

**EUROPEAN
CURRICULUM VITAE
FORMAT**



Christi Fiindje Mutota

JOB REFERENCE NUMBER	
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PERSONAL INFORMATION

Name	Christi Findje Mutota
Address	4487 Moria Street, Soweto, Windhoek/ 7 Heroes Lane, Old Mutal Complex, Gobabis P. O. Box 62683 Katutura, Windhoek
Telephone	+264 81 226 4180 (cell) +264 62-577300 (work)
Fax	+264 62-563012
E-mail	nelygo2@gmail.com

Nationality at birth	Namibian
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Date of birth [Day, month, year]	19 October 1985
Place of birth	Omahenge, Oshaango, Namibia.

Sex	Male <input type="checkbox"/>	Female <input checked="" type="checkbox"/>
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Marital status	Single <input checked="" type="checkbox"/>	Married <input type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>
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Dependants				
Name	Trisha-Amor Mathias	Arja Precious Hengari		
Date of birth [Day, month, year]	01 March 2007	26 December 2016		
Relationship	Daughter	Daughter		

WORK EXPERIENCE

Dates (from - to)	JUNE 2016 – PRESENT
Name and address of employer	Gobabis Municipality: 35 Church Street, Gobabis
Type of business or sector	Environmental Health: Solid Waste Management
Occupation or position held	Supervisor: Solid Waste and Sanitation
Main activities and responsibilities:	<ul style="list-style-type: none"> To ensure effective and efficient solid waste management operations through proper management (storage, collection, transportation, treatment and disposal) of all solid waste generated within Gobabis Municipality. Coordinate and oversees the daily collection of all waste and litter within the town. Ensuring the cleanliness of Gobabis town by conducting trainings, meetings and creating community awareness on environmental education, Solid waste management as well as basic health training. Inspects and samples possibly underground water pollution due to waste disposal, polluted business premises and educate on basic pollution prevention. Monitor and control occupational health and hygiene in terms of prevention and control of communicable and non-communicable disease and implement municipal health programs. Compile the division Tariff and Operational budget for council approval Compile the division's annual procurement plan.

Activities and Responsibilities: Supervisory duties	<ul style="list-style-type: none"> Assist with business registrations, health inspections and other public health duties. <p>Supervisory Duties:</p> <ul style="list-style-type: none"> Supervise and provide guidance to 28 subordinates within the division and 30 sub-contractors staff. Administer the town cleaning contractors and disposal site Delegate and monitor duties and functions of subordinates. Control department logistics such as tools, machineries, equipments and protective clothing for staff. Compile departmental activity and planning reports, environmental audits and contribute input to the entire organization on waste and environmental issues through meetings. Ensure team work and increased employee productivity.
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Dates (from – to)	JANUARY 2009 – MAY 2016
Name and address of employer	Desert Research Foundation of Namibia: 7 Rossini Street, Windhoek West
Type of business or sector	Environmental NGO
Occupation or position held	Project Officer: WATSAN project and Administrative Assistant for the Land Desk Department
Main activities and responsibilities: WATSAN (Water and Sanitation Project).	<ul style="list-style-type: none"> Ensuring the successful implementation of the “Join to Serve” Water and Sanitation project implemented by DRFN in Drimiopsis resettlement farm in Omaheke Region Conducting trainings and creating awareness on Environmental Education, WASH (Water and Sanitation), Solid waste management as well as basic health training to the schools in Drimiopsis and the Drimiopsis communities as well as other resettlement farms in Omaheke. Community mobilizing and monitoring project activities. Conducting research/survey and report writing as well as preparing project plans. Conduct community meeting and community based activities Conduct training on Agricultural activities, income generating activities and promote food security and rural development among the San communities in the resettlement farms in Omaheke. Liaising with relevant stakeholders at all level, to exchange knowledge's, share ideas and contribute support to the project.
Activities and Responsibilities: Administrative duties	<p>Administration Duties:</p> <ul style="list-style-type: none"> Provide administrative and Finance support to the four project of the Land Desk, namely: LISUP (Livelihood support programme in Omaheke), WATSAN (Water and Sanitation programme), LIPROSAN (Livelihood program for Ohangwena Region) and Sun studies. Preparing meetings, coordinating of events and workshops logistically Travel and accommodations arrangements Administer and archive documents (electronics and hardcopies) and invoices of various projects. Petty Cash auditing and coordinate financial advances to regional and supporting offices in collaboration with the finance department.

Dates (from – to)	June 2007 – December 2008
Name and address of employer	Desert Research Foundation of Namibia: 7 Rossini Street, Windhoek West
Type of business or sector	Environmental NGO
Occupation or position held	Librarian Assistant
Main activities and responsibilities	<ul style="list-style-type: none"> Assisting library users, scanning and archiving of documents, printing, making copies for staffs and visitors, sending materials as requested by researchers online. Entering of new books and reports in the Endnote program, updating of references, managing the book sales and stock and Working at administration from time to time were my duties include: Working with the switchboard, archiving documents and filing, making appointments and follow ups, arranging travel for staff, and other administrative activities.

EDUCATION AND TRAINING	
Dates (from – to)	November – December 2017

Name and type of organization providing education and training	Technische Universitat Dresden , German
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> • Waste Management and Technology • Environmental Management, • Sustainable Development and Green Economy • Sustainable Resources Use and Cleaner Production
Title of qualification awarded	Certificate of Proficiency in Resource Efficiency – Cleaner Production and Waste Management
Level in national classification	Certificate of Proficiency

Dates (from – to)	October 2016
Name and type of organization providing education and training	Polytechnic of Namibia
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> • Economics, International Relations, Public Financial Administration, Project Planning, Law for Public Managers, Community Development • Human Resource Management, Regional and Local government, • Business Statistics, Sociology, Public Private Partnership Management and Research
Title of qualification awarded	Bachelor of Technology: Public Management
Level in national classification	Degree

Dates (from – to)	January 2011 – December 2011 (year course)
Name and type of organization providing education and training	Polytechnic of Namibia
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> • Our Environment: Issues, Risks and Responses • Environmental Education Approaches • Development, Implementation and Evaluation of Environmental Projects
Title of qualification awarded	Namibia Environmental Education Certificate (NEEC)
Level in national classification	National Certificate

Dates (from – to)	January – June 2011 (online-distance learning)
Name and type of organization providing education and training	Cape Peninsula University of Technology
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> • Project management (project plan compilation, authorities approval) • Governance (environmental law, ethics and EIAs) • Air quality (pollutants, management system) • Fisheries (impacts on Southern Africa fishing industry) • Mining (impact of Southern Africa costal mining) • Solid wastes (classification of landfills, integrated waste management, transfer stations, materials recovery, recycling) • Energy (renewable & non-renewable sources)
Title of qualification awarded	Environmental Engineering Certificate
Level in national classification	Certificate

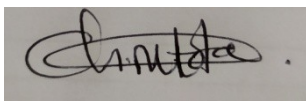
Dates (from – to)	January – April 2010
Name and type of organization providing education and training	DLIST online learning (www.dlist.org)
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> • Stakeholder Participation and Engagement Techniques • Workshop Facilitation Stakeholder Representative
Title of qualification awarded	Stakeholder Participation Certificate
Level in national classification	Certificate

Dates (from – to)	2002 –2004
Name and type of organization providing education and training	Immanuel Shifidi Secondary School
Principal subjects/occupational skills covered	Development Studies (B), Natural Economy (B), Geography (D), English (E), Oshindonga (E) and History (E)
Title of qualification awarded	IGCSE (Grade 12 Certificate)
Level in national classification	High School Certificate

<p align="center">PERSONAL SKILLS AND COMPETENCES</p> <p align="center"><i>Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.</i></p>					
MOTHER TONGUE		Oshindonga			
OTHER LANGUAGES					
[Specify language]		English	Afrikaans	Herero	
Reading skills		Excellent	Good	Basic	
Writing skills		Excellent	Good	Basic	
Verbal skills		Excellent	Excellent	Good	
SOCIAL SKILLS AND COMPETENCES		<ul style="list-style-type: none"> • Good ability to adapt to multicultural environments, gained through my work experience at DRFN and my studies at Polytechnic of Namibia. • Good communication and interpersonal skills gained through my experience of working with various people as an administrator and supervisor. • Team leader, always active and highly motivated. <p>Social Contribution outside the office:</p> <ul style="list-style-type: none"> • Founder and coordinator of the Omaheke Youth Environmental Club: A club made up of out of school youth which promote environmental education activities in the Omaheke region especially in Gobabis. • President of Ringball Namibia (a new sport code in Namibia) 			
ORGANISATIONAL SKILLS AND COMPETENCES		<ul style="list-style-type: none"> • Supervision skills, currently supervising a group of more than 50 people in the Solid Waste department, under Gobabis Municipality. • Project administrating skills, administer the Water and Sanitation project at DRFN, were I also gained skills in facilitating workshops and meetings, organizational different activities, give presentation, plan accordingly, solve various administrative and financial problems, analysis data. • Good experience in working as a team with different people. 			
TECHNICAL SKILLS AND COMPETENCES		<ul style="list-style-type: none"> • Basic home recycling skills • Good command of computer use, specific programme such as Microsoft Excel, Word, PowerPoint and Outlook. I am also able to work with other programs such as Adobes, ArcView, Scribes, Endnote and Internet Explorer Good typing skills. • Research / data analysis skills, through my own research and assisting interns with their projects. Workshop facilitation and Presentation skills, through workshops, regularly presentation at our center. • Workshop facilitation and arrangements. 			
ARTISTIC SKILLS AND COMPETENCES		Fashion Design, Play writing and Acting skills, gained from the Collage of the Art during my afternoon classed 2002 – 2004			
OTHER SKILLS AND COMPETENCES <i>Competences not mentioned above.</i>		<ul style="list-style-type: none"> • Secretary to the Namibian Local Authority working group for Health, Environment Water and Waste Management (HEWWM) under NALAO. • First AID training (August 2017) • Member of the Gobabis Municipality Wellness Club • Volunteered for Red Cross 2003/04 • Sport: Played Basketball at high school (2003 – 2004), • Played for Poly-babes (women soccer) at Polytechnic of Namibia (2005 – 2007). • Member of AIDS awareness club at Polytechnic 2006 -2007 			
DRIVING LICENCE(S)		I hold a Drivers' licence; code B. With more than 5 years of driving skills, which include: off-track roads, sandy roads and long distances.			

<p>ADDITIONAL INFORMATION</p>	<p>5. REFERENCES</p> <ol style="list-style-type: none"> 1. Mr. Steve Adonis Manager: Health Gobabis Municipality Tel: +264 81 670 6812 Email: evonadonis46@gmail.com 2. Mrs. Bernadette Shivute Project Coordinator Desert Research Foundation of Namibia Tel: +264 61 377500 Email: bernadette.shalumbu@drfn.org.na 3. Mr. John Muremi (supervisor) Desert Research Foundation of Namibia Land desk Tel: +264 81 243 5352 Email: ggreenparadise@yahoo.com 4. Dr. Andrew Niikondo Head of Department: Public Management Polytechnic of Namibia Tel: +264 61 2072398 Email: aniikondo@polytechnic.edu.na
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<p>ANNEXES</p>	<p>[List any attached annexes.]</p> <ul style="list-style-type: none"> • ID Document • Driver's License • Grade 12 Certificate • Degree: Public Management at Polytechnic of Namibia • Stakeholder Participant Certificate • Environmental Engineering Certificate • Testimonial from Polytechnic • Certificate on Waste Management • Testimonial from CIPSEM
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Christi Findje Mutota

Date : 18 January 2020