

Curriculum Vitae

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Kisarawe, Pwani, Tanzania

PERSONAL INFORMATION

Full Name : Mwajuma Jumanne Shija
Date of Birth : 26th August, 1998
Sex : Female
Marital Status : Single

EDUCATION BACKGROUND

2017-2022 --- Bachelor of Science in Housing and Infrastructure planning

Ardhi University

2015-2017 --- Advanced Certificate of Secondary Education

Ashira secondary school

2011-2014 --- Certificate of Secondary Education

St. Theresa of Avila girls Secondary School

2004-2010 --- Primary Education Certificate

Likotwa Primary School

PROFESSIONAL WORK EXPERIENCE

Duration: November 2024 – Current

Institution: Ministry of Land, Housing and Human settlements Development and Chamwino District council

Position: Intern Town Planner

Project: Land Tenure Improvement Project (CCRO) at Chamwino District Council

Duties and responsibilities

- Collection of Geographical Coordinates of Land parcel
- Preparation of Land Parcel maps for public display in Villages
- Preparation of Neighborhood plans, maps and reports

Duration: January 2024 – October 2024

Organization: Ministry of Lands, Housing and Human Settlement Development

Position: Intern Town Planner

Duties and responsibilities

- Scrutinize and recommend for approval to change land use
- Preparation of data collection tools including Base map, Household questionnaires and Checklist of Sinza Re-development plan.

Duration: September - December 2023

Institution: National Land use Planning Commission

Position: Intern Town planner and GIS Expert

Project: Land use planning in various villages

Duties and Responsibilities

- Preparation of Land use plans for villages found in Mwanza and Musoma region
- Preparation of Reports and Land use maps showing existing and proposed land use
- Participated in Village assembly meetings and training of the Village council, Village land council and Village Land Use Management Committee (VLUMC) on Land laws

Duration: February - August 2023

Organization: Data Vision International

Position: Research Assistant

Project: Improvement of Water Hygiene and Sanitation among primary school students at Kisarawe District”

Duties and responsibilities

- Conducted structured observation of the students hand washing behavior at school (before eating, after playing and after visiting visiting toilets)
- Conducted self-administered survey questionnaire to target students

Duration: 2021- 2022

Institution: Ardhi University and Bagamoyo District Council

Position: Housing and Infrastructure planner

Project: Infrastructure planning and designing

Duties and Responsibilities

- Participated fully in infrastructure planning and designing for a community and neighborhood to combat social issues such as floods at Mapinga ward.
- Preparation of a plan for Waste Management system and Report writing

Duration: 2019- 2020

Institution: Ardhi University and Kahama Municipal Council

Position: Housing and Infrastructure planner

Project: General Planning Scheme (Master Plan)

Duties and Responsibilities

- Data collection including questionnaires and spatial coordinates of facilities,
- Conducting stakeholder's meeting (PRA) that involved different stakeholders
- Preparation of maps including base map, existing and proposed land use maps

Duration: 2018-2019

Institution: Ardhi University and Dodoma Municipal Council

Position: Housing and Infrastructure planner

Project: Neighborhood Planning and Regularization

Duties and Responsibilities

- Participated in the Preparation neighborhood plan and regularization at Chinangali sub ward in Dodoma
- Village meeting, Map preparation, report writing and presentation

SHORT COURSE/TRAINING AND WORKSHOP ATTENDED

TIME	ACTIVITIES	INSTITUTIONS
2023	Participated in an online training of Mathematical and science contents regarding pipeline and crude oil	East Africa Crude Oil Company (EACOP)
2018	Participated on Community Flood Response Mapping and Damage Assessment at Dar es salaam. Data Collection and Mapping (Digitization).	Dar es Salaam Ramani Huria under World Bank

2017	Attended Military course at Mlale JKT	Mlale JKT- Songea
2015-2017	Received training in educating oneself and community on how to live a healthy and productive life.	Femina hip and Ashira secondary school

KEY FIELD COMPETENCE & LANGUAGES

- Microsoft office (Word, Excel and Power point)
- GIS tools: ArcMap, QGIS, Global mapper and Google Earth
- Data collection and data analysis
- **Fluent** in speaking and writing English and Swahili

REFEREES

Dr. John Lukenangula. Senior Lecture Ardhi University School of Spatial Planning and Social Sciences Mobile: +255 754 761 456 /+255 712 838 186 Email: lukenangulaj@yahoo.com	Rehema G. Mwinuka. Assistant Commissioner of Lands Ministry of Land, Housing and Human settlements Development Mobile: +255 713 656 361 Email: Mwinukagr@gmail.com	Joseph Gwido Land Officer I National Land Use Planning Commission Mobile: 0654746005 Email: jgwido@yahoo.com
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CERTIFICATION

I certify to the best of my own knowledge and belief that, these data correctly describe me, my qualification, ability and experience.

M. J. Shija

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Mwajuma Jumanne Shija