**CURRICULAM VITTAE (CV)**

**1. PERSONAL PARTICULARS**

**Name: Mr. Beyond Madege**

**Address**: P.O. BOX 12, MPWAPWA, DODOMA-TANZANIA

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0755912212

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taleitz@gmail.com

<http://www.traduguide.com/tr/55795.htm>

[www.proz.com/profile/2012206](http://www.proz.com/profile/2012206)

**2. ACCADEMIC QUALIFICATIONS*:***

* ***Masters (Public Administration) – University of Dar Es Salaam (2012-2014)***
* ***Bachelor (Political Science and Language Studies) - University of Dar Es Salaam (2006- 2009)***
* ***Certificate of Translation and Applied Linguistics- The Institute of Kiswahili Research (University of Dar Es Salaam (2009)***
1. **TRAININGS, SHORT COURSES AND WORKSHOPS**
* Computer course- MS- OFFICE: word, excel, publisher
* Data analysis by Statistical Package for Social Science (SPSS)
* Creative writing and proof reading course (, copy editing, manual script editing and proof reading, article editing) at University of Dar Es Salaam.
* 7days Procurement workshop hosted by **the Public Procurement Regulatory Authority** - awarded a Certificate of Participation
* Driving course-3month-) - Awarded Certicicate and Driving Licence
* Project monitoring and evaluation Training hosted by the Tanzania Commission for AIDS –Awarded Certificate of Participation
1. **LANGUAGE**

**WRITTEN:**  Kiswahili, English, Hehe, Bena, a bit French, Kongo

**ORAL:** English, Hehe, Bena, a bit French, Kiswahili, Kongo

1. **JOB EXPERIENCE**

***UP TO DATE – PROVIDER OF CONSULTANCY SERVICES IN TRANSLATION, INTERPRETING, PROOFREADING, TRANSCRIPTION AND VOICE OVER***

Apart from being SWAHILI expert and native speaker, I am competent in fields such as Law, Management, Policies, Politics, education, psychology, Human resource, human rights, public finance. I have studied these fields regularly when I was perusing bachelor and masters degree. SWAHILI language is my specialization in undergraduate studies (B. A. PS & Language studies). But most importantly, I have been working in these fields. Therefore, I am providing services in the fields which I have both expertise and experience.

**EXPERIENCE**

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|  | ***OUTSOURCER*** | ***SERVICE*** | ***LANGUAGE PAIR*** | ***FIELD*** | ***WORDS/PAGES*** |
| **1** | **Institute of Kiswahili Research (University of Dar Es Salaam)** (2009) | Translation of magazines, articles, and reports, as a part of practical training (PT) programme  | English &Swahili | **GENERAL** | More than 25,000 words |
| **2** | **Kibidula Bible Mission****Iringa, Tanzania (2010)** | Translation of article  | English &Swahili | **RELIGIOUS** | 8 pages |
| **3** | **Colombia University, Mailman School of Public Health (ICAP)** (2010) | Translation of Research questionnaire  | English &Swahili | **HEALTH** | 170 pages |
| **4** |  **Colombia University, Mailman School of Public Health (ICAP)** (2010) | Translation of Patient Forms  | English &Swahili | **HEALTH** | 120 pages |
| **5** | **National Council of NGO’s (NACONGO)** (2010) | Translation of NGO’s Code of Ethics  | English &Swahili | **LEGAL** | 50 pages |
| **6** | **Saholy, Andriam, France (2011)** | Translation of Research questionnaire and Bongo flavour lyrics | English &Swahili | **Arts** | 740 words |
| **7** | **Small Business Solutions L.t.d (SBS),Dar es salaam** (2012) | Company staff policy  | English &Swahili | **Management(policy)** | 150 pages |
| **8** | **Lukurilo Farm Holding L.t.d , Dar es salaam** (2012) | Translation of the Memorandum of understanding (MoU)  | English &Swahili | **LEGAL** | 30 pages |
| **9** | **Mr. James Maynard, Dar es salaam** (2012) | Translation of Serous boundaries document from English to Swahili | English &Swahili | **GENERAL** | 25 pages |
| **10** | **Mr. James Maynard , Dar es salaam,** (2013) | Translation of Letter  | English &Swahili | **GENERAL** | 5 pages |
| **11** | **Mr. James Maynard ,Dar es salaam** (2013) | Translation of Meeting minutes. | English &Swahili | **GENERAL** | 36pages |
| **12** | **Non Governmental Organisation Mpwapwa district Networking****NGOMNET****Mpwapwa, Dodoma, Tanzania -** (2013) | Translation of Strategic plan (SP) | English &Swahili | **Management** | 100 pages |
| **13** | **UK-LANGUAGE SOLUTIONS, United Kingdom – (2013)** | Translation of Report for court hearings from English-Kongo  | English &Kongo | **Legal** | 23,096 words |
| **14** | **Mpwapwa District Council , Dodoma, Tanzania– 2014** | Translation of the executive summary of final account report for fiscal year 2011/2012. | English &Swahili | **Finance** | 15 pages |
| **15** | **Pastor Tabulu Stanley****Mpwapwa-June 2014** | Translation of letters to enable communication with his partners in Germany | English &Swahili | **General** | 1236 words |
| **16** | **UK-LANGUAGE SOLUTIONS, United Kingdom –November, 2014** | Translation of report for Court hearings | English &Swahili | **Legal** | 8748 words |
| **17** | **UK-LANGUAGE SOLUTIONS, United Kingdom –November, 2014** | Translation of forms and Appendices for court hearings | English &Swahili | **Legal** | 6,853 words |
| **18** | **HAMIVE COMPANY Limited, IRINGA, TANZANIA, December 2014** | Translation of Memorandum of Understanding | English &Swahili | **Legal** | 13,268 |
| **19** | **Mpwapwa District Council, Dodoma, Tanzania – December 2014** | Proof reading of Mpwapwa Dc Strategic plan | English &Swahili | **Management** | 6,978 words |
| **20** | **HAMIVE COMPANY Limited, IRINGA, TANZANIA, December 2014** | Translation of Article of the association | English &Swahili | **Legal** | 9,572 |
| **21** | **TRAVOD Limited****London, United Kingdom-January, 2015** | Quality assessment (QA) (proof reading) | English &Swahili | **Management** | 800 words |
| **22** | **Mpwapwa District Council, Dodoma, Tanzania – January 2015** | Proof reading draft of By Laws-By laws, on environment-By laws, on revenue collections-By Laws on natural resources and minerals | English &Swahili | **Legal** | 20, 524 words |

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| **4.1. From 2013 - UP TO DATE** **Organization : *MPWAPWA DISTRICT COUNCIL*****Unit : Information, Communication and Public relation****Position: Acting head of the unit** **Working as Public Relation Officer**  |

 **Roles and Responsibilities**

* Issuing press release
* Dissemination of council information
* Preparation of council leaflets and brochures (from agriculture, livestock, irrigation, water, works, administration, planning units)
* Coordination of Nane nane exhibition
* Updating the council Web site and email
* Coordination of leaders site visit
* Member of Council Management Team (CMT)

 **4.2. From 2010 - 2013**

**Organization: MPWAPWA DISTRICT COUNCIL**

**Department : Human Resource Management and Administration Position : Council committee clerk**

 **Roles and Responsibilities**

* Organizing all council meetings
* Preparation of meeting documents
* Preparation of meeting members' allowance
* Taking meeting minutes of full council and council’s high standing committees which are Finance, planning and administration committee, Social services committee, Economic services committee, HIV prevention committee, Environmental management committee
* Preparation of speech for Council chairman and all council standing committee chairmen during the meeting of full council.
* Secretariat of Council development projects Evaluation Team
* Secretariat of Council Procurement Unit

(PMU)

* Secretariat of district Health Board

**4.3. From 2009 - 2010**

**Organization : NATIONAL COUNCIL OF NGOS (NACONGO)**

**Position: Monitoring and Evaluation Officer**

 **Roles and Responsibilities**: Apart from project monitoring and evaluation also I was involved in the preparation of NGOs codes of ethics.

1. **REFEREES.**
2. **Dr. Alexander Makulilo**

**Department of Political Science and Public Administration**

 **UNIVERSITY OF DAR ES SALAAM**

 **Mob: 0659632365**

1. **Dr. Norbert Mtavangu**

**Department of Linguistics and Foreign Languages,**

 **UNIVERSITY OF DAR ES SALAAM**

 **Mob: 0752807927**