



Baiga Tee Faida

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have experience in working for international NGOs and various sectors. I have delivered on several duties like; coordinated logistic support for trainings/workshops, manage office fleet and staff travel plans, Coordinate procurement and supply of quality project items as requested by the technical teams. Maintained the project related files around the office as per program and successively organized and followed up on procurement and ensured timely receiving of goods as per requirement of the program Offices. I have provide strategic leadership in terms of planning, implementation and management of administrative duties and ensured overall Rights of staff and program goals are achieved. I have worked with local partners and District Local Government in Child Rights Governance, Health, Education, HIV/AIDS or Child Protection to ensure that children lives are safe and protected. I am able to developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.

Also my strength has been in Collaborating within and beyond the program team, Coordinating administrative activities and Field activities within the office, Exchange information with the external contacts generally with officials of national and international institutions. any opportunity to work as air hostess, flight attendants, cabin crew, airport support staff, am available please give me the chance i will not disappoint you.

Preferred occupation Jobs abroad
Jobs abroad

Preferred work location Virginia
Free State

Contacts and general information about me

Gender Female

Residential location Barkly East
Eastern Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period	nuo 2016.01 iki 2016.08
Company name	United Nations Office of the High Commissioner for Human Rights
You were working at:	Administrators
Occupation	Office Assistant
What you did at this job position?	<ul style="list-style-type: none"> • Provide receptionist service, including welcoming visitors and directing them to the appropriate staff, as well as responding to phone calls. • Type administrative correspondence, including memos and faxes, as requested by the Head of Sub-Office. • Coordinate administrative activities with the head office and other field offices. • Make procurement requests and ensure timely payment of vendors. • Record, distribute and file in an efficient registry and filing system all incoming and outgoing correspondence. • Prepare accountability reports for expenditures such as petty cash, fuel, and vehicle usage, military escorts, seminars and events and other administrative lines. • Disseminate relevant administrative and substantive documents to international/ national staff. • Receive and format monthly information like Monthly staff attendance register, fuel log and tally sheets, from field offices for the Head of Sub-Office. • Ensure proper filling of all documents, both of an administrative and program nature. • Assist the Field Security Advisor in preparing all security authorization and prepare staff travel authorization/claim. • Keep an updated database of OHCHR contacts, including UN, civil society and public authorities. • Ensure the timely request, delivery and distribution of house- keeping, stationary and office supplies to both the sub-office and regional field offices. • Ensure that all documents awaiting distribution to other offices are dispatched in a timely manner; liaise with UNDSS and other partners to coordinate pick-up and delivery times. • Develop and maintain a weekly schedule of staff/ vehicle movements. • Assist staff in the preparation and organization of programme events/ workshops, as required in particular provide logistical support by liaising with caterers, venue, hotels, material suppliers and printers etc. • Arrange for travel and hotel bookings for the national and international staff within and outside Gulu district. • Complete other related tasks assigned by the Head of Sub-Office.

Working period	nuo 2014.01 iki 2016.01
Company name	Children of Grace
You were working at:	Administrators
Occupation	Office Manager
What you did at this job position?	<ul style="list-style-type: none"> • Provided support to staff, ensured safety of lives and property on board, by coordinating, activities and monitor performance of the child mentors. • Provided technical assistance and operational guidance to Project Officers. • Participated in the development of the work plan, and ensured compliance with other assigned objectives. • Set monthly goals for mentors department based on annual goals for the organization • Reviewed weekly goal document with staff and followed up on tasks that were accomplished each month. • Worked closely with all the program staff in implementation of the program. • Actively engaged community members to form an Advisory Committee to support and inform program activities. • Organized community events to sensitize communities on the student's sponsorship program. • Offered support in the creation of technical curricula, basic education and financial learning. • Recruited and trained mentors to deliver technical programs to students • Identified and recruited students from the areas of operation to participate in the sponsorship program. • Regularly monitored and tracked students' progress in school, home and in the communities. • Offered support in community mapping activities, home/students assessments and evaluation of activities. • Maintained books of accounts. • Managed and handled all the filing system in accounts section. • Ensured that all payments were made and receipts filled. • Prepared pay roll of all staff members, payment of NSSF & PAYE. • Handled petty cash payments through QuickBooks

Working period	nuo 2013.01 iki 2014.01
Company name	Children of Grace
You were working at:	Administrators
Occupation	Administrative Assistant
What you did at this job position?	<ul style="list-style-type: none"> • Reception of all Visitors and made sure Visitor and staff are tended to and help out. • Managed Petty Cash to staff and managed prepaid fuel for Vehicles for the smooth running of field and office work. • Managed the smooth flow of administrative work in the office and ensured office and personnel policies are in agreement with the Employee Policy Handbook. • Worked closely with all the program staff in implementation of the sponsorship program. • Engaged community members to form an Advisory Committee to support and inform program activities. • Organized Community events to sensitize communities on the program. • Offered support in the creation of technical curricula, basic education and financial learning • Recruited and train mentors to deliver technical curricula to students. • Identified and recruited students for program participation. • Offered support in community mapping activities, students assessments and evaluation. • Prepared accurate and timely monitoring of students' reports holistically. • Monitored staff attendance, Prepared and submit accurate and timely bi-weekly reports to Supervisors. • Provided logistic and administrative support during staff general and coordination meetings, workshops other trainings and compiled the minutes as discussed and agreed upon in the meeting. • Prepared and implemented guidelines for support functions of the reception, photocopies, translation services, office cleaning and maintenance. • Ensured proper functioning and maintenance of the office and guesthouses equipment's like photocopiers, printers, Cookers, fridges among others. • Conducted monthly stock taking for supplies and procured supplies. Made sure that a bid service is done on the procured items and services. • Facilitated timely payments for electricity, water, DSTV and any other related bills for the facilities. • Managed and maintained an accurate inventory of office supplies to include stationery, Consumables and Catridges. • Worked hand in hand with service providers and ensured timely travel and accommodation arrangements for Guests and Teams from other parts of the world. • Maintained confidentiality of all national staff personnel issues including disciplinary procedures and contract/ pay rates among others. • Worked closely with the respective supervisors prepared all staff position description, recruitment processes & contracts. • Actively participate in disciplinary actions, hiring and termination meeting for the office as necessary, advice staff on disciplinary procedures. • Arranged for staff programme events trainings and other human resource development activities. • Conducted myself professionally and personally in such a manner that brought credit to the organization and not to jeopardize its humanitarian mission. • Completed other duties as assigned by the supervisor

Education

Educational period	nuo 2010.09 iki dabar
Degree	Degree
Educational institution	Uganda Christian University
Educational qualification	Bachelors Social Work and Social Administrin
I could work	Personal Assistnt, office Administrative assistant, A child mentor, child care taker, Nanny

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft Office: word, excel, access, publisher, power point, internet, emails, Adobe, Photoshop and Skype

Conferences, seminars

Attended a gender Integration training in June 2016

Qualified in child Development course of seven months 2014

Recommendations

Contact person	Ms. Yvonne Masarafuka
Occupation	Legal Officer
Company	United Nations Office of the High Commissioner for Human rights
Telephone number	+256 772 775 790
Email address	ymasarakufa@ohchr.org
Contact person	Atim Eunice
Occupation	Social Worker
Company	United Nations Children's Fund
Telephone number	+256 777 341 796
Email address	atiime@yahoo.com
Contact person	Ochaka Fred Munro
Occupation	Senior Civil Engineer
Company	Action Africa Help International
Telephone number	+256 772 981 792
Email address	fredmunro@gmail.com

Additional information

Your hobbies	Meeting new people talking to people Netball, Swimming Reading interacting adventure and leisure.
Driver licenses	None
How much do you earn now	400\$ R per month