**EliasGetachew, ,[damte\_elias@yahoo.com](mailto:damte_elias@yahoo.com)+0920846638**

November12,2022,Nifas Silk ,Lafto Sub City,Addis Ababa,Ethiopia

## *Subject;Job Application*

# My name is Elias Getachew Damte and I am a seasoned Economist professional with over eleven years of experience. I recently came across to the Grant Compliance Specialist posted on Ethiojobs for duty Station Addis Ababa ,Ethiopia on November11,2022 and I’m writing to express my interest in helping to achieve Desired Goal of your organization.

## In my current role as a Senior Budget Preparation Evaluation and Monitoring at Metu University, I am responsible for 1.Planning Annual and rolling three years Budget and Expenditure Planning /Preparation, 2. Prepare annual Cash flow 3.Monitoring and Evaluation of the execution of Recurrent and Project Budget 4.Writing Quarterly Biannually and annual report 5.Mentoring6.Data collection, Organization ,compilation and information Management .The professional experience I’ve gained during my time here has helped me to achieve Plan accomplishments as planed and timely payment mechanism without any delay by while improving my overall Plan, Budget ,Monitoring and Evaluation, data Collection ,Organization and Administration ,Business Plan and proposal writing knowledge.

Prior to this position, I spent seven years working as a Budget Planning M&E and information system Administrator for the Bureau of Finance and Economic Cooperation, as Senior Economist in Ethiopian Construction works, senior accountants in Attorney General and now I am working in Metu University as Budget Plan Preparation and Monitoring and evaluation Expert. In this role, I was tasked with a handful of unique challenges over the course of my time there but I overcome these challenges by different actions and activities**.**

I’ve attached my resume for further review. Please do not hesitate to reach out via phone at -0920846638 or email at damte\_elias@yahoo.com if you’d like to speak about my experience in more detail.

Thank you for your consideration.

Best,

Elias GetachewDamte

**CURRICULUM VITAE**

1. **Personal Information**

Name  **:** Elias Getachew

Sex : Male

Place of Birth : Metu

Date of Birth : 19july ,1981 E.C

Nationality : Ethiopian

Address : Mobile +251-920-846-638

E-mail : **damte\_elias@yahoo.com**

1. **Educational Back grounds**

|  |  |  |
| --- | --- | --- |
| **Name of Institution** | **Academic year** | **Award** |
| Gore Elementary and Junior Secondary school | 1997-1988 | 1-8 |
| Metu Preparatory school | 2002-2005 | 9-12 |
| Bhir Dar University | 2006-2010 | B.A (Economics ) |

**3. Experience and Profession**

**3.**1From May 9, 2011– January08/2017 inGambella Regional state, Regional Bureau of Finance and Economic Development in Development Planning, Monitoring and Evaluation Department as Senior Budget Planning, Monitoring and Evaluation and Information administrator**.**

**Duties and Responsibilities**

* Planning, Coordinating and implementing all Plan, budget and Information related activities,
* Preparing strategic and Annual development plan ,reports,M&E reports and budget plan,
* Monitor and supervise the execution of activities according to their plan with regard to time, quality and effectiveness in achieving the targeted goal,
* Communication with stakeholders at various levels.
* Collecting, organizing and compiling data then preparing the socio-economic information and presenting and disseminating to concerned parties.
* Entering Row data to the system and administering the duties of the Junior data center staffs
  1. I have been working in **Ethiopian Construction Works Corporation –Addis Ababa as a Senior Economist –M&E from May 04/2017 –December09, 2017.**

**Major Responsibilities**:

* Preparing Corporation Midterm Expenditure plan,
* Preparing strategic and Annual development plan and budget preparation,
* Preparing formats, Collecting, Organizing and analysis of data, upload into computer and report, organized information to concerned bodies,
* Preparing the corporation Monthly report, quarterly, Half year, and annually.
* Monitor, Evaluate and give feedback for projects and Sectors
* Training and supporting the sector under my supervision.
* Development of Business plan Proposals and conducting feasibility study.

**3.3.** I have been working in Gambella Regional States **General Attorney from December10/2017-Feburary 7, 2020 in the Position –Senior Accountant**

**Major duties;**

* Carry out monthly analysis of actual expenditure vs. budget
* Preparation of monthly financial reports
* Preparation and review of monthly pay-rolls;
* Keeping the bookkeeping and all financial documents and made payment requests and advances.
* Preparing and requesting monthly and quarterly cash flow and the report.

**3.4 I** am working now in **MetuUniversity as Senior Plan, Budget Preparation, Monitoring and Evaluation from Febuary24/2020 –September30,2022.**

**Major duties and Responsibilities**

* Planning, Coordinating and implementing all Plan, budget and Information related activities,
* Prepare Progressive and periodic reports of Monthly, quarterly, half year and yearly,
* Training the administrative staffs in collaboration with Staff capacity building.
* Preparing Three years Universities Program Budget and Annual Budget preparation.
* Regularly Budget and Plan, Monitoring and Evaluate activities.

**4.1Additional Skills**

* Deep knowledge of Gender Based Violence TOT,HIV/Aids Presentation, Occupational Safety and Environmental Protection ,Cross Cutting Issues
* Technology skills- Certificate in Basic computer training Which include Introduction to Computer, MS-word, Excel, Access and How to use internet
* Budget administration Skills- Certificate in IBEX/Integrated Budget and Expenditure, Program Budget, Certificate in Program Budge
* Administrative skills,Interpersonalskills,Criticalthinking,Communicationskills,Attention to detail, Problem-solving skills, Ability to work under pressure

**4.2. Language Skills**

**Listening Speaking Reading Writing**

**English; Excellent Excellent Excellent Excellent**

**Amharic;** Excellent Excellent Excellent Excellent

**Oromifa** ; Excellent Excellent Excellent Excellent

**5. Hobbies:Helping** people, Reading books and admiring nature ,watching movies

**6. References:-**

1. Dr.Tolesa Fita ,Metu University Post Graduate Coordinator, Tel 0913368922,email-Tolesafita@gmail.com

2. Firewu Dereje Metu University College of Engineering Dean, Tel, 0967011655 Email-firewu.dereje@gmail.com

3. Mr.Getnet Regassa, GIZ Field Officer, Tel 0910621446,E mail-getnetregasa@gmail.com