



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s): **Charles Ernest Mhina**

Current Occupation: PhD Student (Public Administration)

Academic Institution Affiliated: School of Government,
University of the Western Cape,
Private Bag X17
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Republic of South Africa

Permanent Address: President's office,
Public Service Management,
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E-mail: cemhina@gmail.com

Nationality: Tanzanian

Date of birth: 29th July 1978

Gender: Male

Marital status: Married

Desired employment / Occupational field Research and Consultancy, Academia, Policy Analysis, Public Management, HR Management, Training.

Work experience

Dates: April, 2013 to date

Occupation or Position Held: Tutor

Main Activities and Responsibilities Tutoring and consultation on the Management, Strategic Management, Human Resource Management, Public Administration, Local Government, Public Finance, Government Accounting, Development Economics and Project Management subjects.

Name and address of employer Reslife: Academic Support Coordinator
University of the Western Cape
Private Bag X17
Bellville, 7525
Republic of South Africa

Type of Business or Sector Academic

Dates 27/01/2011 to date

Occupation or position held Administrative Officer (Public Service Ethics Compliance)

Main activities and responsibilities

- Training of Public Servants in the Ministries, Executive Agencies, Regional Secretariats and Local Government Authorities on ethics and performance management.
- Training of management teams on complaints management in Ministries, Executive Agencies, Regional Secretariats and Local Government Authorities.
- Monitoring of ethics compliance in the Public Service in Tanzania.
- Conducting social marketing research in Government Institutions for ethics promotion.
- Developing social marketing strategies to promote ethics in Government Institutions.
- Budget preparation for the Ethics Promotion Division.

Name and address of employer President's Office,
Public Service Management,
P. O. Box 2483,
Dar es Salaam,
Tanzania, East Africa.

Type of business or sector Government

Dates 15th April 2005 to 26th January 2011

Occupation or position held Administrative Officer

Main activities and responsibilities

- Human resource management for the Regional Secretariat.
- Capacity building for the public servants in the Tanga Region.
- Human resource planning for the Regional Secretariat.
- Coordinating development planning and budget preparations for the Regional Secretariat and Local Government Authorities in Tanga Region.
- Supervise the administration of day to day activities of the Regional Secretariat
- Coordinating transport in the Secretariat
- Coordinating Protocol matters in the region.
- Handling staff complaints in the region.
- Disaster management in the region
- Administering disaster relief equipment and implementing disaster plan
- Coordinating meetings of the Regional Consultative Committee, etc.

Name and address of employer Prime Minister's Office, Regional Administration and Local Government:
Tanga Regional Secretariat,
P. O. Box 5095
Tanga,
Tanzania, East Africa.

Type of business or sector Government

Dates 16th March, 2006 to 26th April, 2011.

Occupation or position held Budget Officer

Main activities and responsibilities

- Coordinating the Regional Secretariat and Local Government Authorities plans and budgets.
- Reviewing and updating the Tanga Region Strategic Plan
- Coordinate the participatory development planning functions in the Local Government Authorities
- Submission and defence budgets to the Parliamentary Committees and the Ministry of Finance.
- Working on the computerised budgeting systems (epicor, PlanRep and SBAS)

Name and address of employer	Prime Minister's Office - Regional Administration and Local Government, Tanga Regional Secretariat, P. O. Box 5095 Tanga, Tanzania
Type of business or sector	Government
Dates	08 th February 2010 to 30 th December 2010
Occupation or position held	Regional Election Coordinator
Main activities and responsibilities	- To represent the National Electoral Commission at the Regional level, - To coordinate election processes in the region - Disseminating information from the Commission to the Constituents - Coordinating training of Election Officers in the nine Local Government Authorities - To monitor the coding of the voting boxes in all the constituents in the region. - Monitoring of Voters registration in the region - Monitoring of the Political Parties Campaigns in the region. - Monitoring of the voting exercise in all the eight districts in Tanga region - Reporting to the Commission the results of the election from the constituents.
Name and address of employer	National Electoral Commission, P. O. Box 10923, Dar es Salaam, Tanzania
Type of business or sector	Government
Dates	18 th January, 2010 to 26 th January 2011.
Occupation or position held	Committee Member of the Regional Procurement Management Unit
Main activities and responsibilities	- Collecting the logistic requirements from all the Departments of the Regional Secretariat - Prepare and administer the regional annual procurement plan - Procurement solicitation - Advising the Accounting Officer on how to improve public procurements in the region.
Name and address of employer	Prime Minister's Office - Regional Administration and Local Government, Tanga Regional Secretariat, P. O. Box 5095 Tanga, Tanzania
Type of business or sector	Government
Dates	1 st November, 2007 to 30 th January, 2008.
Occupation or position held	Member of the National Staff Audit Team for Secondary Schools in Tanga Region, Tanzania,
Main activities and responsibilities	- Human Resource Audit for Secondary Schools in the Region - Performance Audit
Name and address of employer	President's Office, Public Service Management , P. O. Box 2483 Dar es Salaam, Tanzania, East Africa.
Type of business or sector	Government

Dates 01st July 2004 to 10th April 2005

Occupation or position held Human Resources Officer

Main activities and responsibilities

- Human Resource Planning
- HR performance management
- Employees' salary and terminal benefits administration
- Training and development of company's staff
- Industrial Relations
- Occupational safety and health administration

Name and address of employer Dimon Morogoro Tobacco Processors Ltd. (currently known as: Alliance One Tobacco Ltd.)
P. O. Box 9050
Morogoro,
Tanzania, East Africa.

Type of business or sector Private Multinational Company

Dates 1st April, 2007 to 1st April, 2012

Occupation or position held Board Member, Mkwakwani Secondary School Board.

Main activities and responsibilities Management of the Mkwakwani Secondary School

Name and address of employer Ministry of Education
Mkwakwani Secondary School
P. O. Box 5847
Tanga.
Tanzania, East Africa.

Type of business or sector Government

Dates 16th March, 2006 to 26th April, 2011.

Occupation or position held Budget Officer

Main activities and responsibilities

- Coordinating the Regional Secretariat and Local Government Authorities plans and budgets.
- Reviewing and updating the Tanga Region Strategic Plan
- Coordinate the participatory development planning functions in the Local Government Authorities
- Submission and defence budgets to the Parliamentary Committees and the Ministry of Finance.
- Working on the computerised budgeting systems (epicor, PlanRep and SBAS)

Name and address of employer Prime Minister's Office - Regional Administration and Local Government,
Tanga Regional Secretariat,
P. O. Box 5095
Tanga,
Tanzania

Type of business or sector Government

Education and training

Dates August, 2008 to April, 2010

Title of qualification awarded Mater of Public Administration (Public Policy and Administration)

Principal subjects/occupational skills covered	Foundations of Public Management and Institutions; Public Policy and Administration; Economics for Development management; Public Budgeting and Finance; State and Development Policy in Developing Countries; Development Management and Poverty Alleviation; Project Management and Evaluation; Research Methods and Computer Applications; Thesis (Research Essay)				
Name and type of organisation providing education and training	University of Botswana, State University				
Dates	2001 to 2004				
Title of qualification awarded	Bachelor of Public Administration				
Principal subjects/occupational skills covered	Principles of Management, Public Administration, Public Policy, Project Management, Human Resources Management, Human Resources Planning and Development, Performance Management, Strategic Management, Organization Behaviour, Office Procedures and Records Management, Industrial Relations, Administrative Law, Micro & Macro Economics, Mathematics and Statistics, Government Accounting, Financial Management, Development Administration, Development perspectives, International Cooperation and Development, Research Methodology.				
Name and type of organisation providing education and training	Mzumbe University, State University				
Personal skills and competences					
Mother tongue(s)	Swahili				
Other language(s)	English				
Self-assessment	Understanding		Speaking		Writing
European level (*)	Listening	Reading	Spoken interaction	Spoken production	
Swahili	Excellent	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent	Excellent
Organisational skills and competences	Leadership, Organizational development and strategic management skills: acquired at work through learning by doing and mentorship.				
Computer skills and competences	- Computer Applications: Microsoft Office (Word, Excel, Access, PowerPoint, Project) gained during the University studies - Database management, - Software installation - Basic computer maintenance (gained at work through learning by doing)				
Driving licence	Licence No. 4000296538: Category B & D; Issued 08 th October 2011. Expires 07 th Oct. 2014				

References

Name: Prof. Chris Tapscott
Occupation/Title: Professor/Director
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Name: Dr. Emmanuel Botlhale
Occupation/Title: Senior Lecturer
Organisation: University of Botswana
Address: Department of Political and Administrative Studies,
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Private Bag, UB 0022
Gaborone, Botswana
Mobile: (+267) 3552736
E-mail: BOTLHALE@mopipi.ub.bw

Name: Exaud S. K. Mwanga
Occupation/Title: Assistant Administrative Secretary
Organisation: Arusha Regional Secretariat
Address: Regional Commissioner's Office,
P. O. Box
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