

**PERSONAL
INFORMATION***Mistere Mamo Gebretsadik* *Addis Ababa, Ethiopia* +251911047246 akimissy@gmail.com

Sex Female | Date of birth 23/05/1987 | Nationality Ethiopian

WORK**EXPERIENCE**From January 2021 to
presentMain activities and
responsibilities**Senior Grants and Funding officer****OXFAM, Addis Ababa, Ethiopia**

- Coordinate the planning, design, development and submission of donor proposals and concept notes, including modifications and amendments as required. It also involves close coordination with colleagues in HQ and/or regional proposals are being developed.
- Supporting the program team to produce timely and high-quality donors reports by providing adequate guidance, improving report quality and ensuring narrative/financial reporting consistency, ensuring timely submission of high-quality donor reports in coordination with programme and finance staff.
- Liaise with relevant program and operational (e.g. Finance, Logistics) teams to ensure timely, efficient, and high-quality contract management.
- Providing advice to programme teams in Addis, field project sites, and to partners in complying fully with the terms and conditions of donor contracts.
- Monitoring programs implementation and analyzing consequences on contract management (NCE, amendment, exchange of letters).
- Maintaining and updating information on Oxfam's web-based donor contract management system (CRIMSON), O drive and hard files for the Funding Department – ensuring knowledge management.

From November 2017
To August 2019Main activities and
responsibilities**Project Officer****Addis Ababa Network of People Living with HIV Association (ANOPA+)**

- Health facility-based mentoring and monitoring of adherence case managers and adherence supporters based on the tools provide
- Organizing the generated data for concept paper, and proposal development

- Assisting in training database development the generation of regular and ad hoc reports for internal and external use
- Generating quarterly, biannual and annual tabular and narratives for reporting purposes.

From February 2016
to February 2017
Main activities and
responsibilities

Humanitarian Trainee

Save the Children International (SCI), Addis Ababa, Ethiopia

- Assisting in Child protection emergency activities in Somali region and refugee response in Gambella region.
- Conducting trainings, attending coordination meetings, providing psychosocial support for children along other child protection activities.

From July 2014
To February 2016

Business Development Lead

Neuro MEDSS Health care Services Plc, Addis Ababa, Ethiopia

- Developing and maintaining sales funnel database.
- Manage field change order communications and follow up implementations with technical team.

EDUCATION AND TRAINING

From February 2016-
February 2017

Certificate of Completion of Humanitarian Training Scheme(Post graduate certificate)

Save the children (Start Network) and Oxford Brookes University

From October 2012 to
July 2015

M. A in Counseling Psychology

Addis Ababa University, Educational and Behavioral Studies Department, Addis Ababa, Ethiopia

From December 2006
to July 2011

B.Sc. Degree in Electrical and Computer Engineering

Addis Ababa University, Addis Ababa Institute of Technology, Ethiopia

From September 2004
to July 2005

Certificate of Completion for Preparatory (Pre-Higher Education) Program

Nazareth School, Addis Ababa, Ethiopia

PERSONAL SKILLS

Mother tongue(s)

Amharic

Other language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Excellent	Excellent	Excellent	Excellent	Excellent

Interests/Extracurricular activities

Community service as a tutor in Mother Teresa orphanage in the year 2003.
Community service as a tutor in ENAMRCY (Ethiopian National Association for Mentally Retarded Children and Youth) in the year 2004.

ADDITIONAL INFORMATION**References*****Zeeshan Siddique***

- Roving Funding Coordinator
- Engagement - OS PAK Funding Operations
- E-mail: ZSiddique@oxfam.org.uk

Nur Awil

- Education Senior Program Manager, Save the children, International
- E-mail: nur.awil@savethechildren.org
- Tel: + 251915746666

Dawit Bekele Mulugeta

- Managing Director, NeuroMedss Healthcare Services PLC
- E-mail: Dawit@neuromedss.com
- Tel: + 251911514806