

Adoh Stephen Mapunda

Summary

Date of birth: September 24th, 1966
Age: 50 Years.
Nationality: Tanzanian
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Marital Status: Married with Three Children
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Language: Fluent in Speaking and Writing both English and Kiswahili.

Education Background

Year of Study	Course	University /Institute
2007 – 2009	Masters of Science in Community Economic Development	Southern New Hampshire University, USA.
2008	Certificate in Public Private Partnership in Urban Poverty Reduction	ILO- Training Institute –Turin , Italy
2005	Certificate in General Management for Regional Development and Planning II.	Kokkaido University Sapporo – Japan
1995 – 1998	Advanced Diploma In Regional Planning	Institute of Rular Development Planning (IRDP) Dodoma, Tanzania
1987 – 1988	Certificate in Regional Planning	Institute of Rural Development Planning (IRDP), Dodoma, Tanzania
1985-1986	National Service JKT, Operation Okoa, Force No.1350	Mlale Camp Songea
1983-1985	Certificate in Community Development	Insitute of community Development(CDTI) Tengeru - Arusha
1979 -1982	Certificate of Secondary Education	Songea Boys Secondary School, Ruvuma-Tanzania

Summary of my Experience

	Place of Work	Region	Number of years	Position
1	Sumbawanga Town Council	Rukwa	8	Planning Officer
2	Rungwe District Council	Mbeya	4	Principal Planning Officer
3	Korogwe District Council	Tanga	3	Principal Planning Officer
4	Musoma Municipal Council	Mara	3	Principal Planning Officer
5	Nanyumbu District council	Mtwara	2	District Executive Director (DED)

6	Kilwa district council	Lindi	2	District Executive Director (DED)
7	Bukoba Municipal council	Kagera	1	Municipal Director (MD)
8	Arusha Region	Arusha	2	Regional Administrative Secretary(RAS)

Work Experience, Accomplishments and Achievements

2016 –To date: **Regional Administrative Secretary (RAS)**
Location: **Mara Region**
Job Grade: **High Senior Government Level.**

Job Summary

Regional Administrative Secretary is a very senior Management Position in a Government rank, he/she is working very close with the Regional Commissioner (RC) and reports direct to the Permanent Secretary of President Office Local Government and Regional Administration.

The Position is committed to support the attainment of National overall goal in elimination of Poverty by improving social service which includes issues like education, Health, Water, infrastructure and others. The Position is very effectively and efficiently focusing on overseeing the implementation and management of all operational systems at Regional Level which includes all of its surrounding Districts

Essential Duties and Responsibilities

✓ Accounting and Finance

- RAS is an Accounting officer , he is given the financial instruments to ensure that all Government funds at regional level through budgeted property is prepared , reviewed, approved and documented in line with National Policies, Procedures at local authority level and they By Laws which assist to collect the local own source revenue.
- The Regional Administrative Secretary is responsible for overseeing month to month end close and staff payroll processes.
- Leading the budget development process from village to regional level and make sure they are submitted to National level organs.
- Generate, analyse and review financial report and data then present to the Member of Parliament Committee dealing with Public Funds (PAC) and (LAAC) – Public Accounting Committee and local Government Accounting Committee respectively.

✓ Procurement and Logistics

- The Regional Administrative Secretary is responsible for overseeing all procurement processes of all public goods and services which are to be purchased as far as procurement Act is concerned.

- Responsible in managing an inventory system of all public property and equipment such as vehicles and make sure they are properly maintained.
- ✓ **Planning, Monitoring and Evaluation of Project Development.**
 - The Regional Administrative Secretary is responsible for overall planning cycles from problem Identification, data collection from community to regional level.
 - Assisting District Executive Director (DED) to develop District development plans for majority poor community from rural areas
 - He is also responsible for coordination, monitoring and Implementation of all development plans on quarterly basis.
 - Responsible for coordination and Implementation of District Council decisions through their meeting in relation to the priority sectors.
 - Coordinate all development plans and project done by other development partners within the region and report to high level of regional constructive committee (RCC) whereby I used to be a secretary of the committee.
 - The Regional Administrative Secretary is responsible in providing the technical support to district government employees so as they can perform well and meet desired target.
 - He is also responsible on facilitating the preparation of project write-up so as to raise fund from other organisation for the purpose of implementing Government Development Project like Hospital, Schools, Water and others.

2014 –2016: Regional Administrative Secretary (RAS)
Location: Arusha Region
Job Grade: High Senior Government Level.

Job Summary

As per above summary of the Position. Regional Administrative Secretary for Arusha Region works and supervises the following Districts – Ngorongoro, Monduli, Karatu, Meru and Longido.

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Summary of Achievement as a Regional Administrative Secretary - Arusha

- The Overall performance of Arusha Region in terms of Finance, Planning, Management and Leadership has been improved tremendously from **65% to 80%**.
- Managed to develop and Implement strategic plans from the grassroots to Regional level whereby all core functions were involved such as Finance, Planning, Procurement, Human Resources, Administration and Audit.
- Have managed to develop modern ways of own sources of funds collection to our Districts Council by adopting the electronic machine which are now used to collect revenue. This has raised the local revenue at Districts level from **60% to over 80%** in Arusha City Council which is a vivid example.
- Have successfully supported the District Council in Reviewing, Designing, implementing, Monitoring and evaluating of development project to all Six (6) Districts across the Arusha Region.
- Successfully implementation of Arusha Region Development project , timely delivery projects, quality and proper management of projects funds such as Mount Meru Hospital and other health centres across the Region
- Successfully Road Constructions Water Project, Bridges and Construction of Secondary School Laboratories and School desks.
- Addressed a long unresolved challenges and Regional Issues such as Improved of employees discipline, punctuality and deliverable through performance management system (OPRAS)
- Successful of discontinued payroll / salaries to all unqualified employees across the Region.
- Successful Project write-up to secure a soft loan from (TIB) Tanzania Investment Bank for major rehabilitation of Mount Meru Hospital whereby more than 30 Billion (\$15 Million)

has been requested . All necessary steps are in place like project document, BOQs, Architect drawings, structural drawing, master plan and business plan are submitted to TIB ready for funding.

2013 –2014: Municipal Director
Location: Bukoba Municipal Council
Job Grade: High Senior Government Level.

Job Summary

This is a Senior Management Position reporting to Regional Administrative Secretary (RAS). A Municipal Director is an accountant officer for all public funds at municipal level , He is also an overall leadership , Policy engagement, strategy development and Implementation, Financial Management, Human Resources Leadership, grants and Resources Mobilization ,Coordination of Development project etc.

Essential Duties and Responsibilities

- Being an Accounting officer, my duties were to design and coordinate development of finance and operational strategy for supporting the community in improving their standard of living.
- As a municipal Director was responsible to provide and analyze accounting data and development reports and presents to finance and planning committee whereby local councilors are members of this committee on monthly basis.
- Was also responsible for managing all over cash needs and forecast at Municipal level.
- Was responsible in leading the budget development process and developing a system to ensure activities are implemented in line with approved budget.
- As a Municipal Director was responsible to develop municipal strategic plan , data collection , analysis, monitoring and evaluation of development project
- Was also for raising own source of fund collection so as to improve the social services like cleaning the city drainage system, classrooms, school laboratories, health facilitation etc.

- Fund raising to support the development projects
- Creation of mechanism for accessing data base with other development partners
- Responsible for facilitation of capacity building of women groups and CBO-Community Based Organization through technical assistant for both practical and theoretically so as they can acquire self-employment and reduce poverty.

Summary of Achievement as a Municipal Director – Bukoba

- Development of plan and the implementation of community was successfully achieved in targeting for example the construction Kyabitembe Healthy Centre which is now function.
- Fund raising was successful to raise fund for construction of school laboratories whereby 98Million was collected from different stake holders.
- Successfully managed to resolve conflict between the management, mayor and the honorable Member of Parliament.
- Successfully women empowerment by introducing economic groups through skills development, training on project planning, management and entrepreneurship by linking them with Financial Institutions. A good number of 25 groups of women who are dealing with Banana and fish business benefited across the Bukoba Municipal

2011 –2013: District Executive Director
Location: Kilwa District – Lindi Region
Job Grade: High Senior Government Level.

Job Summary

The District Executive Director is also a senior Management Position at District a District Level reporting to Regional Administrative Secretary (RAS). This person manages effectively and efficiently the implementation and management of all operation systems whereby at District level there is management and Political parties.

The District Executive Director is a main chairperson on management part which is made by function department like accounting ,finance, administration , procurement, Infrastructure, water, Land and Natural resources, livestock, Planning, Law, Auditing, education and agriculture where on political side the councilors are the members but not participating in management committee

Essential Duties and Responsibilities.

- Like in any other District –DED is an accounting officer of Public Funds

- Full responsible in developing plans and strategies for majority in community.
- Working as a Chairperson on management committee (CMC –Council Management Committee). Also a secretary to finance and planning committee in full council meetings.
- Was responsible for overseeing the management of all government staff at district level. Where about 2500 staffs in one District were under my high level control including sectors like Education- Teachers, Health to mention but few.
- Was responsible for building operational capacity building efforts to both management and political sides. Was also responsible on recruitment process, management of leave, staff development and training.
- Was responsible on rising own Revenue sources.
- As a DED was responsible to develop and produce statistical reports on planning, .Implementation, monitoring and evaluation of community projects or programmes. This is due to the fact that most of the community funded projects are implemented at District level.

Summary of Achievement as a District Executive Director – Kilwa

- Proper accounting of public Funds as proved by controller and auditor general where by Kilwa got clean certificate for financial year 2012-2013.
- Successfully raised own source collection from **Tshs 570 million -1700 billion** for two years (2012-2013) due to production seesaw from simbine crops and service levy gas of Songo Songo island.
- Successfully project right up for road and bridge construction from hotel 3 village to Lihimalyao village 22Km where by the Japanese embassy donated about TSHS 300 Million(Tanzania/Japan counterpart fund).
- Successfully working close with international companies who are dealing with gas and oil (STATE OIL A PANAFRICAN ENERGY AND BRITISH GAS UNDER A NORWOGIAN CO) I worked with them from the early stage of research to discovery of the project.

2009 –2011: **District Executive Director**
Location: **Nanyumbu District –Mtwara Region**

Job Grade: High Senior Government Level.
Responsible to: Regional Administrative Secretary.

Job Summary

This is a senior government position in local government system in Tanzania reporting direct to the regional administrative secretary (RAS) like in any other district DED is working close with the senior management through the council management committee or District management team. On the other hand DED is also working with political elected from Ward level known as Councilors.

Essential Duties and Responsibilities.

- Ensuring the district plan and strategies for community are well coordinated, implemented, monitored for the purpose of achieving the overall goal and objectives of the district.
- To ensure that all uses of public funds are properly prepared, reviewed and approved by councilors and other relevant organs in line with national policies, financial memorandum and local by laws.
- Leads budget development process year by year and facilitate the development of a system to ensure all activities and projects are implemented in line with annual approved budget.
- Overseeing the management of more than 2000 staffs in terms of recruitment staff, management of leave, promotions, demotions, training, disciplinary issues and regular review of job description.
- Monitoring and Evaluation of District development project from different sectors such as health, education, agriculture, water, community development (women groups) and other infrastructure.
- Lead and design strategies for research on rural urban poverty reduction in Nanyumbu district by introducing new cash crop (choroko) lead to networking with other development partners in supporting the community program (GTZ, Mkapa Foundation, EGPAF, CLINTON Funds e.t.c)

Summary of Achievement as a District Executive Director – Nanyumbu

- Nanyumbu being a new district which was splited from Masasi mother district. I started working from the scratch with Nanyumbu being the very new first appointed DED. Nanyumbu is one of the poorest district in the country in terms of social services, capital income, high illiteracy rate especially women, no water supply, no electricity, no banks, no hospital, poor housing and shortage of food.

- I therefore assisted the community to be accessed with water supply by preparing project write-up, secure funds from Japanese embassy and drilling of four deep wells which assisted the whole community with water shortage. A total of **Tshs 195 millions** was granted by Japanese embassy to support the project. So far the project was highly successfully to the targeted community.
- I achieved to introduce new cash crops called choroko for (2)two years raise the income per capital from **Tshs 100,000** per year to **Tshs 300000** and increase local own source revenue from Tshs. **375,000,000 million** to **Tshs 750,000,000 million**.
- A good networking and negotiations was done to development partners were by we manage to construct a maternity ward for pregnant women in Mangaka health centres funded by EGPAF(Elizabeth Glacier Pediatric Aids Foundation

2006 –2009: Municipal Economist (Principal Planning Officer)

Location: Musoma Municipal Council –Mara Region

Job Grade: Senior Government Officer.

Responsible to: District Executive Director.

Job Summary

This is a senior Management position reporting to DED, A municipal economist is a head of department among ten departments available at District level. He is heading the department of economic planning and research. Other department are Accounting and Finance, Administration, Water, Agriculture and livestock, Land and Natural resources, infrastructure (Works) Education, (Auditing and Legal.

Essential Duties and Responsibilities.

- Conducting a baseline survey using scientific methods and tools.
- Promote development planning and research through data collection and analysis.
- Preparation of Municipal plans
- Coordination of development projects for both government and donor funded project
- Monitoring and evaluation of development project at community level.
- Provide technical support to other professional junior staff from other department.
- Preparation of Progress report on quarterly basis and annual report al all development projects and submit to planning and finance committee

Other Duties at Musoma Municipal included

Position: Focal Person and Member of Core planning Team

Organization: LVRLACC

Job Summary

The LVRLACC is the Lake Victoria Region Local Authority and Country Cooperation. It is a network Organization of more than 130 local authorities and countries along the shore of the region of Lake Victoria with membership spread out in Kenya, Tanzania and Uganda, soon Burundi and Rwanda are expected to join.

LVRLACC was found in 1997 to mobilize and facilitate local authority and countries in the region to work towards coordinating and sustainable development effort in the Lake Victoria Region for the benefit and harmonious core existing of the local communities. The Region Headquarter of this organization is in ENJEBE Uganda.

Essential Duties and Responsibilities.

- Designing, planning, implementation and evaluation of LVRLACC – SIDA supported projects across the region.
- Enhancing the role of the local authority in promoting sustainable development in the region with the intention to improve the environment status and reduce the vulnerabilities of climate change along Lake Victoria shore.
- Establishment of LVRLACC environmental Pedagogic Centre in Musoma Municipal – Tanzania, A Centre established as learning by doing center for environment related projects.
- Conduct an exercise of good governance survey with the intention to document best practices, lessons, experience on good governance for dissemination among member of Local Authorities and countries. The best performing local authorities, countries were awarded during annual general meeting.

Summary of Achievement as a Municipal Economist (Principal Planning Officer) -Musoma- Mara

- The overall performance of Municipal Council was tremendously improved in terms of planning and research, finance increase of all sources management of development project has been improved.
- Lead the preparation of project –write- up to secure funds from central government for the purpose of expanding and renovating central market (Soko Kuu la Mkendo), to allow more communities especially women to participate in business at market area.
- Lead to Facilitate the project write up to secure funds from Local government loans board where by a tune of Tshs 1,600,000,000.00 Billion were provided. The project was highly

successful in targeting, the project employed about 200 hundred people especially women who are working in shops, groceries, stationaries, Mama Lishe, Saloon and other petty businesses.

2003 –2006: District Planning Officer (Principal Planning Officer)
Location: Korogwe District –Tanga Region
Job Grade: Senior Government Officer.
Responsible to: District Executive Director.

Job Summary

Korogwe District Council like any other District has a problem of poverty which affects the majority rural people especially women.

Essential Duties and Responsibilities.

- Conducting Community Need Assessment in rural areas with the aim of knowing the magnitude of the problem in terms of wants, aspirations, stress for the purpose of promoting self- employment and job creation especially women in Korogwe who are living in a poor condition.
- Preparation of Korogwe Districts Plans.
- Preparation of quarterly and annual reports of all department and submit to finance and planning committee and full council as well.
- Conducting Monitoring and Evaluation of Development project in Korogwe District.
- Assist the establishment of new Korogwe Town Council in terms of Data Collection, Analysis, town planning, designing strategies for identification of new sources of own sources revenue.
- Assist the creation of mechanism for accessing database with other organization in Korogwe like UN Habitat, World Vision etc.

Summary of Achievement in Korogwe as a Principal Planning Officer

- Achieved to prepare a Korogwe District Council in time
- Achieved to monitoring and evaluation of development project in Mombo Village, Chekelei, Bunju Kwa Mndolwa, Kwasemshi etc

- Achieved to assist the establishment of new local authority known as Korogwe Town Council which is now in a full operation.

1999 –2002: Planning and Research Officer (Principal Planning Officer)
Location: Rungwe District –Mbeya Region
Job Grade: Junior Government Officer.
Responsible to: District Planning Officer.

Job Summary

This is a junior Management position in Local Government system reporting to the head of Department known as District Planning Officer. He is a professional and technical person who is mostly doing field work.

Essential Duties and Responsibilities.

- Conducting Research in rural area using a participatory method (PRA) for the purpose of analyzing the magnitude of the problem which affecting communities in rural area especially women.
- To promote more equal participation ow women in decision making and engage them in production by providing with them training, new skills and techniques in income generating activities as part of the empowering process.
- Coordinate project monitoring and Evaluation of Implemented development project and report to District planning Officer (A head of department)
- Preparation of Development Project Write- up to support the community projects.

A Summary of Achievement in Rungwe District as a Planning and Research Officer

- Planning and research were conducted and problems were identified like shortage of Water to communities in the rural areas.
- Preparation of project write- up to reduce the problem of water was done successfully , the request was submitted to Organization called Tanzania Swiss Trust Fund whereby about 400 people from Iponjola and Kyimo village were benefited from gravity Water with a tune of Tshs 75 Million.

- Another water project financed by Tanzania/Japan Food Aid Counter Fund was prepared by myself to support Ntokela and Ndaga Village in Rungwe District about 6000 people benefited from this project especially women. Production Increase and poverty reduced

1986 –1994: Assistance Planning and Research Officer)
Location: Sumbawanga – Rukwa Region
Job Grade: Junior Government staff.

Job Summary

This is a beginner Junior Management position in local Government System reporting to head of department.

Essential Duties and Responsibilities.

- Data Collection.
- Supervision of development project in rural areas.
- Preparation of quarterly and annual reports and submits to the head of department for further action.
- Coordinating the development project funded by development partners known as GTZ.

A Summary of Achievement in Sumbawanga.

- Social and economic data were gathered and analyzed properly for the purpose of understanding the magnitude of the problem in rural areas
- Poor households scientifically identified and employed by GTZ through Public works and programmes were benefited through Income Generating activities.

- Minimization of Malnutrition to children under the age of 5 which was supported by GTZ project

Professional Courses/Seminars

- **November, 2013** International workshop on Gas and Oil production in **Bankook- Thailand** organized by Ministry of Energy and Minerals in Tanzania.
- **February, 2007** Training workshop on Issue of most Venerable children Organized by PACT Tanzania held at **Karibu Centre Dar es Salaam.**
- **May, 2005** Training workshop on preparation of District Agriculture Development plans guard line (DADPs) at **Kibaha conference centre.** Organized by Ministry of Agriculture and Food.
- **September, 2004** Participate on consultative meeting for Tanga and Kilimanjaro Regions District and Urban council, conducted at Lushoto. Organized by Contractors Registration Board (CRB – **Tanzania**)
- **August, 2004** Workshop on Hazard of Child Labour, conducted at hotel **Oasis Morogoro.** Organized by **ILO.**
- **May, 2004** Training workshop on Data analysis on Service Delivery Performance to state Holders at conducted at **VETA Tanga** organized by.
- **April, 2004** planning workshop on Rural Water Supply and Sanitation Programe at **Hotel Impala Arusha** organized by Ministry of Water and Livestock.
- **September, 2003** Training workshop on Baseline survey and data analysis of service delivery by District council held at VETA Tanga. Organized by Zone Reform Teams **Dar es Salaam.**
- **August, 2003** Training course of facilitation of Primary School Committee Organized by Ministry of Local Government and Regional Administration held at ADEM – **Bagamoyo.**
- **October, 2002** Training workshop on strategic planning organized by Ministry of Local Government under reform program held at **Kyela – Mbeya Region.**
- **May, 2002** Forum for community driven development project organized by World Bank held at **Lusaka, Zambia.**
-
- **September, 2000** Training workshop on planning and implementation of district Health Service Organized by WHO held at **Mafinga Iringa.**

- **July, 2000** Workshop on monitoring and evaluation held at Karibuni Centre organized by Urban Authorities Partnership Project (**UAPP Mbeya**).
- **August, 1999** Training workshop on main streaming poverty and gender in planning held at **TEC Kurasini Dar es Salaam**. **Organized by REPOA (Research on Poverty Alleviation)**.
- **October, 1998** Workshop on problems affecting old people in Tanzania. Organized by help age International **Dar es Salaam**.
- **May, 1998** Training course in procurement and contract administration organized by National **Construction Council at Rift Valley Hotel Mbeya**.
- **December, 1997** Workshop on Rapid Evolution of Non-Agriculture activities in Tanzania. Organized by Institute of Resource Assessment (USDSM) held at **Hotel Oasis Morogoro**.
- **June, 1994** Training of Participatory Planning in Promotion and Management of self-help organized by GTZ at **Chala Township Sumbawanga**.
- **December, 1993** Workshop on Planning and Monitoring Technical organized by GTZ at RUDET Conference at **Sumbawanga**.
- **September, 1993** Training on the use of computer for Word Processing Program organized by GTZ at Rift Valley Hotel Mbeya.
- **March, 1993** Training workshop on Participatory Rural Appraisal PRA method organized by GTZ at RUDEP Conference room in **Sumbawanga**.

Research Experience

- **November, 1995** The Impact of Community Participation on School Building rehabilitation/Maintenance under IDA – Project. *A case study from Sumbawanga Urban District.*
- **December, 1997** The Role of Donor agencies in Promoting Agriculture Production to small holder farmers.
A case study from SASAKAWA GLOBAL 2000 Programme in Sumbawanga Rural District.
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- **May, 1998** the performance of small scale Industry and its contribution to the Regional Economy. *A case study of SIDO Sumbawanga*

- **November, 2008** The Empowerment of Women in Income Generating Activities.
- *A case study of Upendo Women Group in Musoma District – Mara Region.*

Other skills and knowledgeable areas

Computer: Proficient in Microsoft Office: Word, Excel, Power Point, Outlook, Publisher, and Adobe Page Maker;

- Facilitation and Mentoring; Coaching and Entrepreneurship
- Mediation/Conflict Management

Publication and Journals

Theme: Poverty

The limitation of Poverty Reduction strategy in Tanzania.

Theme: Foreign Aid

How foreign aid Affect Development in Developing countries. *A case of Tanzania.*

Theme: Community Economy Development

Agriculture and Rural Development towards Women in Tanzania.

Theme: Knowledge

The linkage between Trade Development, and Poverty. *A case of Tanzania.*

Study Tours:

Study tour in Whohan China organized by International Company called KAID CO. LTD which dealing with large scale agricultural bio mass energy production (February 2012).

study tour in Oslo Hammerfest in Norway organized by International Company called Statoil Co. Ltd which dealing with production of oil and gas (October 2012)

References

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Declaration: I Certify that the Information given in this resume is true and Correct to the best of my Knowledge