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**CURRICULUM VITAE**

**PERSONAL INFORMATION**

NAME: JACKLINE FREDY

DATE OF BIRTH: 28TH OCT 1999

GENDER: FEMALE

NATIONALITY: TANZANIA

ADRESS: SUMBAWANGA, RUKWA

MOBILE: +255 623981395/0753491613

EMAIL: [jacklinefred12@gmail.com](mailto:jacklinefred12@gmail.com)

**PROFESSIONAL SUMMARY**

A confident and approachable community development professional with bachelor degree in community

development studies from Ardhi University, Dar es salaam. I possess strong experience in addressing community issues and in-depth knowledge of the legal frame works and policies surrounding community development projects, with experience in fundraising, voluntary roles and project management, I am passionate about making a meaningful contribution to impactful community development initiatives, I am an innovative thinker, dedicated to implementing creative solution for social change.

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**EDUCATIONAL BACKGROUND**

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| Oct 2019 -July 2022 | Bachelor Degree of Community Development studies-Ardhi university –Dar es salaam |
| 2016– 2018 | Advanced Certificate of Secondary Education – St.Theresia -Rukwa. |
| 2013—2016 | Ordinary Certificate of Secondary Education – Neno secondary – Rukwa |
| 2006-2012 | Certificate of primary education –Mwenge primary –Rukwa |

**PROFESSIONAL EXPERIENCE**

**MONITORING AND EVALUATION OFFICER- Rukwa Environmental Management Society (REMSO)|October 2022-present**

**Duties and Responsibilities**

* Analyze data collected from community volunteers and interpret findings.
* Produce reports on M&E findings and prepare presentation on M&E data.
* Conduct supportive supervision for volunteers to enhance data quality
* Prepare weekly, quarterly, and annual reports and plans.
* Ensure proper data collection tools usage and submission of reports from staff and volunteers
* Assist the project director in developing M&E plans, including indicator selection, target setting, and data base management.
* Provide training and mentoring to partners and staff to ensure effective M&E systems implementation.
* Design and manage gender-disaggregated data, beneficiary monitoring and data base systems.

**COMMUNITY DEVELOPMENT OFFICER,**

**RUKWA MUNICIPAL |2020**

**Duties and responsibilities**

* Coordinated the activities of non-government (NGOs) and social organization to promote community development programs.
* Helped to form social and development groups.
* Monitored the community needs such as population shift and housing needs
* Manage the disbursement of TASAF funds to individual facing hardship in rural areas.
* Prepared monthly reports detailing activities and projects in the municipality.
* Provide statistical and report information as required.

**ACHIEVEMENTS**

**COMMUNITY DEVELOPMENT OFFICER**

* Established and led community outreach programs, significantly increasing community participation by 50%
* Successful implemented various community projects, leading to measurable improvements in living standard
* Helped families receive support through the TASAF program within one year, assisting vulnerable community members.

**S K I LLS & CO M P ETENCY**

* Strong communication and problem-solving abilities, able to work independently and with minimal supervision.
* Excellent organizational skills and the ability to manage tasks efficiently.
* Proficient in data analysis, management and reporting.
* Strong interpersonal skills, building positive relationships with community members, government agencies, and development partners.
* Computer proficiency in MS Excel, MS Word, MS PowerPoint, SPSS, and STATA for data analysis.

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**LANGUAGE PROFICIENCY**

* English - Fluent (Written and Spoken)
* Kiswahili- Proficient (Written and Spoken)

**REFEREES**

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| RT. CAPT Nkoswe Zenol Noel  Remso Executive Director  Email: [remsorukwa@yahoo.com](mailto:remsorukwa@yahoo.com)  Mobile: 0768347189  Rukwa | Janeth mkoba  Teacher  Mobile: 0629064844 | Neema Mathayo  Director FWC  Email:**fwchanges@gmail.com**  Mobile:0753022602 |

**DECLARATION**

“I hereby declare that all the details mentioned above are accurate and true to the best of my knowledge. I take full responsivity for the correctness of the information provided.