

Curriculum vitae
Jestina Bendera, Sex: Female

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Tanzanian. Professional Summary

I am a dynamic professional with over six years of experience in project management, monitoring and evaluation, and programming for national and international NGOs. I have supported projects in Education, Livelihood, SRHR, Climate Change, and Child Protection, specializing in effective planning, implementation, and reporting. With excellent language proficiency in English and Kiswahili, I bring strong organizational, analytical, and leadership skills. Known for being self-motivated, adaptable, and disciplined, I thrive both independently and in team settings, consistently pursuing challenging tasks that harness my critical thinking and problem-solving capabilities.

Skills:

- Project Management.
- Communication.
- Monitoring & Evaluation (M&E):
- Budgeting and Financial Management.
- Stakeholder Engagement.
- Data Analysis and Reporting.

Strengths:

- Adaptability.
- Detail-Oriented.
- Leadership.
- Resilience.
- Problem-Solving Mindset.
- Empathy and Cultural Sensitivity.

Language Proficiency.

LANGUAGE	WRITING	READING	SPEAKING
English	Excellent	Excellent	Excellent
Kiswahili	Excellent	Excellent	Excellent

Working experience.

2024 March to date: ***Country Program Support Officer*** at International Rescue Committee (IRC) – Dar-es-Salaam, Tanzania program.

Duties and Responsibilities.

- Provide an effective link between the program staff with support departments including Finance, Security, HR, and Supply Chain.
- Support relevant program staff with requisite requests including travel authorization, leave requests, advance requests, liquidations, ToRs
- Ensure that program expenditure is in line with project budgets, spending plans, and procurement plans.
- Reconcile program expenditure by grant and specific expenditure lines with actual project implementation ensuring that any changes and deviations are noted, documented, and authorized.

- Track reporting deadlines on all grants and ensure that relevant people make contributions to the deliverables on time in line with the reporting tracker.
- Provide a link for the country team with the regional awards management team.
- Facilitate monthly review meetings with sector teams ensuring all project implementation tools are developed and reviewed.
- Organize, keep record and follow-up of all country program-level Project Cycle Meetings (PCM) on a quarterly basis and ensure project teams conduct monthly Project Implementation Meetings (PIMs).
- Facilitate the country program level Budget versus Actual (BVA) meetings quarterly and ensure project teams conduct monthly Budget versus Actual (BVA) meetings.
- Ensure communication products including fliers and banners are designed and approved in line with donor visibility guidelines and lead in creating media content for the country program activities.
- Draft and review communication to stakeholders as required for the country program ensuring that the communication is courteous and clear.
- Review program reports and ensure they are of the expected quality before they are submitted to the regional office and the donors.

November 2021 - February 2024, **Program Coordinator** Smile for Community (S4C) – Dar-es-Salaam, Tanzania program.

Achievements.

- **Project Planning and Design:** Developed detailed project plans, timelines, and budgets in consultation with stakeholders. Ensure that project goals align with community needs, donor requirements, and organizational objectives.
- **Implementation and Monitoring:** Oversee day-to-day activities in WASH, Community Empowerment, and AGYW Abaki Shule and Haki ya Afya projects, ensuring timely and efficient implementation. Track progress against project indicators and adjust activities as needed to meet targets.
- **Stakeholder Engagement:** build and maintain relationships with community leaders, government agencies, NGOs, and other stakeholders to secure support for project activities and ensure community buy-in.
- **Team Coordination and Supervision:** led and mentored project teams, ensuring clear role definition and effective communication. Conduct regular meetings to track team performance, provide support, and address challenges.
- **Organized and facilitated training sessions** on WASH practices, health and hygiene education, and empowerment initiatives for community members, AGYW, and local partners in Mtwara under the Haki ya Afya project.
- **Resource Mobilization and Budget Management:** Ensure the efficient use of project funds, adhering to budgetary guidelines. Identify potential funding gaps and assist in resource mobilization efforts to sustain project activities.
- **Identified project risks and established mitigation strategies.** Ensure adherence to all organizational policies, donor guidelines, and local regulations, particularly regarding the protection and empowerment of AGYW.
- **Promoted community-led initiatives** that enhance empowerment, resilience, and sustainability. Advocate for improved WASH services, safe spaces, and resources for AGYW in target communities.
- **Reporting and Documentation:** Compile and submit timely reports to donors, management, and other stakeholders. Maintain detailed documentation of project activities, outcomes, and community impact for transparency and accountability.

October 2017-July 2021, **Program Officer**, *Youth Restoration*, Tanga, Tanzania.

Achievements

- Facilitated girls in realizing their potential in an enabling and gender-responsive environment that protects them from all forms of abuse, neglect, violence, and exploitation.
- Improved the quality of early childhood care and education.

- Ensured weekly and monthly report writing project activities and results meet the targeted community and donor fund of the project.
- Worked with local government authorities in finding and determining matters affecting young people, especially young women, and reporting them to the authorities.
- Conducted research on causes of young girls' abuse and other domestic violence done to youth at large and make the analysis of the problems to make it easier how to solve those problems in the communities.
- Promote adolescents and young girls to be empowered to make informed decisions about their sexual and reproductive health and live free from.

August 2017, *Volunteer*, Restless Development, International Citizen Service, Mbeya City.

Achievements:

- Conducted seminars and training for out-of-school youth on entrepreneurship and livelihood skills.
- Worked with ward government and school management to ensure education and training on sexual reproductive health to students and out-of-school groups is provided.
- Participated in daily office meetings and arranged daily and weekly timetables for groups of volunteers, students, and out-of-school youth.
- Helped team leaders and assistant project coordinators to prepare daily, weekly, and monthly reports of students and out-of-school youth progress regarding the training and seminars conducted.
- Ensured project activities and results meet the targeted community and donor fund of the project.

Academic background

Year of graduation	Degree obtained and name of institution or school
2013 - 2016	Bachelor of Arts in International Relations University of Dodoma – Tanzania.
2011 - 2013	Advanced Level Certificates-Songea Girls Secondary School-Ruvuma – Tanzania.

Training & Short courses attended.

- Public Relations & Protocol (USIA)
- Bid Management and Health & Safety Environment Training - GIZ SME Development Project.
- Project Cycle Meetings, (IRC).
- Gender, Equality, Diversity, and Inclusion, (IRC).
- Communication Training (IRC).
- Foundation for Project Management (Google PM)

REFEREE

Name: Aneth Akwilin Kiyao.
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