**From: Girma Gemechu**

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Mobile: +251-911-810840

**Babile**

TO: Menschen für Menschen

**Addis Ababa**

**Subject:** Job Application, Health Program Coordinator, In response to external vacancy announcement made for the post of, Health Program Coordinator, I do have strong interest to offer my service for same, and I respectfully ask to apply for the post. The qualification is a prefect much with my background and experience.

I have MPH and BSc MLT, with total of **14** years of work experience in managing Lab, of Health Center (PHCU) and public health interventions.

During this time, I have acquired experience and skills in leading programs of all activities Lab. of Health center, Laboratory, Health Education, family health, Surveillance, Immunization Programme (EPI) of Babile woreda & Babile Town.

In addition, I have experience in project implementation and coordination, Monitoring and evaluation and proven experience in community participation as well as mobilization. Furthermore, working in integration and partnership with NGOs and GOs (East Harerghe Zone) as well as to work with diverse team and community will help me to support and contribute my part to **your organization** to achieve its mission and to develop my career.

For further information you may require, I have attached my curriculum vitae and contact address.

Lastly, I do hope that **your organization** will give me the chance to show my worthiness again.

Yours Faithfully

Girma Gemechu

**CURRICULUM VITAE**

**Personal Data/Information**

Name- Girma Gemechu

Sex -Male

Age-35

Date of birth -1987GC

Place of birth – Gedo West Shawa Zone

Live in –Babile Town

Profession- **BSC MLT, MASTER IN GENERAL PUBLIC HEALTH**

Marital states- married

Mobile No. +251-911-810840 / +251- 933-255220

Email –  [girmagemechu56@gmail.com](mailto:%20girmagemechu56@gmail.com)

**Educational background**

* Master’s in General public health (**2019-2022) GC**
* Complete all curriculum's for BSC MLT at Haramaya University (**2010-2014**) **GC**
* Complete all curriculum's for a registered Medical Laboratory Technician at Shashemene Health Science College Ethiopia(**2004-2007**) **GC**

**Professional Experience**

**2022 till up to date: - HIV focal person in Babile Town Health Office**

**Major Duties and Responsibility**

* Coordinate and lead all HIV program at Town level.
* Develop annual, quarterly, and monthly implementation plans for HIV activities.
* Prepare and submit periodic HIV reports clinical and social part to Zonal Health Department.
* Conduct Strong supportive supervision to health Center give feedback of all improvement actions.
* Monitor monthly Key performance indicators of HIV Clinical and Social activities.
* Organize and facilitate capacity building training to Health Center Staff and community volunteers on HIV prevention .
* Strengthening and support health Center and private health facility to conduct monthly on HIV program.
* Participate on regular cluster meeting at Zonal Health Department level.
* Work closely with NGOs and initiate and participates in the design of new projects/programs including annual Program Budget and new proposal to donors.
* Support and educate PLWA
* Support strongly 3rd 90n program

**2019 till 2021 GC: - Head of Town Health Office at Babile Town administrative Health Office**

**Major Duties and Responsibility**

* Plan, organize and coordinate all the program of Town health office.
* Follow up and monitoring the implementation of all programs.
* Supervise orients, trains and leads health post and health centre level staff.
* Strength technical and managerial capacity of the staff or health workers in planning and implementing the works effectively and efficiently.
* Conducting review meeting Quarterly and yearly in Town

**2014 till July, 2018 G C:-Head Health Center (PHCUD)**

**Major Duties and Responsibility**

* Plan, organize and coordinate all activate curatives and prevention service of Health Center (EPI, NUTRITION, SRH, PMCT,HIV/AIDS, MCH, TB, ART,adolescent and youth) Woreda health office.
* Follow up and monitoring the implementation of all program of PHCU.
* Giving training for health extension workers at health extension package program.
* Supervise orients, trains and leads health post and health Centre level staff.
* Strength technical and managerial capacity of the staff or health workers in planning and implementing the works effectively and efficiently.

**2004 to 2019:- Head of laboratory at Babile Health Center**

**Major Duties and Responsibility**

* Plan, organize and coordinate lab. Service
* Participate on EQA
* Prepare Reagent for Lab.
* Participate Quality Control test,
* Prepare sample of Quality control test for Health Center Staff.

**Training**

* **HIV Rapid testing Organized By ORHB**
* AFB Microscopy and Operation of iLED-FM training Organized By OPHRCBQAL .
* **Health Management Information System and Woreda transformation Agenda by ORHB**
* **Transformational Leadership and team Building organized by H/University.**
* **AFB Smear Microscopy and External Quality Assurance Training Organized By HEAL TB / MSH and ORHB**
* **Malaria- HIV Diagnosis and Quality Assessment By ORHBand ICAP.**
* **Laboratory Quality Assurance By ORHB and ICAP.**
* **Laboratory Quality Assurance Training for Health Center. Organized By ORHB**
* **Laboratory ART Monitoring (chemistry, Hematology and CD4) By H/ University.**
* **Diagnosis of Integrated Disease (HIV, TB and Malaria) By H/ University.**
* **Leadership**
* **SPSS organized by Arsi University.**

**Computer Skills**

* Experience in use of Microsoft word, excel, Access, power point, internet & e-mail
* Information Technology Support Service Level I certificate (COC)

**Language**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Speaking** | **Writing** | **Reading** |
| English | Excellent | Excellent | Excellent |
| Afan Oromo | Excellent | Excellent | Excellent |
| Amharic | Excellent | Excellent | Excellent |

**References**

1. **Asefa Abdisa Zonal Health Department Surveillance officer**

**Tel: ( 0929085118 )**

1. Melkamu kefyalew **Harari regional Health Beuro Family Health Department Head**

**Tel: (0911919216)**