**Gabriel Domingos**

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**Mozambican Citizen**

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| **EMPLOYMENT HISTORY** |

English teacher 2003-2022 –Education .training, equipping, mentoring, evaluating, etc.

Manager, 02/2017

Radio FEBA, Pemba –Mozambique, and 78hrs/week

Supervisor: Jurie vermeulen -jvermeulen@febaradio.co.za, May not be contacted.

● Chief Human Resources officer – at BBC - South Africa programming portfolios and maintaining relationships with BBTC refugee agencies – Staff and students , management, externally and internally control, as NGOs, local government officials, of SA, and training programs.

● Program strategy development in collaboration with other organization departments based on business administration and analysis procedures.

● Supervised 100 staff in activity conceptualization, implementation, monitoring and Evaluation processes, and field communications.

● provided, excellence and effective and reporting on relevant business management and developments in the workplace environment.

● Assisted in the design and facilitation of program strategic reviews, and evaluation and learning sessions.

● worked with staff in the administration and implementation of monitoring and evaluation processes and reporting. Ensured lessons learned were captured and absorbed so as to impact activity realignment as needed to achieve global goal development.

● Acting Chief of Party as needed. Program Manager /Civic Education Grants and Contracts Manager, 07/2005 – 02/2006

Norwegian refugee’s agencies - , Mozambique, 78 hours/week Supervisor: Daniel Laamil- danielaamil11@gmail.com. May not be contacted.

● Designed and supervised a portfolio of small grants on civic education, and quality education. Nacala Porto.

● supervised organizations central and camp or field staff (total 30).

● Designed and supervised nation-wide political campaigns and citizens targeted activities.

● Advised electoral bodies on gender inclusive programming and approaches.

● provided ongoing reporting and briefings to stakeholders including other NGOs.

● provided ongoing analysis to save the children on and business developments. Chief human resources Officer 05/2011 - 06/2013

CHROs International, Mozambique 78 hours/week

Supervisor: Abdul Kafar, +258825633608, abdulkafar@gmail.com, may not be contacted

● Primary contact for organization’s collaborative relief effort in South Sudan.

● Liaised with finance, human resources, and marketing departments at headquarters office to ensure high level support of and communication about South Sudan programs.

● Supervised 8 project assistants.

● Monitored field operations for compliance to grant standards.

● Represented workshops and International and national in meetings with NGOs and donors. And also assisting the development of standard operating regulations.

● provided coverage for training, working -based and field based staff as necessary led the Mozambican to improve and have inclusive quality education and program’s country, and economic growth.

March 1 – August 12, 2009

Served as administrator coordinator and note taker for the Mozambique program review

(February 11 - 19, 2008)

Field Officer 01/2006 - 04/2007

Together Organization, Mozambique 68 hours/week

Supervisor: Richard Liung, +258826328750, rechardliung@yahoo.com, may not be contacted

● Directed the financial matters and programmatic implementation of two food security programs valued at $12 million.

● Supervised 4 grants team leaders who each supervised 4-6 grants staff.

● Oversaw agriculture, health, nutrition, disaster preparedness, and education activities for the high profile food security portfolio.

● served as a core member of the Food Security Working Group, facilitating collaboration

Between Mozambican government and UNHCR agencies in Nampula – Marratane as international non-governmental organization programs.

● Participated in strategic planning in country, ensuring consideration of humanitarian relief and assistance and vulnerable groups or ethnic groups.

● Managed education and information and business administration program.

● Monitored situation in additional trainings of Mozambique programs.

Administrative Program Assistant, 03/204- 07/2005 .Humanitarian relief and International and national organizations, Mozambique 78 hours/week

Supervisor: rose Antonia roseantonia@gmail.com, may not be contacted

● Reviewed, moved, and tracked all hiring memos for proper agency formatting.

● Acting Deputy Team Leader, HR/Admin Team within department. Provided day to day

Support for Team Lead, HR/Admin including scheduling; signature requests/clearances, records management, meeting attendance.

● Compiled weekly notes from team meetings, obtained clearances and disseminated office-wide.

● Provided knowledge management support such as tracking documents, lessons learned, best practices across programs and/or operations as required. Assisted teams in the creation and/or maintenance of information products in support of programs.

● Back stopped other Administration and Program Assistants on other teams when was necessary.

Office Manager, 02/03 - 01/04

Together Organization, Mozambique 40 hours/week

Supervisor: Joana Rafael, +258-84 3721503, Jrafael12@gmail.com, may be contacted

● Managed all aspects of office reception including greeting guests, training, answering phones, and receiving packages/mail.

● Maintained office supplies.

● Served as monitor mentor, and coach of the staff members.

● Booked and coordinated conference rooms in both office buildings.

● Maintained Operating Procedures and office specific forms.

● Records management: assisted staff with records dispositions

● Assisted with training and orienting new employees on all policies and procedures.

Christian fellowship Volunteer 07/07 - 05/7

Cristian Fellowship, Mozambique 54 hours/week

Supervisor: Daniel Louw, +, daniellouw@fel.org may not be contacted

Working as supervisor at Afrin Nacala hotel – and also translator -2013.

Conducted a participatory needs analysis through a combination of community meetings, individual interviews, and household baseline surveys; determined village priorities and collaboratively developed a one –year, through the strategic plan.

Facilitated the permanent establishment of a community-wide taxation and micro lending program, which successfully generated approximately $4,400 and provided sustainable fundraising for grassroots development projects and local income generating activities etc.

 Developed and implemented a quality education and gender equality school curriculum for approximately 60 first graders in a community village over a three-month period.

Coordinated the construction of a training center at the local economic growth, and development center; ensured Sustainability by randomly supervising locally organized education and gender equality, reduce inequalities presentations.

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| **EDUCATION**  |

Master of Business Administration, Atlantic International University, USA, degree not completed-(Final Year- in progress) 2022

Bachelor of Portuguese, Teaching Language, Universidade Catolica de Mozambique, degree completed 2013.

Bachelor degree – Theology, Team Impact Christian University- South Africa, (Branch-SA) degree completed 2015.

Psychology at workplace – Professional Training division, Unicaf University- Advance course-Completed 2021

Grade 12

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| **TRAINING**  |

* Advance Psychology, at Professional Training Division – Unicaf University -2021
* Monitoring and Evaluation; New Approaches to Inclusive Learning, Development Capacity -01/2013 and Projecting Jesus film. Crusade. 2014.
* Conflict Prevention, – 01/2010 and Counseling IPIKO- SA. 2014
* Radio Ministry – SA- 2014 and III International explosion evangelism -SA
* Grants Management Certification Course, Development Capacity – 06/2016
* Project Management, CHEC- Company Nacala – 01/2012 and Teachers training certificate- Mozambique -2003
* Attended internacional workshops and conferences in Malawi- Zomba,(Santo Egidio ),from Rome-Italy,and studied in South Africa , at Bible trainig college,(SA). Business workshops and conferences forum , for many years.
* Worked as assistant administrative officer; secreatary,etc
* Attended National and International Workshops, Conferences through Education Fórum.
* Attended CBT – Professional training teachers- at Dom Bosco-Advanced course-Maputo.

**COMPUTER SKILLS:**,Ms Word, MS Excel,MS Outlook, SharePoint; SPSS.MS Power point , Computer PC and Mac operating systems;MS Publisher , MS Access /Internet & E.mail

**DRIVING LICENSE:** (C1. Escola de Condução Ideal- Maputo.cell:+258847057727/827057727. (2018).

**LANGUAGES:**

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| **Language**  | **Speaking**  | **Reading**  | **Writing**  |
| English  | Excellent  | Excellent  | Excellent  |
| French  | Excellent  | Excellent  | Excellent  |
| Hebrew  | Basic | Excellent  | Excellent  |
| Portuguese  | Excellent  | Excellent  | Excellent |
| Latin  | Basic |  Excellent  | Excellent |
| Greek  | Basic | Excellent  | Excellent  |

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| **PROFESSIONAL SKILLS** |

Problem solving S ,Communication ;Creative thinking, Leadership ,Critical thinking ,Strategic planning ,Managerial, Ethical, Social and intercultural,Research, Analytical skills in global and local economy, Digital/Social media use ,Enterpreneurial, Interpersonal skills, Ability to work under pressure, Adaptability Decision making, Organizational skills, Employability ,Project management skills, Team work , Tecnical , Transferable skills

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| **My INTERESTS AND HOBBIES**  |

Walking,Exercise,Running,Tennis,Bicycling,Swimming.Skiing,Golf,Team sports.Volleyball,.Reading books, Swimming Church activities ,Volunteer work,Music-playing, listening,Traveling,Fishing,Hunting,Socializing –community work,training, counseling,Computer Gardening ,Animal care.

Gabriel Domingos

PERSONAL: (Maputo –Mozambique)

Teacher

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Daniel Domingos

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Dr.Frederick Mulder and Elreza

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Brito Antonio

Colleague : (Mozambique-Nacala )