**Idda Charles Joseph**

Ilala– Dar es Salaam

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**PERSONAL PROFILE**

Versatile and creative problem solver, trustworthy, innovative and enterprising individual, working under minimum supervision with time fashioned, articulate communicator and coordinating with others.

Leadership and Administration skills with 9 months of experience in Sexual and Reproductive Health services innovation, 2 weeks in Data collection and report writing on results based monitoring and evaluation, able to use qualitative and quantitative research methods in information science.

**EXPERTISE**

* Ability to work with teams of all kinds and cultural background; can work with all levels of people, co-workers, managers, supervisors, juniors, and other stakeholders at community level, project and organization-wise.
* Assessing and communicating the value of the information organizations such as products and policies, information services to senior, key stakeholders and customers.
* Develop and maintaining a portfolio of cost effective valued information services that based on organization strategic direction as well as client group.
* Health services information provision specifically; Sexual and Reproductive health sector planning, HIV/AIDS and sexual transmitted infections (STIs), legal aspects for SRH services, SRH promotion, policies and strategies.
* Ability to handle multiple tasks with attention to details, time management, and planning skills.
* Ability to organize, manage and develop information to make it easily accessible to others as well as initiative and creative approach to problem solving, preservation and conservation of information sources.
* Presentation skills and ability to be a liaison between the organization and other stakeholders, management of libraries and information centers.
* Excellent in communication and interpersonal skills with attention to details with better customer services and care, information service to user with special needs, information user studies.
* Conversant with Computer applications (MS Office); Data analysis packages specifically SPSS, MS-Excel (Advanced Level), Presentation, Management Information Systems, records management and achieve administration.

**EDUCATION**

* **Bachelor and Library and Information Studies, University of Dar es salaam**(2014-2017)
* **Certificates National Examination Council of Tanzania**, (**CSEE**, 2008 2011; **ACSEE**, 2012-2014)

**TRAININGS AND SEMINARS**

* Participated in Raleigh Tanzania for completion of Google CSI; lab designing innovative solutions, November 2017.
* Participated in workshop Monitoring and evaluation, University of Dar es Salaam, April 2017.
* Volunteered for International Climate Change awareness competition, 2017.
* Innovation on Sexual and Reproductive Health (SRH), AMUA-project under UNFPA May-August 2017.
* Entrepreneurship, customer care, interpersonal skills and social network, University of Dar es Salaam, 2017.
* Attended military services, June 2017.
* Participated in career counseling services, Ruaha secondary school 2012-2014.
* Participated in Ant-Corruption Club, Ruaha secondary school 2012-2014.

**PROFESSIONAL WORK EXPERIENCE**

 **July-September, 2015**

 **Librarian and Information professional**

**University of Dar es salaam Dr Wilbert Chagula Library.**

As librarian and information professional performed the following functions,

* Respond to enquirers request and conduct information audits.
* Shelving, shelve reading, books and file labeling.
* Cataloging, classification of information sources and index materials.
* Data entry, circulation, clearance or (dispatch), scanning and digitization.
* Report writing and presentation of data collected through designed and used tools.

**Key Achievements.**

* Achieved to pay attention to customers and responding to user queries and helping users using OPAC.
* Provide user education workshop, websites and tours in the library and information room.
* Ability to select, manage and source information sources to meet user needs both printed and electronic sources.
* Triumph to collate, catalogue, index, classify and store information in manual and computer application for easy access and retrieval.

**July-September 2016**

**Information and Communication officer**

**University of Dar es salaam Library (ICT department)**

**As an information and communication officer** performed the following functions

* Work with multimedia and electronic information especially online databases, open access and digital resources.
* Build a dynamic collection of information sources based on deep understanding of customer information needs.
* Gathering evidence to support decision about the development on new services and products also maintain current awareness of emerging technologies.
* To manage resources and other ICT facilities, organize preparations of planning process in work station.
* Help in website analyzing and design, database creation and search, organizing and making cables [RJ=45] as well as checking Local Area Network [LAN].

**Achievements**

* Contributed effectively to senior management strategies in decision making regarding information application, tools, technologies and policies for the organization mission and vision.
* Achieved to customize, maintenance and production of website to motivate users and provides satisfactory information and control users who visit website.
* Achieved to organize and manage ICT facilities such as computers, and cables to ensure sustainable connection for document delivery and provision of online information services.
* Coordinate technical meetings on Monday and Friday every week.
* Ensure availability of required internet connection and other documents for information delivery are available and well interpreted.
* Creating awareness and provide advice to users on the use of electronic information services.
* Ensure security of all computers from virus that harms computer programs and files by installing antivenins.
* Triumph to make new cables and connecting wires to ensure internet connections to the computers and compacting computer blowing for better performance.
* Develop and manage electronic resources using online databases

**June – August, 2017**

**UNFPA AMUA PROJECT**

**Dar es Salaam**

Challenge Facing Sexual and Reproductive Health in Tanzania

**Key achievements**

* Innovation of entrepreneur idea to alleviate teenage pregnancy through provision of right SRH information to youth in friendly environment and privacy.
* Learned how to provide administrative advice on daily activities for SRH to youth and parents.
* Learned how to organize preparations of planning process, budget estimation for idea innovated in work station, to analyze and store SRH information.
* Learned how to work with prepared quarterly, semi-annually and annually performance reports, to interpret guidelines, regulations, policies and other government documents related to SRH issues.
* Learn how to prepare few slides and pitch innovated idea to judges in minimum minutes as well as to express it to different Medias.
* Learned how to liaison between health care provider or organization with the young people and other stakeholders, to organize SRH information services for adolescents regarding their age group, and how to organize administrative referral procedures.

**REFERENCE**

 Dr. Kelefa Mwantimwa,

Information Studies Coordinator;

University of Dar es salaam.

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