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ABOUT ME

A highly versatile professional with experience in providing program support, implementation, and coordination with a passion for finding innovative solutions for complex issues. Interested in bringing changes and ensuring accountability and performance to achieve intended results. A natural problem solver with a demonstrated ability to work in multicultural and diverse environments for systems-wide change and impact.

WORK EXPERIENCE

 MBEMBATI AND SONS COMPANY LIMITED – NJOMBE, TANZANIA
PICK PACKING SUPERVISOR – 01/08/2024 – CURRENT

- Be the champion of team culture - motivating and driving a team to success in picking and packing of Avocado fruits
- Ensuring orders are packed and picked according to all appropriate procedures.
- Organising production activities, ensuring objectives and targets are achieved within required time frames.
- Ensuring the team follows all appropriate safety systems and processes.
- Collaborating with the quality department to ensure assurance and systems compliance.
- Providing leadership, daily direction, and clear information for staff.

 UNITED NATIONS WORLD FOOD PROGRAM – TANZANIA
ENUMERATOR- PART TIME – 01/01/2025 – CURRENT

- Participate in training and orientation to familiarise oneself with the use of quantitative and qualitative data collection tools and how to administer them.
- Participate in household interviews and record accurate results in a digital data collection equipment e.g., tablets, computer or android phone, paying particular attention to quality, to ensure the data reflects the actual situation in the field and meets the objectives of the assessment.
- Participate in traders’ interviews in designated markets and record accurate results in tablets, paying particular attention to quality.
- Maintain accurate and detailed records of all data collected through household surveys, FGD and KII proceedings.
- Provide feedback and useful information on a daily basis to guide summarising field findings.
- Submit responses and findings in a timely manner via Mobile Operational Data Acquisition (MODA) – WFP Data Collection Platform.

 DOCTORS WITH AFRICA CUAMM- IRINGA OFFICE – IRINGA DC, TANZANIA
DATA COLLECTOR – 15/07/2024 – 05/08/2024

Integrated Management of Non-Communicable Diseases in Iringa DC is a four-year project from 2023 to 2026, implemented by Doctors with Africa CUAMM. During my time, I was responsible for the following:

- Assisted in designing and developing data collection tools, including questionnaires, and inserted questions into Kobo and interview guides.
- Participated in training sessions on the data collection process, tools, and ethical considerations.
- Collecting data through household interviews in the community.
- Ensuring data is collected accurately, consistently, and according to the study protocol.
- Handling and operating data collection equipment, including tablets.
- Managing participant recruitment and consent processes, ensuring ethical guidelines are followed.
- Recording and entering data into databases or data management systems.
- Cleaning and organising data to ensure accuracy and consistency.
- Maintaining confidentiality and security of the collected data.
- Identifying and addressing any issues or challenges that arise during data collection.
- Reporting regularly to M&E on the status of data collection activities.
- Assisting in the preliminary analysis of the collected data.
- Collaborating with MEL and team members to ensure data is prepared for further analysis or reporting.
- Contributed to the preparation of reports and presentations based on the collected data.
- Travelling to data collection sites, which included remote and challenging environments.
- Liaising with local communities and stakeholders, including LGAs, to facilitate data collection.
- Ensuring that all data collection procedures comply with ethical standards and regulations, including obtaining informed consent and respecting participant confidentiality.

 BURN MANUFACTURING COMPANY – DAR ES SALAAM, TANZANIA

MONITORING REPORTING AND VERIFICATION (MRV) COORDINATOR TANZANIA/ FEASIBILITY STUDIES COORDINATOR- TANZANIA – 30/01/2023 – 29/01/2024

I was responsible for coordinating people and processes to ensure that the projects were delivered on time and produced the desired results in the regions of Tanzania.

My duties and responsibilities are.

- Work with the MRV and feasibility studies project manager and country managers to set up surveys that reflect the specific country's unique fuel and stove culture.
- Develop country-customized training materials for MRV and feasibility studies enumerators borrowing from the master training document under the supervision of the MRV and FS project manager.
- Recruit, train and supervise an in-country, location-efficient team of contractor field team leaders and enumerators that can execute household-level MRV and feasibility studies.
- Initiate and follow through in mobilising budgets and other resources for efficient and timely execution of feasibility studies.
- Working closely with the MRV and FS project manager, develop SOPs and checklists to maintain the highest quality processes for efficient output from data and related units.
- Continuously review and audit the processes and surveys necessary to complete feasibility studies projects in time, both quantitatively and qualitatively.
- Ensure data and documentation are compliant with laid down SOPs and methodologies.
- Collaborate and liaise closely and regularly with the relevant team members across the critical departments, including but not limited to data and analytics, call centres, and commercial.
- Manage routine corrections of erroneous output and work to continuously improve this environment by harvesting and documenting lessons towards continuous improvement.
- Creating comprehensive monthly reports on the Pareto of issues, including root causes, examples, trends, and options for solutions.

TANZANIA HOME ECONOMICS ASSOCIATION (TAHEA) – IRINGA, TANZANIA

DATA OFFICER – 01/06/2022 – 31/12/2022

USAID EpiC is a 5 years global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID), dedicated to achieving and maintaining HIV epidemic control. The project provides strategic technical assistance and direct service delivery to break through barriers to 95-95-95 and promote self-reliant management of national HIV programs by improving HIV case-finding, prevention, and treatment programming targeting Female Sex Workers (FSW), AGYW, People Who Inject Drugs (PWID) and Male Sex with Males (MSM).

I was responsible for:

- Support Data Manager to assess project data for HIV testing services, Family planning, Tuberculosis (TB), and Sexual Transmission Diseases (STD) into the designated Epic database.
- Support assessing the quality of primary source data by checking data reports' completeness, precision, validity, and timeliness.
- Assist the M&E officer in keeping records of all the data reports collected from field activities.
- Ensure all data (primary and secondary) are securely collected, organized, and kept in accordance/ compliance with national data management and confidentiality guidelines.
- Ensuring data quality by reviewing completed reporting tools submitted to custody offices by field officers and other project affiliates.
- Establish effective work relationships with other stakeholders and CHMT partners on program activities.
- In collaboration with other data officers and data managers, offer on-job training i.e. (data management, M&E tool recording and uses) to staff and community workers i.e., PE, EW, PN and CHWs.
- Support Data Manager to conduct periodic verification and routine data quality (RDQA) assessment at facilities and ward level to always ensure data quality.
- Ensure that files and other documents are stored safely and well arranged in an organized manner.
- Working closely with the Data Manager to evaluate data and program progress.
- Performs other related tasks as required by the organization.

TANZANIA HOME ECONOMICS ASSOCIATION (TAHEA) – IRINGA, TANZANIA

Address Akiba House, Soko kuu street, P.O.BOX 1762, Iringa, Tanzania

NUTRITION PROJECT OFFICER – 01/10/2019 – 31/05/2022

USAID's Lishe Endelevu Activity is a five-year (2018-2022) project that aims at strengthening food system for nutrition for optimal Infant and Young Child Feeding (IYCF) and Water, Sanitation and Hygiene (WASH) behaviours, promotion of nutrition-sensitive livelihoods, and positive shifts in gender norms and equitable household decision-making to women reproductive age, U-5yrs children, and adolescents in four Regions of Tanzania (Morogoro, Dodoma, Rukwa and Iringa).

I was responsible for:

- Lead and oversee the project interventions by ensuring high-quality project implementation, monitoring, and reporting in the respective district.
- Establish and maintain solid collaboration with target relevant LGA departments and staff during planning, budgeting, implementation, and monitoring of nutrition interventions at the health facility and community level.
- Capacity building and technical support to village leadership and committees, community promoters/CHWs on SOPs, and Quality benchmark guidelines to ensure quick and sustainable uptake of improved healthy behaviours on nutrition and WASH in line with Tanzania National Guidelines.
- Contribute to project strategic planning and well-written, focused project reports, annual implementation plans, success stories, and other written products.
- Work in collaboration with other stakeholders including community leaders to integrate project activities into quality improvement initiatives at health facilities and community level.
- Make regular field visits to monitor project quality and collect data.

- Conduct joint supportive supervision with high-level project staff and LGAs.
- Serve as nutrition focal point for LGAs, community and other implementing stakeholders at district and community levels.
- Collaborate with MEAL staff to ensure that collection and analysis of data are accurate, rigorous, and incorporated into project implementation.
- Present the project in the meetings at the Regional and District levels.
- Draft activity monthly and quarterly on project-related activity.
- Advocacy nutrition to LGA and relevant actors on the identified gaps at council and community levels for project success.
- To provide timely accurate written and verbal reports on a weekly, monthly, quarterly and annual basis.
- Use of digital software Kobo Collect for data collection.
- Support the DQA process by conducting data verification, and report assessment in terms of completeness, accuracy, and timeliness.
- Perform other duties assigned by the supervisor.

EDUCATION AND TRAINING

01/10/2016 – 22/11/2019 Morogoro, Tanzania

BACHELOR DEGREE IN HUMAN NUTRITION Sokoine University of Agriculture

Address P.O. Box 3000, Morogoro, Tanzania | **Website** <https://www.sua.ac.tz/>

01/05/2014 – 31/05/2016 Moshi, Tanzania

HIGH SCHOOL EDUCATION Moshi Secondary School

Address P.O. Box 3021, Moshi, Tanzania | **Website** <https://moshisecondary.weebly.com/> | **Field of study** Physics, Chemistry, Biology

2010 – 2013 Handeni, Tanga

SECONDARY SCHOOL EDUCATION Handeni Secondary School

LANGUAGE SKILLS

Mother tongue(s): **SWAHILI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Office | Outlook | SurveyCTO | Kobo Collect | ODK | Internet, MS Teams | SPSS | CRM: Smartsheets, LeadSquared | Atlas.ti | EPI-info | Power BI | R | Python | SQL

RECOMMENDATIONS

Peter Mapunda Programs Director at TAHEA

- I have known them for a few years, and I was in charge of keeping an eye on their work while they were at the Tanzania Home Economics Association. While working at TAHEA, he managed and carried out the implementation of the USAID Lishe Endelevu Activity at the district level, and as a Data Officer under the USAID Epic project. I'm happy to give you more details about what they did during their time at TAHEA.

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Kelvin Wambugu MRV and Feasibility Studies Project Manager at Burn Manufacturing

- I collaborated with Erick for a year while he was contracted at Burn Manufacturing. During his tenure, he successfully supervised the implementation of feasibility studies on a national scale. In addition to overseeing these studies, Erick also actively participated in data collection, analysis, and report writing, ensuring that the findings were accurately documented and presented to relevant stakeholders. Moreover, he demonstrated excellent management skills by efficiently handling the project budget and leading the project team. Importantly, Erick maintained impeccable records, with no instances of fraudulent activity. Should you require further details on his performance during this time, I am readily available to provide additional information based on the context I've provided.

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Alice Kipanga Senior Technical Lead-Nutrition at Jhpiego

-I have collaborated with Erick in providing supportive supervision for nutrition interventions within the USAID Lishe Endelevu project. He exhibited a remarkable grasp of his responsibilities, particularly in establishing strong relationships with government stakeholders. I wholeheartedly endorse Erick and am willing to offer further details regarding his exceptional performance.

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