

Gift Joseph



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Kibaha Tanzania 61109



ABOUT ME

A dedicated educator passionate about lifelong learning, I excel in curriculum design and adapting instruction to diverse learners. My proven track record demonstrates a commitment to academic excellence, and I am eager to leverage my skills to contribute to your team's success.

SKILLS

- CURRICULUM DEVELOPMENT
- INTERPERSONAL COMMUNICATION
- PROBLEM-SOLVING SKILLS
- DATA ANALYSIS
- CRITICAL THINKING
- ADAPTABILITY
- RESEARCH SKILLS
- ORGANIZATION SKILLS
- TIME MANAGEMENT
- CREATIVITY

REFERENCES

- Bakhita Mazula, Everlasting Academy, +255672042942, bakhita.mazula83@gmail.com
- Felix Jones, The Head of IT Department, Bible Society of Tanzania, +255755037227, jjones@biblesocietytanzania.org
- Gasto Kimario, The Academic Coordinator, Everlasting Academy, +255762246094, stewaltkimario@gmail.com

INTERESTS

Skills development for employment generation and poverty alleviation, 2025-01-01, present

WORK EXPERIENCE

05/2025 - Current

Volunteer General Secretary

Nashery's Global Initiative | Kibaha, Pwani., Tanzania

- Communicated meeting action points to relevant staff for prompt resolution.
- Took accurate and detailed notes at meetings covering agenda items, action points and proposals.
- Handled emails and written business correspondence on behalf of senior office staff.
- Handled confidential documents with discretion, maintaining the integrity of sensitive information.
- Assisted in the preparation of presentations and briefing materials for executive meetings and pitches.
- Developed and maintained a comprehensive database of contacts, streamlining communication processes.
- Coordinated and booked meetings, conferences and client appointments for managers.
- Drafted and distributed minutes from various committee meetings, ensuring record accuracy and accessibility.

04/2025 - Current

English Language Teacher and SDGs ambassador

EVERLASTING ACADEMY | Pwani., Tanzania

- Delivered engaging lessons to students of various ages, focusing on grammar, vocabulary, and pronunciation.
- Understood and followed national standards within English language teaching for assigned age groups.
- Maintained outstanding student progression by delivering interactive lessons which engaged and motivated learners.
- Used varied teaching methods to foster and stimulate enthusiasm for learning and maintain motivation.
- Delivered interactive lectures on English literature, grammar, and writing techniques, enhancing student understanding.
- Updated learning resources to achieve curriculum goals.
- Participated in school improvement initiatives, contributing ideas for enhancing language teaching effectiveness.

06/2025 - 07/2025

Field Enumerator

Educate! | Dar e s salaam, Tanzania

- Conducted face-to-face interviews with selected participants, meticulously gathering and recording accurate data.
- Explained interview procedures to establish trust with participants.
- Participated in training sessions to enhance skills in survey methodologies and data collection techniques.

WEBSITES, PORTFOLIOS AND PROFILES

https://www.linkedin.com/in/gift-ioseph-64aa2423a?utm_source=...

PROFESSIONAL AFFILIATIONS

- Member, the United Nations Sustainable Development Solutions Network
- QS ImpACT ambassador

CERTIFICATIONS

- United Nations Sustainable Development Goals Ambassador certificate
- Aspire leaders program certificate
- ECO30 Sustainable living challenge Certificate
- Ciena Solutions Challenge participation Certificate

- Reviewed and validated collected data, ensuring completeness and accuracy before submission.
- Analysed collected data to identify trends and patterns, contributing valuable insights to research findings.
- Engaged with local authorities and organisations to obtain necessary permissions for fieldwork, streamlining project implementation.

01/2024 - 07/2024

English as a second language Teacher
Academic achievement international school | Dar Es Salaam, Tanzania , Tanzania

- Conducted research and implemented evidence-based practices to improve students outcomes.
- Utilized effective communication skills to convey information to students, parents, and colleagues.
- Collaborated with colleagues to create interdisciplinary projects and activities.
- Conducted parent-teacher conferences to discuss students' behavior and progress.
- Utilized technology to enhance student learning and management.

08/2023 - 01/2024

English Language and Geography Teacher
Greenlight Girls Secondary School | Dar Es Salaam, Tanzania , Tanzania

- Utilized data to inform instructional decisions and improve students' achievement.
- Collaborated with administrators to develop and implement school-wide policies and procedures.
- Created and maintained a positive and inclusive classroom environment.

08/2021 - 02/2023

English Language Teache
DCT Holy Trinity Pre and Primary School | Dodoma, Tanzania , Tanzania

- Mentored and supervised students, teachers, and items.
- Facilitated and coordinated school-wide events such as assemblies and fundraisers.
- Fostered relationships with community organizations and businesses to enhance student learning opportunities.

01/2021 - 07/2021

Teaching Assistant Volunteer
Tumaini Primary School | Iringa, Tanzania , Tanzania

- Assisted the lead teacher in developing and implementing lesson plans for multiple projects.
- Provided one-on-one support to students who needed extra support with their coursework.
- Graded papers and provided feedback to students in a timely and constructive manner.
- Facilitated group activities and discussions to encourage student engagement and participation.
- Assisted in the preparation and administration of exams and quizzes.

LANGUAGES

English: **Swahili:**
Japanese:

EDUCATION

01/2019

University of Dar es Salaam | Dar es Salaam