

CURRICULUM VITAE

PERSONAL DETAILS:

First name Peter
Middle name Francis
Sir name Masanja
Sex Male
Date of birth 23RD March 1998
Place of birth Igunga, Tabora
Nationality Tanzanian
Marital status Single
Language English and Kiswahili (Fluently spoken and correctly Written)
Hobbies Doing Physical Exercise
PROFESSIONAL Human Resources Management

CONTACTS:

Permanent address P.O.BOX 1355,
Tabora-Tanzania
C/O; Peter F. Masanja
Mobile Phone +255 769129469
Email peterfrancis854@gmail.com

ACADEMIC BACKGROUND:

PERIOD	QUALIFICATION	INSTITUTE	AWARD
2019-2022	Bachelor of Human Resources Management (BHRM)	Mzumbe University (MU)	Certificate of Bachelor Degree in Human Resources Management
2017-2019	Advanced Level Secondary Education	Munanila Secondary School	Advanced Level Certificate in Secondary Education
2013-2016	Ordinary Certificate of Secondary Education	Mwisi Secondary School	Ordinary level Certificate in Secondary Education.
2006-2012	Certificate of Primary Education	Isenegeja Primary School	Primary Level Certificate

AREAS OF COMPETENCIES:

- Principles of Human Resources Management.
- Customer Service Management.
- Public Administration.
- Recruitment and Selection.
- Administrative and Labour Laws.
- Employee Motivation, Benefits and Compensation.
- Workplace Diversity and Stress Management.
- Organization and Job Designing.
- Principles of Economics.
- Employee Training and Development.
- Writing Project paper.
- Principles of Accounting and Costing.
- Human Resource Information Management System (HRIMS)
- Basic Mathematics and Statistics
- International Human Resources Management
- Strategic Management

PERSONAL ATTRIBUTES:

- Computer Literacy Microsoft application, internet and Email.
- Highest level of integrity, honest and sense of responsibility.
- Self-motivated and efficient.
- Ability to work in multicultural community and difficult environment.
- Ability to work in a team as player and individual
- Leadership skills; Planning and organizing, and problem-solving skills
- Communication skills.
- Work relationship management, negotiation, influencing and facilitation skills.

WORK EXPERIENCE:

National Health Insurance Fund (NHIF), Tabora

Position: Claims Officer

Duration: August 2022 – June 2023; August 2024 – November 2024 -

❖ Duties and Responsibilities

- Receiving and registering claims.
- Verification and analysis of claims received and facility inspection.

- Delivering and dispatches benefits reimbursement.
- Ensures that all claim files kept in order.
- Making follow up on rejected benefit claims and responds to various queries from members or providers regarding benefit issues.
- Makes claims analysis in a view to establishing trends and advise accordingly.
- Provide knowledge and skills to the providers pertaining use of E-Claim system so as to facilitate quick processing of providers' claims

Workers Compensation Fund (WCF), Tabora

Position: Compliance Officer (Intern)

Duration: July 2023 – July 2024

❖ Duties and Responsibility

- To identify and making follow up on noncompliant employers;
- To prepare reminder notices to employers who do not remit contributions on time;
- To participate in periodic and special inspection visits to employers;
- To assist in preparing reports, statistics and records on compliance matters;
- To maintain documentation of compliance activities;
- To Make follow up of documentations for unpaid claims to insure completeness;
- To assist in maintaining documentation of claims records;
- To assist in processing payment of claims and benefits;
- To participate in investigation of occupational accidents, diseases and death;
- To assist in compiling claims, investigations and payment statistics; and
- To perform any other related duties as may be assigned by the respective supervisor

REFEREES

SALUM ADAM

REGIONAL MANAGER

NHIF TABORA

P.O.BOX 1654

TABORA

TEL.0713398554

EMAIL: salum.adam@nhif.or.tz

HARRIETH MPHURU

SENIOR CLAIMS OFFICER

NATIONAL HEALTH INSURANCE FUND

TABORA -TANZANIA

MOBILE: +255 713403970

EMAIL: harrieth.mphuru@nhif.or.tz

KASIAN BARAKA
ZONAL OFFICER INCHARGE
WORKES COMPENSATION
FUND-TABORA
MOBILE: 0748313129
EMAIL: kasian.baraka@wcf.go.tz

DECLARATION:

I, undersigned below declare that the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

A handwritten signature in blue ink, appearing to read 'Peter Francis Masanja', with a stylized flourish at the end.

Peter Francis Masanja

THE UNITED REPUBLIC OF TANZANIA

CERTIFICATE OF BIRTH

C/N_o.

03693214

Entry No.	Where born	Name	Sex	Father's Name	Father's Country/Place of Birth	Mother's Name	Mother's Country/Place of Birth	Birth Date	Registration Date	Registrar General
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
IO. 1438/2017	IGUNGA TABORA	PETER	MALE	FRANCIS MASANJA NTEMI	IGUNGA, TABORA TANZANIA	CATHERINE PETER MAIGE	IGUNGA, TABORA TANZANIA	23 rd MARCH 1998	10 th JULY 2017	EMMY K. HUDSON

Certified under the Births and Deaths Registration Act (Cap. 108 R.E. 2002), to be true copy of an entry in the Registrar General's Custody.

Dated this 14th JULY 2017

N.B: This Certificate is not proof of Citizenship

Certified True Copy of the Original
 Sign: IMANI MBWIGA
 Advocate, Notary
 Public & Commissioner for Oaths
 Date: 14/07/2017

DISTRICT REGISTRAR OF
 FOR: REGISTRAR GENERAL
 IGUNGA

The National Examinations Council of Tanzania



Certificate of Secondary Education

This is to certify that PETER FRANCIS MASANJA

Index No. S2384-0065

sat for the Certificate of Secondary Education Examination

at MWISI SECONDARY SCHOOL

in NOVEMBER 2016

and qualified for the award of a

CERTIFICATE OF SECONDARY EDUCATION

in Division TWO

after attaining the following performance:-

Subject

Grade

CIVICS
HISTORY
GEOGRAPHY
KISWAHILI
ENGLISH LANGUAGE
PHYSICS
CHEMISTRY
BIOLOGY
BASIC MATHEMATICS

C (PASS)
B (PASS)
C (PASS)
C (PASS)
C (PASS)
D (PASS)
D (PASS)
B (PASS)
F (FAIL)



[Signature]

Chairperson



This is a secure document using special inks and paper. Hold this document to the light to verify a Giraffe which can be seen through the paper. Any alteration or amendment to this document invalidates it.

[Signature]

Executive Secretary

CS16000149804

The National Examinations Council of Tanzania



Advanced Certificate of Secondary Education

This is to certify that PETER FRANCIS MASANJA

Index No. S0585-0573

sat for the Advanced Certificate of Secondary Education Examination

at MUNANILA SECONDARY SCHOOL

in MAY 2019 and qualified for the award of an

ADVANCED CERTIFICATE OF SECONDARY EDUCATION

in Division ONE

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	E (PASS)
HISTORY	C (PASS)
GEOGRAPHY	C (PASS)
ENGLISH LANGUAGE	B (PASS)



Chairperson



Executive Secretary

This is a secure Document using special inks and paper. Hold this document to the light to verify the Giraffe which can be seen through the paper. Any alteration or amendment to this document invalidates it.

ACS19020675

MZUMBE UNIVERSITY



This is to certify that

Peter Francis Masanja

having satisfied all the requirements for award of the degree of

**BACHELOR OF HUMAN RESOURCE
MANAGEMENT
SECOND CLASS - UPPER DIVISION**

was admitted to the Degree at a Congregation held on the
First day of December in the year Two Thousand and Twenty Two



[Signature]

Deputy Vice Chancellor
(Academic Affairs)



[Signature]

Vice Chancellor

SPONSOR: HESLB

BHRM 31302168-19



WORKERS COMPENSATION FUND

CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

MR. PETER F. MASANJA

Has successfully completed internship at the

Workers Compensation Fund

31st July 2024


Director General

MZUMBE UNIVERSITY

MBEYA CAMPUS COLLEGE

Tel: 255 (0) 232931220/1/2
 Fax: 255 (0) 232931216
 Cell: 255 (0) 754694029
 Email: mu@mzumbe.ac.tz
 Web: www.mzumbe.ac.tz



P.O Box 1 Mzumbe,
 Morogoro,
 Tanzania.



TRANSCRIPT NO: 2919984318959

ACCREDITATION NO.

HEAC.CR.No.011

ACADEMIC TRANSCRIPT

REGISTRATION	SURNAME	FIRST NAME	MIDDLE NAME	SEX	DATE OF BIRTH	COUNTRY	ADDRESS	NATIONAL ID/PASSPORT NO
31302168/T.19	MASANJA	PETER	FRANCIS	M	23-03-1998	TANZANIA	SLP 1654 TABORA	19980323475200000120

ADMISSION YEAR	ADMISSION NUMBER	O'LEVEL/EQUIVALENCE NUMBER	A'LEVEL/EQUIVALENCE/DIPLOMA NUMBER
2019-10-15	599097-MU-2019	S2384/0065/2016	S0585/0573/2019

PROGRAMME	ADMITTED	GRADUATED	MODE	SPONSOR
BACHELOR OF HUMAN RESOURCE MANAGEMENT	2019/2020	2021/2022	FACE TO FACE	HESLB

EXAMINATION RESULTS

FIRST YEAR 2019/2020

FIRST YEAR 2019/2020				
SEMESTER I				
CODE	COURSE TITLE	CP	GS	GP
QMS 100	BASIC APPLIED MATHEMATICS AND STATISTICS	12.00	C	2.00
COM 110	COMMUNICATION SKILLS IN MANAGEMENT	12.00	C	2.00
DST 100	DEVELOPMENT PERSPECTIVES	12.00	B	3.00
LAW 102	INTRODUCTION TO ADMINISTRATIVE LAW	12.00	B+	4.00
PUB 113	PRINCIPLES OF MANAGEMENT	12.00	B+	4.00
SEMESTER I GPA		60.00	3.0	
SEMESTER II				
CODE	COURSE TITLE	CP	GS	GP
PUB 129	ETHICS AND GOOD GOVERNANCE	12.00	B+	4.00
ECO 123	INTRODUCTION TO ECONOMICS	12.00	B	3.00
LAW 107	LABOUR LAW	12.00	B+	4.00
PUB 126	OFFICE AND RECORDS MANAGEMENT	12.00	B+	4.00
PUB 124	PUBLIC ADMINISTRATION	12.00	A	5.00
SEMESTER II GPA		60.00	4.0	
FIRST YEAR GPA		3.5		

SECOND YEAR 2020/2021

SECOND YEAR 2020/2021				
SEMESTER I				
CODE	COURSE TITLE	CP	GS	GP
ACC 281	BASIC ACCOUNTING FINANCIAL MANAGEMENT	12.00	B	3.00
PUB 228	HUMAN RESOURCE PLANNING AND BUDGETING	12.00	B+	4.00
PUB 217	INDUSTRIAL RELATIONS AND LEGISLATION	12.00	C	2.00
PUB 216	ORGANISATIONAL BEHAVIOUR	12.00	B+	4.00
PUB 220	SOCIAL RESEARCH METHODS	12.00	A	5.00
SEMESTER I GPA		60.00	3.6	
SEMESTER II				
CODE	COURSE TITLE	CP	GS	GP
BUS 210	CUSTOMER SERVICE MANAGEMENT	12.00	B+	4.00
PUB 226	FUNDAMENTALS OF RECRUITMENT AND SELECTION	12.00	A	5.00
PUB 212	HUMAN RESOURCE MANAGEMENT	12.00	A	5.00
PUB 224	PRINCIPLES OF HUMAN RESOURCE MANAGEMENT	12.00	B+	4.00
PUB 232	STRATEGIC MANAGEMENT	12.00	C	2.00
SEMESTER II GPA		60.00	4.0	
SECOND YEAR GPA		3.8		

THIRD YEAR 2021/2022

SEMESTER I				
CODE	COURSE TITLE	CP	GS	GP
PUB 350	FIELD STUDY (INTERNSHIP)	60.00	A	5.00

SEMESTER I GPA		60.00	5.0	
SEMESTER II				
CODE	COURSE TITLE	CP	GS	GP
PUB 326	HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS	12.00	B+	4.00
PUB 328	INTERNATIONAL HUMAN RESOURCES MANAGEMENT	12.00	B	3.00
PUB 323	MANAGING PARTNERSHIPS IN PUBLIC SERVICE	12.00	A	5.00
PUB 324	PERFORMANCE AND REWARD MANAGEMENT	12.00	A	5.00
PUB 321	STRATEGIC NEGOTIATION AND MEDIATION	12.00	B+	4.00
SEMESTER II GPA		60.00	4.2	
THIRD YEAR GPA		4.6		

DEGREE AWARD	CUMULATIVE CP	CUMULATIVE GPA	CLASSIFICATION
BACHELOR OF HUMAN RESOURCE MANAGEMENT	360.00	3.9	SECOND CLASS-UPPER DIVISION

KEY SYMBOLS

GRADE	A	B+	B	C	D	E
MARKS	70 - 100	60 - 69.9	50 - 59.9	40 - 49.9	35 - 39.9	0 - 34.9
POINTS	5.0	4.0	3.0	2.0	1.0	0.0
REMARKS	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR	VERY POOR

KEY TO CLASSIFICATION OF AWARD

OVERALL GPA	CLASS
4.4 - 5.0	FIRST CLASS
3.5 - 4.3	SECOND CLASS- UPPER DIVISION
2.7 - 3.4	SECOND CLASS- LOWER DIVISION
2.0 - 2.6	PASS

For Deputy Vice Chancellor (Academic, Research and Consultancy)

Date issued

MZUMBE UNIVERSITY
MBEYA CAMPUS COLLEGE
P.O. BOX 6559 MBEYA
TANZANIA

