

CURRICULUM VITAE

CONTACT INFORMATION

NAME: Catherine Shabishabi

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PERSONAL INFORMATION

DATE OF BIRTH: 12thSeptember, 1992.

PLACE OF BIRTH: Lusaka

CITIZENSHIP: Zambian

SEX: Female

MARITAL STATUS: Married

PERSONAL PROFILE

I am a self-motivated, result oriented and hard working person with every responsibility I am entrusted with. I work to produce excellent results in line with what is demanded of me. I have a great personality that enables me to be an effective team worker.

CAREER OBJECTIVE

- To utilize the knowledge acquired from the University of Zambia in development studies in order to effectively contribute to national development.
- To learn the latest developments in the ever changing work environment through wide reading, internet browsing and constant interaction with colleagues with similar interests.

EDUCATION BACKGROUND

INSTITUTION	YEAR	QUALIFICATION OBTAINED
Nampamba private school	1999-2005	Primary school certificate
Ibenga Girls secondary school	2006-2007	Junior secondary certificate
Ibenga Girls secondary school	2008-2010	Senior secondary school certificate
University of Zambia	2012-2016	Bachelor of Arts degree in development studies with public administration
University of Zambia	11 th -22 nd July, 2016.	Monitoring and Evaluation Certificate of competence

SKILLS AND ATTRIBUTES

- Excellent computer skills
- Possess high level of integrity and able to observe professional ethics
- Goal oriented
- Self-motivated
- Self-awareness (always seeking to learn and grow).
- Seeks new responsibilities irrespective of reward and recognition
- Able to withstand and work under intense pressure
- advocacy and networking skills
- excellent communication, interpersonal and team-building skills
- good listening skills
- research and report-writing skills and the ability to interpret or present data
- creative thinking and problem-solving ability

WORK EXPERIENCE

May 2017 to December 2018

POSITION HELD: INTERN AT WORLD VISION CHONGWE

May 2017 to April 2018- ZREAD

- Facilitated the identification and training of Reading Camp Facilitators.
- Carried out literacy awareness workshops in the communities to sensitize parents on the development processes of children to realize well-being of the children in the communities
- Helped train teachers in V-Learning and teaching material creation
- Worked with DESO in monitoring schools
- Monitored Reading Camps
- Raise awareness for community issues like early marriages.

April 2018 to October 2018- SEED

- Data collection and Entry using Savix MIS.
- Monitoring of community savings groups.
- Budgeting for activities such as training farmers in Conservation farming, Agro forestry, Entrepreneurship and Financial Literacy
- Report writing on the implemented activities
- Help to Formulate Commercial Producer Group and trained farmers on Group dynamics
- Data collection and entry.

October 2018 to December 2018- WASH

- Carried out community engagement meetings on the importance of sanitation and hygiene at households.
- Monitored schools
- Worked with teachers to form WASH clubs in schools

- Collected data at both Households and institutions on sanitation
- Worked with development officers in planning and implementation of technical programme activities using recommended models, techniques, standards and tools to achieve output targets within scope, time, and budget
- Identification and creation of materials in line with the project objectives and procuring such materials for distribution and implementation.
- Worked with all technical program staff at Area Programme to implement technical programs activities for improved integrated implementation for impact and scale
- Worked closely with the community and district partners such as the church to mobilize community for local partnership and ownership, participation in implementation of activities to achieve sustainability of technical programme interventions

Programs Manager at Chakunkula Women Empowerment Organization (CWEO)

From July 2019 to August 2020

- Organizing CWEO's programs and activities in accordance with its mission and goals.
- Developing new programs to support the strategic direction of CWEO.
- Creating and managing long-term goals.
- Developing a budget and operating plan for the Organization.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Writing CWEO's funding proposals to guarantee uninterrupted delivery of services.
- Managing a team with a diverse array of talents and responsibilities.
- Ensuring CWEO goals are met in areas including safety, quality and team member performance.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status throughout its life cycle.

- Analyzing CWEO's program risks.
- Perform any other duties assigned to by the Executive Director of the Organization Daily program management throughout the program life cycle
- Planning the overall program and monitoring the progress
- Managing the program's budget;
- Managing risks and issues and taking corrective measurements
- Coordinating CWEO's projects and their interdependencies;
- Aligning CWEO's deliverables (outputs) to the Organization
- Managing the main program documentations such as the program initiation document.

HOBBIES

- Reading
- learning new things
- surfing the net
- visiting new places

REFERENCES

- Donald Chanda,
Acting head of department,
Department of Development Studies,
The University of zambia.
Cell: 0979771803

- Penelope Kanduntu
Policy Associate
Jameel Latif Poverty
Cell: 0966401086

- Towela Mzumara
Cluster Manager
World Vision Zambia Chongwe AP
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- John M. Katema
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CWEO
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