**CURRICULUM VITAE FOR CHARLES J. SOLOKA**

**PERSONAL INFORMATION**

Surname: Soloka

Other Names: Charles John

Sex: Male

Date of Birth: 09thJanuary 1976

Place of Birth: Kondoa, Dodoma

Nationality: Tanzanian

Religion:Christian

Marital Status: Married

CurrentContact

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**PROFILE SUMMARY**

A Master’s degree holder of Entrepreneurship and Enterprises Development (MEED)at the UDSM in 2010 and attained a Bachelor of Public Admn (B.P.A-HRM) from Mzumbe University year 2003.Experienced in several displine of banking and finance; ICT; risk management; data collection, entry, analysis and research compilation, human resources management; general administration, business plan writing; consultancy works and lastly general Entrepreneurship.

Currently working with Tanzania National Nursing Association HQ, DSM as Development Director–in charge of all matters related to health projects conducted by TANNA in collaboration with American International of Health alliance (AIHA) and ensure office running.

**EDUCATION BACKGROUND**

**Sept 2008 – May 2010:** Award - Master’s degree of Entrepreneurship and Enterprises Development - University of Dar es salaam, Tanzania.

**Sept 2000 – June 2003:**Award a Bachelor degree Certificate of Public Administration-BPA, Mzumbe University, Morogoro, Tanzania.

**July 1997 – May 1999:**Don Bosco Seminary: Award- Advanced Certificate of Secondary Education (ACSEE)

**Jan 1993 – Nov 1996:** Bihawana Seminary: Award- Ordinary Certificate of Secondary Education (CSEE)

**EMPLOYMENT HISTORY**

**December 2015 – to date**

Employer: Tanzania National Nursing Association (**TANNA**)

P.O.Box 11836 Dar es Salaam, Tanzania

Post: Development Director (DD)

**Reason for leaving**: N/A

**Duties:**

* Chief Advisor to the President in all matters that relate to securing adequate human and financial sources for the efficient and effective operations of the Association
* Formulate and coordinate plans and strategies based upon priorities for resource allocation
* Review and evaluate reports on plan performance of TANNA Headquarters.
* Write proposals for projects and/ or research and act as a consultant on the activities of the association
* Secure financial support from individuals, foundations, development agencies and corporations.
* Attend meetings that impact on TANNA's planning function and resource development
* Conducting salary review of our Clients

**August 2014 – to December 2015**

Employer: Excel management and outsourcing Company

P.O.Box Dar es Salaam

Post: Senior Human Resource Consultant

**Reason for leaving**: Contract ended

**Duties:**

* Conducting recruitment, induction and training of employees
* Designing HR manuals, benefits and compensation structure
* Developing performance management and appraisal system.
* Identify retention solutions to improve turnover and employee morale
* Conducting salary review of our Clients
* Recruitment – coordinate screening of CVs, interviews and draft contracts.
* Coordinate appraisal reviews, employee feedback, improvement plans, and employee training;
* Facilitate implementation of HR policies and procedures;

**April 2009 – May 2014**

Employer: Regional Secretariat of Arusha

P.O.Box3050Arusha

Post: Senior Administrative Officer

**Reason for leaving**: Working environment by being idle with no work

**Duties:**

* Ensure proper implementation and reviewing staff Policies, Rules, Regulations and Procedures.
* Preparation of training needs assessment (TNAs) and identification of gaps
* Participating in preparing departmental annual budget.
* Maintain HR records, updating both manual and electronic personnel records when employee’s personal details change (in the Human capital management information system-HCMIS/LAWSON V.9).
* Develops a strategic plans basing on priorities.
* Build, develop and maintain relationships with key decision-making persons to develop opportunities, maintain, and expand services within and outside the organization.
* Preparing HR monthly and quarterly reports and submits to the HoD.
* Prepare P.E (Personal Emoluments) budget for the Regional Secretariat Staff
* Provide business partner and consultancy on areas of OPRAS, Policies and regulations linking with entrepreneurship skills for better performance of the intended objective/s for Organization.

**January 2006 – August2007**

Employer: Research on Poverty Alleviation(REPOA)

P.O.Box33223, Dar es Salaam

Post:Research and Consultancy Department- Supervisor (data collection, entry and analysis)

**Reason for leaving**: end of contract

**Duties;**

* Supervision on data collection
* Prepare project and business plans for the SMEs
* Critical analysis of the BDS within a given area
* Conducting Business and entrepreneurship education to Incubators and MSMEs

**April 2004 – August2006**

Employer: Exim Bank Tanzania Limited

P.O.Box 1431, Dar es salaam

Post: **(2003):** Under Operation department- Operations & Customer service Officer

Post: **(2003-2004):**Under cash department-Chief Cashier

Post: **(2004-2006):**Under Management department- Assistant Branch Manager.

**Reason for leaving**: attending master’s level education

**Duties;**

* Prepare Business plan for a Visited Clients and Non clients for approval to Head office
* Managing branch resources and ensure retention of branch employees.
* Search for corporate and business Accounts to increase branch portfolio
* Prepare clients visit reports and handle their credit applications worthiness
* Daily check and balance of branch financial reports
* Posting of internal transactions and outward cheques for collection
* Clearing of cheques from other banks
* Reconciliation of Branch bank accounts and prepare monthly reports

**FIELD WORK EXPERIENCE**

November 2006– January 2007 Data Collection for **Views of the People (VOPs Survey)**

**Survey in Dodoma and Mara region (covers 52 villages)**

**Organization worked with: REPOA**

Position Held: Supervisor and administration of the team.

Duration: 2 months

September2006– December 2006 Data Collection for **Tanzania Demographic Health Survey (TDHS)**

**Survey area: Mbeya andRukwa region (covers 150 villages)**

**Organization worked with: REPOA**

Position Held: Assistant supervisor.Duration: 3 months

October 2008– January 2009 Data Collection for **National Agricultural Inputs Voucher system (NAIVS) Survey in Mbeya and Rukwa region (covers 82 villages)**

**Organization worked with: REPOA**

Position Held: Assistant Supervisor. Duration: 3 months

**WORKSHOPS & TRAINING**

March 4thto April 8th 2013: Training on Accountability and budgets course at MS-Training Centre for Development Co-operation, **USA RIVER, Arusha, Tanzania**.

June 19thto 30th November 2012: Training on Human Capital Management Information System (HCMIS-Lawson version.9), at **Dar es Salaam, President’s Office-Public Service Management (PO-PSM)**.

June 11th 2012: Workshop onHIV data triangulation organized by TACAIDS.

Location: **Naura Spring Hotel, Arusha**.

March 2011: Training onBusiness Development Services (BDS) Organized by University of Dar es salaam.

Location: **Kunduchi Beach Hotel, Dar es Salaam**.

January 2006: Workshop on Time management and Supervisory skillsorganized by Association of Bankers, **Bank of Tanzania** and **University of Dar es salaam**.

Location: Ubungo Plaza Hall, Dar es Salaam.

June 2005: Workshop on Anti-money laundering and know your customer organized by Exim Bank (T) limited,

**Dar es Salaam**.

Location: Exim Head Office-Board room

**RESEARCH PAPERS AND PUBLICATIONS;**

**Date: March 2014**

Title: Proposal for the Introduction of Save the Environment Committee for the preparation of annual routine of Save the Environment football and Netball Competition to be conducted at Arusha Region.

**Date: June 2010**

Title: The impact of credit facility on performance of income generation to small and medium enterprises: Project report for an award of master’s degree 2008-2010

**Date: April 2003**

Title: Change management in Public institutions, a case of National assembly, DodomaResearch paper for an award of a bachelor degree 2000-2003

**OTHER SKILLS ACQUIRED FOR PROFESSIONAL AND NON PROFESSIONAL DEVELOPMENT**

i. High ability to manage and administer office.

ii. Competent in writing HR Manual and project write-up

ii. Designingorganizational profile and structure for functional responsibilities

iii. Prepare detailed Budget using HCMIS system and advanced excel.

iv. Good analytical skills in Microsoft office usage (Excel, word, Access, PowerPoint, Publisher)

v. Knowledgeable in Human Resources Information System (HRIS), Lawson HR and Financial package

vi. Conversant in Statistical Package for social sciences (SPSS), STATA

vii. Experience in Financial software like Flexcube.

**REFEREE**

1. Dr. Sylvia S. Temu 2. Mr.ExaudMwanga 3. Mr. Michael Chobu

Senior Lecturer Assistant Admin.Secretary Finance Manager

University of Dar es salaam. Administration &HR Department GAPCO Tz Limited

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**Declaration:**

**I hereby declare the information given above are true and are not going to be copied to anyone for the any reason.**