|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| Personal Details |
| **Name:** | Haregeweyn Belay  |
| **Mobile:** | +251913338185 |
| **Email:** | hargbelayteshome@gmail.com |
| **Sex:** | Female |

 **Curriculum Vitae**Work Experience

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | **Project Coordinator** | Duration: | January 2020 – CurrentAddis Ababa |
| **Company:** | Organization for Women in Self-Employment (WISE) – CST Project |
| **Brief Description:** | WISE is a non-profit organization that supports low-income women and girls in their efforts to improve the quality of their lives through economic and social empowerment interventions. The aims to develop skills to find and create employment for vulnerable women and men at risk of migration and/or migrants returning to the country, entrepreneurs, potential entrepreneurs in the urban area and small farmers in the rural area.  |
| **Responsibilities:** | * Responsible for overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
* Implementing, reporting, monitoring, day-to-day follow-up, data collection, case stories and best practices capturing.
* Responsible for submitting activity reports, meeting minutes and financial reports on regular basis to the donor.
* Oversee the preparation and submission of annual activity-based project [budgets](https://www2.fundsforngos.org/cat/develop-budget-project-proposal/) as well as monthly and quarterly financial reports and sending of new [funding](https://www2.fundsforngos.org/tag/funding/) requests.
* Lead and motivate the project team and monitor project activities and project expenditure and coordinate work with consultants and volunteers in the project
* Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
* Employs resourcefulness in project design, implementation and monitoring. Trouble shoots project problems. Identifies and implements creative solutions.
* Create a project management calendar for fulfilling each goal and objective
* Preparing necessary presentation materials for meetings.
* Providing administrative support as needed.
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | **Senior trainer** | Duration: | January 2019 – January 2020Addis Ababa |
| **Company:** | Organization for Women in Self-Employment (WISE) – Training Department |
| **Brief Description:** | WISE is a non-profit organization that supports low-income women and girls in their efforts to improve the quality of their lives through economic and social empowerment interventions. The aims to develop skills to find and create employment for vulnerable women and men at risk of migration and/or migrants returning to the country, entrepreneurs, potential entrepreneurs in the urban area and small farmers in the rural area.  |
| **Responsibilities:** | * assessing the needs of the target members in the services and design individual as well as group-based interventions.
* Creating Market linkage for members with other service providers within the Organization and when necessary, with others outside through Bazaars and Exhibitions.
* accompanying target members in creation, enhancement and employment opportunities as described in the project plan and ensure that target members make use of the information window/business incubation centre.
* Detail implementation plan of project (Budget and activity break down).
* Monitoring the project activities and writing monthly, quarterly and bi annual project reports
* Conducting Baseline survey assessment
* producing occasional impact assessments portraying changes in business undertakings attributed to BDS received.
* Organize trainings on Basic Business Skill, General Employment Readiness, life skill, Women Empowerment, Gender Equality, Gender Based Violence, Parenting, etc for beneficiaries.
* Organize forums in women-only spaces and community conversation groups.
* Organize workshops and sensitization events for young people under 30, vulnerable, at risk of internal and external migration.
* Developing Training manuals for training and sensitization activities.
 |

 |
| **Job Title:** | **Livelihood officer** | Duration: | January 2008 – January 2019  |
| **Company:** | Medhen social center |
| **Brief Description:** | Medhen social center is non-profit organization and the primary sponsor of the Orphaned and Vulnerable Children (OVC) and Orphaned and Vulnerable Youth (OVY) Programs administered by the Medhen Social center in one of the most impoverished areas in the world, just outside center city Addis Ababa, Ethiopia. |
| **Responsibilities:** | * Advising in establishment of new saving and credit associations and coaching meetings of the associations
* Advising small business starters on business plan development
* Advising in the establishment of some group based business activities and conducting follow-up on various aspects of finance and marketing
* Giving soft skill trainings/basic business skill training ,life skill, asset based community driven ,leader ship etc/
* Producing quarter and annual report and budget
 |

|  |
| --- |
| Educational Background  |
| **Bachelor of Art:** | **Bachelor of Art in Marketing and sales management** | Duration: |  September 2008 – July 2011 |
| **Institute:** | Addis Ababa University :College of Business and Economics |
| **Major Courses:** | * Business Communication, Business Research methods , Materials Management ,Business law, Development Economics, Risk management and Insurance, Organizational behaviour, International Marketing, Investment management. Operation management, Business policy and strategy.
* Graduation Project – Training and its Effect on Workers Performance (case study in Ethiopian Road Transport Authority).
 |
|

|  |
| --- |
|  |
| **Diploma** | **Diploma in Languages**  | Duration: |  September 2002 – September 2006 |
| **Institute:** | S.t Mary University  |

 |
| **Diploma:** | **Diploma in Tutoring**  | Duration: | August 2004 |
| **Institute:** | Archdiocesan Catholic Secretariat (ACS), Medhen social centre |
| **Stream:** | * Education
 |
|  |
|  |
| 1. **Trainings**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provided by:** | WISE and Coady International Institute | Duration: | February 23-27,2021 |
| **Type:** | Asset Based Community Driven Change (ABCD)  |  |  |
| **Major Topic:** | Appreciative Inquiry (Success Stories)Asset MappingLeaky Bucket (Economic inflow and outflows)Monitoring and Evaluation of ABCD  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Provided by:** | WISE, FSS and CST  | Duration: | July 19-23,2021 |
| **Type:** | TOT On Women Leadership  |  |  |
| **Major Topic:** | Disaster Risk Reduction Protection and psycho-Social Support Services  |  |  |

 |
| **Provided by:** | WISE | Duration: | Fabruary26-March 9,2007 |
| **Type:** | TOT /Training of Trainers) In Basic Business Skill |  |  |
| **Major Topic:** |  Being a business personGenerating Business IdeasThe Business environmentMarketingBusiness Cost |  |  |
| **Provided by:** | ACS | Duration: |  November 5-7/2008  |
| **Type:** | Microfinance Institutions and their management |
| **Major Topics:** | What is management in microfinance?What is a microfinance institution?What are the roles of micro finance institution?What are the characteristics of microfinance institutions? |
| **Provided By:** | Coady International Institute St.Francis Xavier University /Canada / | Duration | June 15-July 30 2021 |
|  **Type:** | -Action Research for Citizen-Led change  |
| **Major Topics:** | Identifying and undertaking research that engages citizens more fully from the outset in a spirit of co-learning. Focused at the community level and examining research designs that incorporate an intersectional and gendered approach, and that build knowledge among local citizens so that they have the power and confidence to effect change, alongside allies and partners.  |
|  **Provided by:** | FSS | Duration | Julay27-29 |
|  **Type:** | Household Methodology |
|  **Major Topics:**  | Methodologies that enable family members to work together to improve relations and decision-making and to achieve workloads that are more equitable. Their purpose is to strengthen the overall well-being of the household and all its members. |
|  **Provided by:** | Ethiopian Micro small and Medium Enterprise Employers’ Federation | Duration: | January31-February 2/2019  |
| **Type:** | Certificate of recognition |
| **Major Topics:** | Recognition  |
| **Provided By:** | ILO | Duration: | Jan, 2022 |
| **Type:** | The understanding SIYB Master trainer in representation of start and Improve your Business |
| Major Topic: | GYB,SYB,IYB |

|  |  |  |  |
| --- | --- | --- | --- |
|  **Provided by:** | WISE  | Duration: | December 3 – December 4, 2021 |
| **Type:** | Results-Based Management (RBM) |  |  |
| Major Topic: | * performance and the achievement of results (outputs, outcomes and impacts)
* Logic Model

Result framework. * Risk Matrix
 |  |  |

|  |  |
| --- | --- |
| **Practical Trainings:** |  Plan your business, Start your business Improve your business |
| Membership in Clubs and Community Engagement  |
| **Club/Organization:** | Blood Bank  |
| **Brief Description:** | The Blood Bank was established to ensure the availability of safe and adequate supply of blood and blood products to all transfusing health facilities. |
| **Responsibilities:** | * Raising awareness on the benefit of blood donation.
* Promotion and campaign of blood donation.
* Facilitating blood donation programs/ events in and out of campus.
 |
|  **Role:** | **Volunteer** | Duration | March 2018- Current |
| **Club/Organization:** | Children’s Hope Chest  |
| **Brief Description:** | CHC humanitarian organization registered as Ethiopian resident’s charity. CHC children’s home mainly serves orphan and vulnerable children in Oromia Mojo. |
| **Responsibilities:** | * Teaching children on their education.
* Training children on life skills and character building to overcome their winning challenges in life.
* Help children participate in different social activities.
 |

1. **Skills**

|  |  |
| --- | --- |
| **Computer Skills:****:**  | * Proficient with Microsoft Office family; Ms Word, Ms Excel, Ms Project, Ms PowerPoint.
 |
| **Personal Skill:**  | * Excellent written and verbal communication in Amharic and English
* Highly organized and efficient
* Good moderation, facilitation and training skills.
* Ability to work independently or as part of a team and good interpersonal skills
* Ability to deal with people with tact and diplomacy
* Ability to work independently with a minimum supervision
* Ability to work under pressure and meet deadlines
* Ability to work in diversified environment.
 |
| **Language:**  | * English (Fluent)
* Amharic (Native)
 |

1. **Reference**

|  |  |
| --- | --- |
| **:**  | * Ms Aster Tefera

 Engage project Manager at Wise, Tel:0 91 115 4789Email: engage@wiseethiopia.org* Ms. Fikirte Bekele

Former Finance coordinator at WISETel 091 141 3239Email: fikertefeben@gmail.com* Ms. Tsiyon Zeleke

Senior Grant and Compliance Officer at Concern World WideTel: 0917062028 Email: tsiyonzeleke@concern.net |

Note: Contact available upon request