HERBERT S MUTUBUKI.

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E-mail: [hmutubuki@yahoo.co.uk;](mailto:hmutubuki@yahoo.co.uk) [herbertmutubuki@gmail.com,](mailto:herbertmutubuki@gmail.com) [www.linkedin.com/in/hmutubuki](http://www.linkedin.com/in/hmutubuki) D O B: 9 February 1971, Passport expiry: 2030, Driving License: Full clean class 4

# CURRENT POSITION: PROJECT COORDINATOR (MSF GENEVA MISSION IN NIGERIA)

**PROFESSIONAL PROFILE**

A strategic transformational leader, self-motivated, results oriented and dynamic change management enabler with more than 17 years’ experience and proven skill in emergency response, planning and coordination of human and material resource management in conflict and post conflict contexts such as Zimbabwe, Nigeria, South Sudan, Kyrgyzstan, Greece and Armenia

At ease with implementing, monitoring and evaluating standards, guidelines and protocols for international humanitarian organizations, I have led multicultural and diverse teams ranging between 100 to 300 national and international staff locally, regionally and globally. Highly innovative and full of talent management and identification skills, I am professionally experienced and driven to collaborate with key stakeholders, partners and grassroots opinion leaders to ensure program success, acceptance and ownership.

# CORE VALUES, FUNCTIONAL AND CORE COMPETENCIES

* Effective communicator with capacity building, and presentation skills
* High interpersonal skills and organizational awareness
* Negotiator with networking and relationship building skills
* High organizational skills (planning, time management and tasks prioritization)
* Research, analytical and problem-solving skills
* Quality driven and meeting deadlines
* Conceptual and hands on practical thinker
* Customer focused, people person, decisive and works independently unsupervised
* Confidential, methodical, respectful of sensitive situations and highly organized
* Professional, ethical and innovative
* Team player, resilient, self-motivated and results driven
* Diversity and inclusion, committed and full of integrity

# RELEVANT PROFESSIONAL EXPERIENCE

# 1 September-current: Médecins Sans Frontieres (MSFOCG), Nigeria: Project Coordinator (100%)

***Outline***

Overall, in charge of new anchor cholera and other epidemic emergency interventions in Bauchi, Nigeria including the reorientation of the nutritional program implementation targeting under 15years children in Ganjuwa LGA. Leading, managing and supervising an average of 70 team members that include both national and international staff, reporting and accountable to the Head of Mission in Nigeria for all security and project related activities.

***Key Responsibilities***

* Ensuring the mapping up of activities, identifying service delivery gaps, define priority set-up and activity planning.
* Responsible for effective nutritional response in Bauchi and Ganjuwa LGA that includes strategic/action plan, policies, coordination/monitoring, adequate funding/financing, prerequisite personnel and material resources including service delivery coverage and epidemiological surveillance/data management.
* Responsible for all security related matters in the project and fostering acceptance of program activities in Bauchi

**04 April 2022 – August 2022: Médecins Sans Frontieres (MSFOCG), Armenia: Project Coordinator (100%)**

## Outline

In charge of overall project management and 25 team members’ leadership that includes both national and international staff, reporting and accountable to the Head of Mission in Armenia for all security and project related activities. Overall responsible for leading the mental health project activities in Nargono-Karabakh Republic through designing a new strategy that is aimed at ensuring increased service uptake and delivery

***Key Responsibilities***

* As a central coordinating mechanism, ensured the mapping up of activities, identifying service delivery gaps, define priority set-up and activity planning.
* Filled up gaps in Mental Health response in Nargono-Karabakh Republic such as central governance (strategic/action plan, policies, coordination/monitoring), adequate funding/financing, prerequisite personnel and material resources including service delivery coverage and epidemiological surveillance/data management.
* At internal level, transitioned the program from a post-acute emergency response to a mid/long term development program with full engagement in Mental Health Care across primary, secondary and tertiary level of the health pyramid.

## Key achievements

* Planned, organized and supervised emergency response to the ongoing Armenia-Azerbaijan conflict in Nargono-Karabakh by prepositioning of emergency kits
* Planned the human resources, logistics, medical and financial resources needed for an efficient/effective emergency preparedness and response including networking and negotiating with stakeholders
* Liaised and effectively collaborated with state and non-state actors on emergency health needs and effectively supervised emergency related and mental health program activities

# June 2020 – March 2022 Medecins Sans Frontieres (MSFOCB), Harare: Country Emergency Coordinator 100%

## Outline

Overall responsible for leading the country emergency intervention and coordination including implementation of COVID-19 activities, assessments and proposal and development of concept note for program support, management, monitoring and evaluation. Responsible for national emergency preparedness (EPREP) and supporting regional emergency activities including supporting in 5 projects in Zimbabwe.

## Key responsibilities

* Coordinated all country emergencies for MSF Belgium mission in Zimbabwe and supported 3 projects in implementing emergency activities in their catchment areas
* Was the focal person for COVID-19 pandemic interventions and programs. Represented MSF in health emergencies platforms such as the National Rapid Response teams, Inter Agency Coordinating Committee on Health and National, Emergency Operating Centre, Health Clusters and National Disaster Preparedness Taskforce
* Supported and advised the Head of Mission and Medical Coordinator in strategic mission interventions in country emergencies and overall programs implementation

## Key achievements

* Planned, organized and supervised COVID-19 4 waves activities in Zimbabwe, the overall emergency preparedness and response interventions for the organization
* Planned the human resources, logistics, medical and financial resources needed for an efficient/effective emergency preparedness and response including networking and negotiating with stakeholders
* Liaised and effectively collaborated with MOHCC on emergency health needs and implementation of emergency activities
* Liaised and collaborated with administration, logistics, supply, pharmacy other support departments to ensure smooth implementation and collaboration between departments

# 07 April 2020 – 31 May 2020 Medecins Sans Frontieres (MSF OCB), Zimbabwe: Nursing Activity Manager (100%)

## Outline

Overall responsible for the coordination, implementation and monitoring of infection prevention and control (IPC) measures implemented 5 COVID-19 interventions in Harare supporting the Ministry of Health. Responsible for supervising 6 nursing staff, 6 hygienists and ancillary staff seconded to 3 isolation and screening centers according to MSF protocols, standards and procedures

## Key responsibilities

* Coordinated, planned and organized technical support for nursing and medical activities (patient flow on pre-triage, screening, testing, isolation, patient care and discharge) in the COVID-19 centers in Harare
* Supervised and ensured quality of care by nursing and medical staff on case management and IPC at the COVID-19 Screening and referral Unit (SRU), Rapid Response Teams and Wilkins Infectious Disease Hospital.
* Worked with WASH specialist in ensuring hygiene and MSF protocols on WASH are adhered to

## Key achievements

* Developed SOP’s for proper implementation of activities (patient management algorithms, cleaning and disinfection of materials, use of electronic equipment and their maintenance)
* Improved the quality of nursing care, confidentiality and information, patient surveillance, contact tracing, awareness and COVID-19 case identification, including vaccination uptake
* Effectively liaised and coordinated with MoH staff and authorities, City Health departments and other stakeholders in COVID 19 support and intervention
* Developed and implemented COVID-19 Contingency Plan and response and preparedness plans through a collaborative approach with different implementing partners (WHO, UNICEF, ICRC, Ministry of Health and OCHA)

# Feb 2020 – March 2020 Medecins Sans Frontieres (MSFOCG), Greece: Medical Team Leader 100%

## Outline

Supervised **54 project staff** and overall responsible for leading the medical strategy and implementation of migration health activities from the Greek islands to mainland Greece. Tasked with managing staff anxiety, stress and expectations for the novel virus that was invading Southern Europe from China including Western Europe

## Key responsibilities

* Responsible for all COVID-19 related issues and practices and effective supervision and leading 54 project staff to implement migration health activities to more than 250’000 migrants and asylum seekers.
* Drafted and implemented the project COVID-19 Contingency Plan document and related Standard Operating Procedures (SOPs) on migration health, Day Care Centre operations and related activities.
* Raised awareness on COVID-19 to 54 project staff through daily health education sessions and updated WHO guidelines.
* Carried out adhoc, daily and weekly sessions on correct use of PPE and IPC guidelines and protocols

Implemented safety measures in 5 departmental units on isolation, patient screening, safe working environment and staff safety

## Key achievements

* Successfully supervised and coached a complex diverse team of 54 medical staff and ensured WHO guidelines on COVID- 19 are put in place and followed religiously by all staff.
* Streamlined and perfected the combined 5 departments’ monthly Situational Reports and documents
* Drafted and implemented the project COVID-19 Contingency Plan document and 10 SOPs on COVID-19
* Harmonized all staff activities and strengthened project activities and ensured smoot flow of daily activities

# August 2018 – December 2019 Medecins Sans Frontieres (MSF), Kyrgyzstan: Medical Team Leader 100%

## Outline

Supervised **38 project medical staff** including 1 expatriate Nursing Activity Manager, 3 Medical Doctors, 8 Nurses, 4 Patient Support Staff, 2 Medical Data Processors and 2 Translators to achieve MSF objectives in KaraSuu District Multi Drug Resistant Tuberculosis (MDR TB) project

## Key Responsibilities

* Overall responsible for leading the medical strategy, supervision and leading 38 project medical staff and implementation of MDRTB program activities including scaling down and handing over project to MoH.
* Responsible for the smooth internal department synergy and improving Ministry of Health collaboration with MSF and other partners for sustainable program management
* Responsible for the availability and access to safe MDRTB treatment including managing, monitoring, evaluation and follow up of serious advent treatment events according to guidelines and SoPs.
* Responsible for the medical input, writing and compiling the *‘Osh Capitalisation Report 2012-2019*’ and other feedback
* reports such as Monthly reports, Quarterly Reports and Annual Reports from 2018-December 2019.

## Key achievements

* Ensured a smooth reduction and handover of MSF project activities to MoH by planning and organizing 10 successful stakeholder meetings and 4 Steering Committee presentations to about 80 participants
* Participated actively in writing project closure document *‘Osh Capitalisation Report 2012-2019*’ through analyzing 8 medical
* indicators on MDR TB treatment success rates, failures, adherence and patient support services
* Participated and formulated 10 MSF practical field recommendations to MoH and presented at 2 regional and 4 national fora of 80 combined participants

# January 2018– July 2018 Medecins Sans Frontieres (MSF), South Sudan: Mobile Health Activity Manager 100%

## Outline

Supervised **15 medical team members** to implement an outreach health activity program in Wanding and Undang Counties of Akobo benefitting 500 000 in hard to reach areas thereby ensuring availability and access to health. As medical focal person, I was in charge of all health activities and participated in the process of opening up of a new project in Kier, South Sudan.

## Key responsibilities

* Managed pharmacy and other drug consumables for 6 mobile clinics (monthly consumption and stock management) that resulted in a total of 80 000 consultations from Jan to July 2018 for top 5 morbidities
* Ensured treatment of 4 000 malaria positive cases in all the 6 mobile clinics resulting in reduction of morbidity by 80%
* Collaborated with other NGOs in Akobo to ensure access to health care to the moving population through mobile clinics in 6 areas
* Managed cold chain activities for vaccination to 300 children and 200 adults in the 6 mobile clinics

# Key Achievements

* Actively involved in the opening of a new project in Kier for victims of anticipated conflict between SPLA and opposition.
* Acted as Medical Team Leader and responsible for the health strategy, procurement, recruitment and patient flow
* Responsible for recruitment of 25 medical health staff through interviews, orientation and set up of activities

# July 2017 – December 2017: Medecins Sans Frontieres (MSF), Nigeria: Nursing Activity Manager 100%

## Outline

Overall responsible of staff averaging **34 medical and 20 non-medical staff**, overall focal person responsible for all nursing activities in the MSF’s Ngala Internally Displaced Population (IDP) project in Nigeria to ensure access to health by vulnerable communities affected by Boko Haram conflict. Supporting with human and material resource management and ensuring adherence to set guidelines and protocols for quality health to beneficiaries and targeted population of approximately 200 000 inhabitants.

***Key responsibilities***

* Planned, organized, supervised and coordinated protocols, procedures and standards of all nursing related activities in different units for access to health care services
* Supervised the implementation of protocols on (Prevention Parent to Child Transmission (PPTCT), Post Exposure Prophylaxis (PEP)) and social services (Voluntary Counseling and Testing (VCT), Information, Education and Communication (IEC), Sexually Gender Based Violence (SGBV) and mental health services
* Supervised and managed the medical equipment and pharmacy activity following MSF guidelines and protocols.

## Key achievements

* Managed to put in place public health policy framework and improved the management of communicable diseases like typhoid fever, cholera and other outbreaks e.g. Hepatitis E
* Contributed to Health Cluster meetings with other Non-Governmental Organizations and ensured coordination of activities
* Revised and upgraded the patient flow for the whole IDP camp health facility

# April 2006 – May 2017 International Committee of the Red Cross, Zimbabwe: Health Field Officer 100%

## Outline

Overall responsible for implementing rural and urban Primary Health Care program in 27 health care facilities and nutrition health program in 27 prisons in Zimbabwe. Supervised, coached and collaborated with **150 health care staff** to implement a rural PHC program in 3 districts in Zimbabwe and 12 polyclinics of Harare helping approximately 800 000 beneficiaries access health care in their respective catchment areas.

## Key responsibilities

* Implemented, monitored and evaluated the Primary Health Care program in 19 rural and urban health centers of Zimbabwe and 12 Harare suburbs covering approximately 1.4million people and increased access to health care by 90%.
* Engaged and strengthened 3 District Health Teams focusing on maternal and neonatal health, primary health care packages and nutrition and increased access to care by 70%
* Responsible for capacity building to 350 health workers by successfully organizing 20 workshops, 30 training sessions and 45 practical activities with nurses and nurse aides
* Implemented a health nutrition program in 25 detention centres for 7’000 inmates and reduced the overall Global Acute Malnutrition rate to acceptable range of 2% from 15%

## Key achievements

* Improved drug availability by 80%, reduced home deliveries by 70% and increased child immunization targets by 80%.
* Implemented, monitored and evaluated the Primary Health Care program in 19 rural and 11 urban health centres of Zimbabwe, increased access to health care by 60%.
* Strengthened the District Health Teams focusing on maternal and neonatal health and successfully incorporated stakeholders to own the program

# June 2000-March 2006: Datlabs Pvt Ltd, Zimbabwe: Pharmaceutical Sales Representative 100%

## Outline

Overall promoted new critical care products with regular customers and increased uptake by 45% during the first quarter and by 20% in new customers through full territory management of 125 customers in 5 provincial regions

## Key responsibilities

* Independently planned, managed and executed field visits, promotion activities, customer appointments and meetings which resulted in an increase of 20% product availability
* Successfully negotiated with new customers for 30% product uptake with staggered payment plans and realized total revenue increase of 25%
* Improved market share and penetration by 10% and consolidated customer base marginally at 40%.
* Maintained relationships with chief customers and partners and achieved sales growth by 5% concurrently.

## Key achievements

* + Organized 5 capacity building sessions per provincial region, increasing product knowledge for health care givers in the pharmaceutical industry thereby increasing sales volume by 80% sales margin.
  + Networked with other stakeholders in the pharmaceutical industry thereby improving product awareness and increased product competitiveness by 10%. Conducted 5 exhibitions for new pharmaceutical products on 5 conference venues, improving niche market coverage and visibility by 5% over 6 months

# Sept 1994 – May 2000 Ministry of Health and Child Care, Zimbabwe: Registered General Nurse 100%

***Outline***

Supervised junior and ancillary staff in the management of sick patients, their treatment, recovery and follow up. Overall responsible for total patient care, counselling, medical and nursing care to patients and their relatives following national guidelines and protocols.

***Key responsibilities***

* Supervised and coached junior and ancillary staff in patient care management and overall improved the nursing and medical quality care.
* Responded to disasters and other communicable diseases through early warning signs and effective monitoring of trends and thresholds
* Participated in cluster feedback meetings for efficient management and preparedness of outbreaks and epidemics resulting in effective management of measles, diarrhea and other diseases

***Key achievements***

* Successfully conducted capacity building sessions for 100 different health care staff and 20% of medical hospital staff on patient care, treatment and disease control
* Carried out 8 national health programs and 10 outreach immunization programs and increase target population coverage by 80%
* Successfully reduced the morbidity rate by 5% and mortality rate by 2% through monitoring trends and implementing guidelines on patient care
* Successfully carried out 20 health promotion and education sessions to prevent outbreak of diseases with a comparative success rate of 80%

# June 1990 – August 1994 Ministry of Education and Culture, Zimbabwe: Primary School Teacher 100%

***Outline***

Overall responsible for planning, scheming and classroom teaching of primary learners and engage with them for extra curricula and overall child development skills and activities

***Key responsibilities***

* Delivered lessons to primary school learners using the recommended curricula and pedagogy
* Provided the necessary environment for school learners to learn new concepts
* Supported all age groups and different classes of learners for their educational development
* Undertook periodic review of educational plans (schemes) and planned learner tutorials

***Key achievements***

* Improved the Grade 7 school results after taking classes from Grade 4 to Grade 7 singlehandedly
* Coordinated the development and adoption of curricula activities in schools with help and support from school authorities
* Liaised with other schools and stakeholders on mainstreaming cross cutting issues in education and curriculum activities (gender, youth programs)

# EDUCATION

# Master of Science Public Health January 2019 - November 2022

# University of South Wales United Kingdom

**MSc Humanitarian Practice August 2019-expected August 2023**

University of Manchester United Kingdom

# Master of Science Degree in Development Studies (Distinction) Aug 2014 – Nov 2016

National University of Science and Technology Bulawayo, Zimbabwe

Thesis Title: *Public Private Partnerships as a panacea to solving institutional challenges, a case study of the Zimbabwe Prisons and Correctional Services (ZPCS), Matabeleland Region, Khami Complex*

# Bachelor of Science (Honors) Degree in Development Studies (2:1) Jan 2010 - Sept 2014

Zimbabwe Open University Harare, Zimbabwe

Dissertation: *Investigating access to health care services by inmates in Zimbabwean prisons during incarceration. A case study of Chikurubi Maximum Prison (2009-2013)*

# Diploma in Advertising and Public Relations (Distinction) May 2002

British College of Professional Management Jersey, United Kingdom

# Diploma in Modern Selling and Salesmanship (Distinction) September 2000

British College of Professional Management Jersey, United Kingdom

# Third Level Group Diploma in Marketing November 1998

London Chamber of Commerce and Industry London, United Kingdom

# Diploma in Nursing September 1997

Health Professions Council, (Mpilo School of Nursing) Bulawayo, Zimbabwe

# General Certificate of Education (O Level) November 1988

University of Cambridge (Pamushana Secondary School) Masvingo, Zimbabwe

# Certificates and courses attended

* + Hospital Administration and Management- Nairobi [2007]
  + Field Integration Course – Nairobi [2007]
  + Effective Presentation Skills – Harare [2009]
  + French Level 2 – Harare [2009]
  + Personal Efficiency Course – Harare [2010]
  + First Aid – Geneva, Switzerland [2011]
  + Health Emergencies in Large Populations 1 and 11 – South Africa [2011]
  + Project Design – Harare [2012]
  + Monitoring and Evaluation Course – Harare [2012]
  + Leading a Team – Harare [2015]
  + Identifying and Addressing Nutritional Problems in Prisons – Geneva, Switzerland [2016]
  + Practical Course for ICRC staff on Health and Nutrition in Detention – Geneva, Switzerland [2016]
  + Humanitarian and Leadership Management School, Module 1 (Leading by Example) – Naivasha, Kenya [2016]
  + Humanitarian and Leadership Management School, Module 11 (Managing Complex Teams) Jordan, Amman [2017]
  + Humanitarian Project Cycle Management- Geneva Centre of Humanitarian Studies, March 2022

# PUBLICATIONS

Investigating access to health care services by inmates in Zimbabwean prisons during incarceration. A case study of Chikurubi Maximum Prison (2009-2013) by Mutubuki Herbert and Muranda-Kaseke K; Journal of Social Sciences (pending).

Public Private Partnerships as a panacea to solving institutional challenges, a case study of the Zimbabwe Prisons and Correctional Services (ZPCS), Matabeleland Region, Khami Complex; A Dissertation Submitted to the Institute of Development Studies at the National University of Science and Technology in partial fulfillment of the requirements for the Master of Science Degree in Development Studies, August 2016.

# OTHER SKILLS

**Languages**: Shona (mother tongue), English (fluent – oral, spoken and written), French (basic), Ndebele (fluent), Zulu (fluent). Kiswahili (elementary), Russian (elementary)

**Computer Skills:** MS Office Suite (Word, Excel & PowerPoint), Outlook, PowerPoint, Lotus Notes, SPSS, NVivo, (basic)

# INTERNATIONAL MSF KEY ACHIEVEMENTS

* Setting up of a Hospital Infection Control Committee, Ngala Project - 2017
* Redesigned patient flow and pathway for Ngala IDP MSF project - 2017
* Recruited, mentored and nationalized position of Nursing Activity Manager, Ngala Project 2017
* As Acting PMR, involved in the opening of a new project and lead in health strategy in South Sudan 2018
* Setting up of a Mass Casualty Plan in South Sudan, Kier Stabilization Centre, 2018
* Recruited, mentored and nationalized the position of Nursing Activity Manager, Osh MDRTB Project 2019
* As PMR, supported the Project Coordinator to close the Osh MDRTB Project in Kyrgyzstan, 2019
* As PMR, involved in writing the *Capitalisation Report, Osh project 2012-2019*
* Drafted and implemented the MSF Greece Day Centre project COVID 19 Contingency Plan document
* Implemented WHO recommendations and guidelines on COVID 19 awareness and crisis management in Greece 2020
* Developed and implemented COVID 19 contingency plan and SOPs in Zimbabwe 2020-current
* Led the 1st, 2nd and 3rd Wave COVID-19 intervention/activities in Zimbabwe since 2020-current
* Compiled the COVID-19 2nd and 3rd Wave Capitalization Reports Zimbabwe 2020-2021
* Successfully implemented the COVID-19 Enrolled Nurse Aide (CENA) Program in Zimbabwe 2021
* Acted as Project Coordinator for Beitbridge project in Zimbabwe, November 2021

# PROFESSIONAL REFEREES

* Mr Kenneth Ayino. – Research Project Coordinator, Alliance for International Medical Action (ALIMA), Ondo State, Nigeria, Tel: +2349021086434/7038189081, Email: lassa.coordo@nigeria.alima.ngo (bus), ken.ayino@gmail.com
* Dr Simbarashe Mabaya, Senior Technical Advisor-Primary Health Care, GAVI, The Vaccine Alliance Global Health Campus, Chemin du Pommier 40, 1218 Grand-Saconnex, Geneva, Switzerland, [smabaya@gavi.org,](mailto:smabaya@gavi.org) +41795350798
* Mr Omer A. Abdalla, Country Director, MSF OCA,49K Spur Road, Off Ronsab Drive, (Beside NEMS office), Freetown, Sierra Leone, Cell: +23279209555, Email: sierraleone-hom@oca.msf.org