CURRICULUMVITAE

**PERSONAL DETAIL:**

**NAME :** KANTEH SAIDU MOHAMED

**ADDRESS** 18 GBANGUTA STREET KENEMA

**DATE OF BIRTH : 23rd** MARCH 1989

**PLACE OF BIRTH BO T**OWN.

**NATIONALITY : SIERRA** LEONEAN

**LANGUAGE(S) SPOKEN** FULLA, MENDE, KRIO, ENGLISH**,**

**MARITAL STATUS** MARRIED

**CONTACT :.** +23279440702

**HOBBIE : RESEARCH**, GAME AMD SPORT

**EMAIL :** Kanteh.saidu8@gmail.com

**EEEE**

**EDUCATIONALBACKGROUND**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **INSTITUTION/SCHOOL** | **QUALIFICATION ATTAINED** |
| **2006-2008** | **Milton Margai College of Education and Technology** | National Diploma in Accounting and Finance |
| **2011-2015** | **Eastern Polytechnic College Kenema** | Bachelor of EducationCOURSE STUDIED* Baseline community survey
* Educational Guidance and counseling
* School Administration andManagement
* Community development
* Statistics and demography
* Educational mythology
* Measurement and evaluation
* Sociology
* Educational administration
* Educational psychology
* Comparative educational
* Curriculum development
 |
| **2005** | **Methodist Secondary School (SENIOR PREFECT).** **Government Secondary School kenema** | W A S S C E and N V QWASSCE |
| **2002-2005** | **Government Secondary School Kenema (HEAD BOY)JSS** | B E C E & W A S S C E  |

**WORKING EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **ORGANIZATION** | **POSITION** | **RESPONSIBILITIES** |
| **2008 - 2015** | **International Rescue Committee (I R C)** | **Girl's Education Officer(GEC)** | * Work with community stakeholders and consortium partners to identify participation schools, mentees, mentors, bursary recipients, parents club members, study group facilitators, children’s club members and school clubs facilitators,
* Disperse and monitor scholastic support to most marginalized girls in joint collaboration with FAWE and community stakeholders
* Monitor the girl’s study group activities and provide ongoing support to the facilities
* Train parent advocacy clubs and provide ongoing support and monitor activities
* In collaboration with MEST and teacher training college lectures train teachers and school governing
 |
|  |  | **Monitors Supervisor**  | **Leppiama and Simbaru Chiefdoms*** To supervise movement surveillance monitors in the Simbaru chiefdoms
 |
| **2013** | **Holy Rosary Secondary School, Kenema**  | **Intership** | * To teach economics
* To assist in the administrative running of the school
* Instill moral educational values in pupils through counseling
 |
| **2014** | **International Rescue Committee**  | **Ebola Sensitizati-on Supervisor** **Ebola Contact**  | * To supervise the activities of volunteers in the house-house Ebola sensitization in the Kenema Municipality
* To supervise the activities of Ebola contact & monitors victims in Koindu town and beyond.
 |
| **2012****2015 - 2017** | **Eastern Technical university****Munafa Cocoa Farmers Cooperative** | **Electoral commissionar****Extension Officer/ Accountant** | * To ensure that regular,free and fair election.
* Organise, conduct and supervise election and referenda in occordance with the Constitution;
* Hear And determine election complaint arising before and during polling.
* To be free from the direction or control of any Authority in the performance of it function.
* Monitor the overall activities of the farmers and report to the appropriate channel.
* Provide training facilities for farmers
* Assisting farmers with loan and other basic necessities.
 |
| **2017****2017** | **OBSERVER-NATIONAL ELECTION WATCH(NEW)****WASH COORDINATOR**  | **MRD(NEW)****PLAN** | * Demarcate constituencies in occordance with the provisions of the Constitution.
* To ensure that regular,free and fair election is conducted.

#:Monitoring the implementation of WASH projects as the waste management, WASH self – supply and WASH components in the various other PLAN SLE projects as per PLAN quality standard.* Ensuring compliance with PLAN WASH quality standard with partner’s organization or PLAN head of projects prepared projects planning documents.
* Preparing internal projects document and making sure cost and PLANS are prepared.
* Preparing WASH / waste projects proposals / co – financing application.
* Ensuring WASH project reporting occurs with quality and in time to the country office.
* Identifying the WASH training and further development requirements of partner’s organizations.
* Advising partner’s organization on organization and conceptual matters and regarding the introduction and implementation of instruments to ensure the quality of WASH projects.
* Involvement in the planning implantation and development of PLAN SLE country program in agreement with the country director.
* Support to preparing and following up on planning studies, evaluations.
* Identifying potential new projects partners.
* In agreement with country director and the head waste management projects:
* Identifying the WASH training and further development requirements of partners organizations
* Participating in WASH sectors coordination committees.
 |
| **2018****2018****2018/2021** | **WARD COORDINATOR****Medicin sans Frontier(M.S.F)****HANDICAP INTERNATIONAL**  | **NEC(KAILAHUN DISTRICT)****Admin Assistant/Accountant****TECHNICAL-DIRECTOR**  | * TO ORGANISE, CONDUCT AND SUPERVISE ELECTION IN OCCORDANCE WITH THE CONSTITUTION.

Maintain and update staff contact list on a monthly basis, prepare temporary contracts for new and causal staff and also take minutes of meetings and later on circulate to staffs.(1)Collaborate closely with the chief of party to ensure strategic Program directions and the provision of high quality technical Assistance.(2)Work with Health care providers,local Authorities,and community members to identify service delivery issues that impede access to care and uptake of services. (3)Respect the Project at external technical events,Including conferences and even webinars.(4)Liaise and coordinate with MOH,Professional Associations and Technical working groups to Advise Strategies,Policies and some approaches for improving Health Functions.ETC. |
| **2021****2012** | **HANDICAP INTERNATIONAL S/L****National Electoral Commission Regional Tally Centre** | **PROCUREMENT -OFFICER** **Data Entry Clark** | * To oversee the updating of a vendor roaster and provide monthly updating of a price list for items purchased and provide the supply chain Manager with a monthly update copy.
* Ensure staff or Beneficiaries fully understand safeguarding reporting procedures.
* Work closely with the store's and also alerting them of the supply pipeline and issue copies of the POs for them to verify with the vendor suppliers.
* Maintain soft and even hard copies of all tender analysis according to the procurement committees recommendations.And
* Also Perform order relating duties as assigned by the supply chain Manager.

Responsible for data entering the contents of the result into the database. |

**WORKSHOPS/TRAININGS FACILITATED**

|  |  |  |
| --- | --- | --- |
| DATE | TYPE OF TRAINING | TOPICS COVERED  |
| **2013** | **Training of teachers on school club (IRC)** | * Gender Issues
* Violence and schools related gender based violence
* Life Skills for Preventing and Responding to School-Related Gender Based Violence
* Human Rights
* Inclusive Education
* Girl Child Education; Barriers and Importance
* Healthy bodies/Personal hygiene
 |
| **2013** | **Training of parent advocacy Clubs (IRC)** | * Introduction to the concept of parent advocacy clubs (PAC)
* Aim & Objective for establishing PACs
* Strategies for establishing PACs
* Running of PACs
* Human Right
* Child Protection Issues
* Gender Base Violence
* Devolution of Estate Act 2007
* Registration of Customary Marriage Act 2007
* Girl Child Education and its barriers
* Hygiene and sanitation
* Social Welfare and emerging issues
* Children and the court
* HIV / AIDS
 |
| **2014** | Training of teachers on Gender Responsive Pedagogy, Teachers Code of Conduct & Inclusive Education | * Impairment & Types
* Multiple Intelligence
* Child Right Act
* Gender Issues
* Inclusive Education
* Gender Responsive school
* Code of conduct for teachers
 |
| **2014** | Training Of Bogs On Their Roles & Responsibilities | * Roles & Responsibilities of BOGs
* Reasons for establishing BOGs
* Preparation and implementation of school improvement scheme
* Inclusive Education
 |
| **2014** | Scorecard process training for school club members in 5 JSS | * What is a child friendly school
* Access to Education
* Violence free school
* Healthy Environment
* Meaning of, and rationale for the score card process
* Aims and Objectives of the score carding process
 |
| **2015** | Training of programming Volunteers on girls study groups | * Inclusive Education
* Expectations and roles of program volunteers
* Guidelines for conducting peer Learning Sessions
* Challenge in accessing radio programs
* Improving Literacy/Numeracy
* Child Protecting and safety
* Ebola health safety measures
 |

**WORKSHOPS/TRAININGS ATTENDED**

|  |  |  |
| --- | --- | --- |
| **DATE** | **ORGANIZED** | **TOPICS COVERED** |
| **2016** | **MUNAFA COCOA FARMERS COOPERATIVE** | * How to nurse seeds
* Roles and responsibilities of farmers
* Loan to farmers
* How loan should be paid etc.
 |
| **2014** | **PLAN** | * Gender issue
* Inclusive Education
* Child Protection Issue
* Human Right
 |
| **2014** | **IRC** | * Monitoring of GEC school activities
* How to administer questionnaires
* Strategies in selecting Girls study group facilitators
 |
| **2018****2020****2021****2013** | **EASTERN TECHNICAL UNIVERSITY****EASTERN TECHNICAL UNIVERSITY****NATIONAL CIVIL REGISTRATION AUTHORITY (NCRA)****PLAN & FAWA** | * CHIEF ELECTION OBSERVER
* ELECTION OBSERVER
* DATA ENTRY OFFICER
* Introduction to the concept of mother’s club or parent advocacy club
* Aims and Objective for the establishment of parent advocacy club (PAC)
* Rules and responsibilities of PAC
* Administration of PAC
* Child Protection Issue
 |

**SKILLS/COMPETENCIES**

* Ability to work under extreme pressure
* Ability to work long hours
* Confidence, experienced and accurate in performing duties
* Ability to work with others (Teamwork)
* Ability to build strong working Relationship & Partnerships
* Ability to adapt to new and demanding situation
* Ability to develop multiple ideas, Comparison and in evaluating the ideas
* Communicate in clear and fluent English
* Team work and partnership development
* In-depth knowledge of full range of administrative rules

**Referees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **NAME** | **POSITION** | **ORGANIZATION** | **CONTACT** |
| 1 | Rosaline Vandi | Supervisors, Girl’s Education Challenge (GEC) Project | IRC – Kenema | +23203135663 |
| 2 | Mrs. Saty Doffi | Head of Department, Commercial Studies  | Eastern Polytechnic  | +23279588775 |
| 3 | Karteh Morie Bassie | Supervisor | HANDICAP INTERNATIONAL Sierra Leone. | +23279755888 |
| 4 | Mdm Christiana Conteh | Site Manager, Women’s Protection & Empowerment program | HANDICAP INTERNATIONAL SIERRA LEONE | +23278280008 |

Note: I am computer literate and can ride motorbike

(Have a Valid Driving License)

+232 79 440702