

### CURRICULUM VITAE (CV) FOR SILVIA JOSEPH SINGUNDALI

1	DATE OF BIRTH	19/09/1993												
2	FULL NAMES	Silvia Joseph Singundali												
	SEX	Female												
3	NATIONALITY	Tanzanian												
4	CONTACT DETAILS	Mbeya District Council - P.O. BOX 599, Emails: <a href="mailto:silviajsingundali@gmail.com">silviajsingundali@gmail.com</a> Mob: +255 764-935 410												
5	EDUCATION	2015-2018- Institute of Rural Development Planning- Dodoma Bachelor degree in human resources planning and management  2013-2015- Local Government Training Institute Hombolo Diploma in Community Development  2012-2013- KAP’s Community Development Institute Mafinga Basic Technician Certificate in Community Development  2008-20012- Kalobe secondary school Certificate of secondary school education												
6	LANGUAGES & DEGREE OF PROFICIENCY	<table><tr><td>Language</td><td>Speaking</td><td>Reading</td><td>Writing</td></tr><tr><td>English</td><td>Fluent</td><td>Excellent</td><td>Excellent</td></tr><tr><td>Swahili</td><td>Fluent</td><td>Excellent</td><td>Excellent</td></tr></table>	Language	Speaking	Reading	Writing	English	Fluent	Excellent	Excellent	Swahili	Fluent	Excellent	Excellent
Language	Speaking	Reading	Writing											
English	Fluent	Excellent	Excellent											
Swahili	Fluent	Excellent	Excellent											
7	ESSENTIAL SKILLS	<ul style="list-style-type: none"><li>Competency in Computer Operations including; MS-Word, MS-Excel, MS-Power Point, MS- Publisher and Internet Programs.</li><li>Statistical package for social science (SPSS)</li></ul>												
8	INDIVIDUAL STRENGTHS	<ul style="list-style-type: none"><li>Ability to work under minimum supervision.</li></ul>												

		<ul style="list-style-type: none"> <li>• Able to work both individually and in team work.</li> <li>• Interpersonal skills and Open-minded</li> <li>• Flexible, integrity, creative and innovative.</li> </ul>
9	<b>HOBBIES/ INTEREST</b>	Listening to music and watching movies, Reading books (inspirational quotes and novels )

## **WORKING EXPERIENCES**

2018 September - Institute of Rural Development Planning Dodoma

Assessing effects of working environment on employee's performance in Mbeya District Council.

Position: **Researcher**

### **Duties and responsibilities**

- Preparation of Research Proposal
- Preparation of data collection methods and tools
- Data collection, cleaning, coding, entry, analysis, interpretation and presentation, Report writing and submission

2017 October - Field attachment at Mafinga Town Council

Position: **Human resources officer**

Activities: HR and administrative tasks

### **Duties and responsibilities**

2016 July-September - Participating in preparation of Singida District Social Economic Profile

### **Activities**

- Community training and social interaction
- Data collection, cleaning, coding, entry, analysis, interpretation and presentation, Report writing and submission

2015 Diploma Research on Poverty Reduction

## REFEREES

Dr. Gasper P. Mwembezi (Senior Lecturer/course coordinator)  
Department of Development finance and Management studies  
Institute of Rural Development Planning  
P. O. Box 138,  
Dodoma, Tanzania  
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Mr. Hermas Dobogo (Assistance Lecturer-biased accounting)  
Department of Development finance and Management studies  
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Dodoma, Tanzania  
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Mr. Joseph Singundali  
The former Education Officer  
P. O. Box 9771,  
Mbeya, Tanzania  
Email: [singundali@yahoo.co.uk](mailto:singundali@yahoo.co.uk)  
Phone: +255(0) 754 214 635

I, **Silvia Joseph**, declare that all the written information on this CV is true and mine and can be verified by my academic certificates.

SIGNATURE

