

MAJULA VENERABILIS FUNDIKILA

Kibondo-Kigoma| P. O. Box 98| +255757668598 & +255654871104|majulavfundikila@gmail.com

Professional Summary:

I possess five years of experience in working with children, young people, women, and Persons with Disabilities (PWDs) within developmental and humanitarian contexts. I have been instrumental in enhancing the well-being and social engagement of vulnerable individuals facing considerable personal adversity by collaborating closely with families and various agencies for referrals and ensuring effective case management. My expertise encompasses Adolescent Sexual and Reproductive Health Rights (ASRHR), Menstrual Health Management (MHM), Gender-Based Violence (GBV), economic empowerment, and governance. I am well-versed in providing comprehensive services to vulnerable populations, including children, youth, women, men, and PWDs, and their families. I thrive both in collaborative team environments and when working independently, utilizing my initiative. I am confident that my dedication, extensive experience, and the pride I take in my work will make me an invaluable asset to any organization. I have demonstrated the ability to work effectively with minimal supervision to achieve predetermined objectives. My strong communication, teamwork, problem-solving, critical thinking, decision-making skills, and unwavering professionalism, coupled with my adeptness at functioning under stress and in high-pressure situations, further contribute to my capabilities. I am proficient in Microsoft Office, particularly Word, Excel, and PowerPoint, excel in report writing, data analysis, social media engagement, document management, budget and financial skills, business analysis, and digital marketing, alongside a fluency in English.

Education Back ground:

I hold a Bachelor of Science degree in Social Protection from the Institute of Finance Management, completed in 2015 in Dar Es Salaam. I also completed my Advanced Level Education at Mara Secondary School from 2010 to 2012 and my Ordinary Level Education at Mukituntu Secondary School from 2006 to 2009, both located in the respective regions of Mara and Mwanza.

Experience:

Place:Kibondo -Kigoma ,**Organization**-Women's Promotion Centre (WPC) ,**Position** -Program Officer ASRHR, including MHM and GBV, and Economic Empowerment and Governance ;Jun 2024 to Dec 2024 ;**Main duties performed;** Supported trained healthcare workers to deliver SRHR and MHM services and counseling in selected schools, conducted marketing campaigns to promote MHM labs, and trained adolescent peer educators as community-based distributors (CBDs) of family planning and menstrual hygiene products. Organized follow-up meetings with CBDs to discuss challenges, opportunities, and reinforce understanding. Procured and distributed sanitary pads to in-school adolescent girls aged 12 and above as well as to primary and secondary schools for emergency use. Procured and distributed CBD kits containing MHM and FP commodities, trained community group members, including youth and parents, on strategies to support girls' education and raise awareness regarding enrollment, transition, and return to school, along with issues such as GBV and CEFM. Monitored and provided supportive supervision to change-makers, documented their successes and challenges, and facilitated dialogue sessions with local leaders to garner support for adolescent girls' education and ASRHR. Developed and monitored two key actions, and conducted training for change-makers on SRHR, harmful traditional practices (HTPs), GBV (including CEFM), the value of girls' education, and information dissemination through natural settings. Trained saving group members and community resource persons (CRPs) to conduct adolescent parenting dialogue sessions within saving groups.

Place:Mtendeli and Nduta Refugee Camp -Kibondo , **Organization**-Plan International-Tanzania ;**Position** – Social Worker-Case Management ; Jun 2016-Dec 2020 ;**Main duties performed,:** Managed cases in accordance with Standard Operating Procedures (SOPs), adhered to documented processes, and followed best practice guidance. Identified individual cases through regular community presence and accepted referrals from other agencies and community partners. Scheduled and supervised case management meetings, conducted initial rapid assessments for child protection cases, prioritizing them accordingly. Developed case plans responsive to needs identified in initial and comprehensive assessments, ensured regular monitoring of all aspects of case management services, conducted follow-up to guarantee compliance with services and action points listed in case plans within agreed timeframes. Maintained daily registration of newly identified and other case management updates in the CPIMS+ system, ensuring alignment with physical files. Ensured the full incorporation of Plan International's global policies on Child Protection (CPP) and Gender Equality and Inclusion (GEI) according to applicable principles, requirements, and standards.

Place:Ifakara-Morogoro ,**Organization** -Plan International-Tanzania ,**position**-Intern-Social Economic;October 2015 to Dec 2015 ;**Main duties performed;** Enhanced the capacity of youth by developing essential life skills, employability, entrepreneurship, digital skills, and promoting active citizenship. Fostered cultural empowerment for women and girls by ensuring their meaningful participation in decision-making processes both at household and community levels, promoting positive transformation among men, women, boys, and girls to prevent violence against women and girls. Collaborated with relevant institutions for training, mentorship, and skill building for women in vocational and business skills, and empowered women's groups. Implemented capacity-building initiatives utilizing approved curriculum for women's groups, ensuring they were organized, supported to document their activities, and raised advocacy issues concerning gender equality, women's rights, and empowerment of teenage girls in school. Aimed to create a positive impact for farmers by building gender inclusivity into all project outputs, assisting particularly women in diversifying income through saving and loan schemes. Prepared timely, quality monthly, quarterly, and annual reports for submission to management and donors.

Place:Ilala-Dar Es Salaam ,**Organization** -PPF Pension Fund-Tanzania ,**position**-Contribution & Operations trainee ;July 2014 to Sep 2014 ;**Main duties performed;** Assisted in examining monthly contribution remittances, allocated contributions to individual member accounts, ensured the maintenance of proper reports, statistics, and records while achieving specific objectives and targets, and followed up on contributions.

Skills:

Strong communication skills, teamwork and collaboration, robust problem-solving and critical thinking skills, leadership qualities, time management, professional work ethic, flexibility, organization, interpersonal relationship skills, adaptability, emotional intelligence, self-motivation, self-awareness, the ability to work independently, and capability to perform under stress in challenging environments. Proficient in Microsoft Office, particularly Word, Excel, and PowerPoint, report writing, data analysis, social media expertise, document management, budget and financial skills, business analysis, Google Analytics, digital marketing, customer care, data presentation, copywriting, and project management.

Languages:

Fluent in English and Kiswahili.

Training and Workshops:

Recognition Certificate focused on enhancing knowledge and skills in utilizing child protection information management systems as a part of case management processes. Training in child protection and safeguarding aimed at building capacity regarding humanitarian standards in child development. Certificate of Participation for successfully completing personal safety and security field training. Psychological First Aid (PFA) training to enhance capacity knowledge and skills regarding Psychological First Aid

Referees:

<u>Names</u>	<u>Jobs</u>	<u>Email and Address</u>	<u>Mobile.</u>
Mr;Paul LUSATO	Director of Operations at Plan International-Tanzania	paullusato@yahoo.com ;P.O.BOX 8125-Dar Es Salaam	+255754309313
Mr;Angelus TUNGARAZA	Exacutive Manager at Rural and Urban Development Initiative Agency (Rudia)	angelust2011@gmail.com ;P.O.BOX 474 - Kigoma	+255767319251
Mr;Ngero BIRUNGO	Senior Procurement Supplier Officer at Institute of Adult Education	nbirungo@yahoo.co.uk ;P. O. BOX 20679-Dar Es Salaam	+255784811996