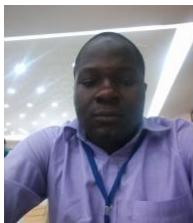


PERSONAL INFORMATION Maja Jakarasi

 Kamanika sec. school.P.Bag 2085 Rushinga Zimbabwe, 112 Harare (Zimbabwe)

 +263774087204

 majorjakazz5@gmail.com

Sex Male | **Date of birth** 07/03/1984 | **Nationality** Zimbabwean

JOB APPLIED FOR Regional Coordination Manager**WORK EXPERIENCE**

04/11/2012–14/05/2014 Secondary School Teacher

Ministry of Primary and Secondary Education
kasuwo Sec. School.P.A Mbire District Zimbabwe, Harare (Zimbabwe)

Teaching Geography and Mathematics

Administration as Acting Deputy Headmaster

06/08/2014–Present District Development Officer

Ministry of Youth, sport, Arts and Recreation, Harare (Zimbabwe)

-Youth Project Planning, Management and Development

-Implementation of Youth Empowerment Programmes

-VTC/ISOP training

-Youth Development-Adolescent sexual reproductive health/rights

-Mainstreaming the rights of children and disabled youths in community development (i.e. implementation of UNCRC, UNCEDAW, UNCRPD)

-Writing Reports (weekly, monthly, quarterly and annual)

-Representing Ministry at the district level

-Attending to all emerging issues related to the ministry of youths

-Performance Appraisal of Youth Officers

-Supervision of District staff and Ward Staff

06/08/2010–05/08/2011 Provincial Field Officer

Zimbabwe National Network of People Living with HIV and AIDS, Bindura (Zimbabwe)

-Protection, treatment, and advocacy of the rights of people living with HIV and AIDS and the affected persons

-Facilitating Meaningful involvement and participation of people living with HIV and AIDS

-Management and support of support groups of people living with or affected with HIV and AIDS

-Capacity building-training of support groups

-Social inclusion

-Project management and development

-HIV and AIDS Awareness campaigns

EDUCATION AND TRAINING

08/04/2007–05/06/2012 **Bachelor of Science Honors in Development Studies – 2.1**
Bindura University of Science Education, Bindura (Zimbabwe)

07/06/2016–09/11/2018 **Master of Science in Development Studies Merit**
National University in Science and Technology, Bulawayo (Zimbabwe)

02/08/2017–03/11/2017 **Certificate in Small Business Planning and Promotion**
NIESBUD, NOIDA (INDIA)

05/03/2014–06/07/2016 **Post Graduate Diploma in Education – 2.1**
Zimbabwe Open University, Bindura (Zimbabwe)

27/08/2019–05/02/2021 **Master of Science in Cultural Anthropology and Development studies – Distinction**
Ku Leuven, Leuven (Belgium)

PERSONAL SKILLS

Mother tongue(s) Shona

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C2	C2
<u>Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user</u> <u>Common European Framework of Reference for Languages</u>					

Communication skills -Good communication skills as District Youth Development Officer

Organisational / managerial skills Leadership
Good Team Builder
Motivator
Visionary
Result Oriented
Conflict resolver

Job-related skills -Good supervising skills
-Good Mentor (as District Mentor)
-Human Rights-Based Programming
-Mentoring skills

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem-solving
	Independent user	Independent user	Independent user	Basic user	Basic user

Digital skills - Self-assessment grid

- Good in using Microsoft Offices
- Use e-mail and operate some digital operations
- Use of internet in searching for information