational goals effectively.

SKILLS.

✧ **Organizational Skills**

- Time Management: Ability to prioritize tasks, manage time effectively, and meet deadlines.

✧ **Communication Skills**

- Written Communication: Proficiency in drafting reports, emails, and other project-related documents.
- Verbal Communication: Ability to communicate effectively with team members, stakeholders, and clients, both in meetings and presentations.

✧ **Interpersonal Skills**

- Team Collaboration: Working well within a team, supporting colleagues, and contributing to a positive team dynamic.
- Stakeholder Engagement: Building and maintaining relationships with project stakeholders, including community members, partners, and clients.

✧ **Problem-Solving Skills**

- Critical Thinking: Ability to analyze situations, identifying problems, and develop effective solutions.

✧ **Ethical and Cultural Awareness**

- Ethical Conduct: Maintaining high ethical standards and integrity in all project activities.
- Culture Sensitivity: Being aware of and respecting cultural differences, especially when working with diverse communities.

WORK EXPERIENCE.

A: Organization: Women Empowering and Entrepreneurship Development Organization.

Location: Gezaulole- Kigamboni, Dar es salaam.

Mission: To empower young women and adolescent girls in sustainable way for them to become independent.

Position: Project Officer.

Status: Staff.

Duration: January, 2024 – Current.

Duties:

- i. Project Implementation.
- ii. Monitoring and Evaluation.
- iii. Community Engagement.
- iv. Documentation and Communication.
- v. Stakeholder Consultation.

B: Organization: Women of Influence.

Location: Kigogo, Dar es salaam.

Mission: To fight gender violence against women through law and economic empowerment.

Position: Assistant Project Officer.

Status: Volunteer.

Duration: February, 2023 – December, 2023.

Duties:

- i. Project Implementation.
- ii. Monitoring and Evaluation,
- iii. Stakeholder and Community Engagement.
- iv. Report writing.

C: Organization: Tarime Town Municipal Council.

Location: Mara, Tarime.

Position: Assistant Community Development Officer.

Status: Volunteer.

Duration: August, 2022 – December, 2022.

Duties:

- i. Listen to the needs of clients.
- ii. To register economic groups for obtaining governmental loan.
- iii. To participate in providing health and gender education in society and schools.
- iv. To develop short and long-term community development strategies to bring about social changes in rural areas.

EDUCATION BACKGROUND.

Name of Institute: The University of Dar es Salaam (UDSM).

Location: Dar es Salaam, Tanzania.

Status: Bachelor of Arts in Sociology, Community Development.

Duration: November, 2019 – July, 2022.

Relative Codes:

- i. Rural and Urban Development.
- ii. Sociology and Anthropology.
- iii. Qualitative and Quantitative Research.
- iv. Planning and Management.

ACCOMPLISHMENTS.

- ✧ Improved Community, Stakeholders engagement and Satisfaction.
- ✧ Effective problem solving and measurable impacts.
- ✧ Successful project delivery.

LANGUAGE.

Both English language and Swahili language.

OTHER INFORMATION.

I am adaptable to any setting and willing to invest extra efforts and time at work to accomplish organizational goal and results.

REFERENCE:

Name: Vitus Gwanko.

Institution: Tarime Town Municipal Council.

Location: Mara, Tarime.

Position: Community Development Officer (CDO).

Email: Gwankoadi@gmail.com

Tell: +255(0)620899742.

Name: Doreen Kalugira.

Institution: Women of Influence.

Location: Kigogo, Dar es Salaam.

Position: Executive Director.

Email: dorindoreen73@gmail.com

Tell: +255(0)687211033.

