

Qualification Summary

I am a medical doctor with a Master in Business Administration-corporate management and over four years of program management experience, organizational support, financial management, budgeting and planning for various multi-donor funded health related programs in Tanzania. Proven leadership and managerial skills working with non-profit organizations in poor resource settings while addressing health related HIV and AIDS challenges.

Education

2014-2016: Muhimbili University of Health and Allied Sciences (MUHAS), School of Public Health and Social Sciences, Dar es Salaam, Tanzania

- Master of Public Health (MPH)-Candidate

Thesis: *Factors affecting uptake of Pediatric ART services in Shinyanga Region, Tanzania*

2009-2011: Mzumbe University (MU), Dar es Salaam Business School, Tanzania

- Master of Business Administration (MBA) - Corporate Management

2004-2009: Muhimbili University of Health and Allied Sciences (MUHAS), Faculty of Medicine, Dar es Salaam, Tanzania

- Degree in Medicine: Medical Doctor (MD)

Trainings

July, 2015: Project Management Analysis - Pan African Training Institute, South Africa.

April, 2015: Certification in Directorship - Institute of Directors, Tanzania.

July, 2014: Certification in Family Planning Compliance - Global Health, Tanzania

June, 2014: Certification in Project Management (PMD Pro1) - Inside NGO, Tanzania

February, 2013: Proposal development training - Inside NGO, Tanzania

February 2011: Future leaders' Health training - AMREF and Better Future, Tanzania

June 2010: Training on HIV/AIDS and Gender for Peer Educators - Engender Health-Champion project, Tanzania.

May 2010: Training on Leadership skills and Volunteerism - Rotary and Rotaract clubs, Tanzania.

Sept 2009: Training on VCT and STI - NACP/JICA, Tanzania.

July 2009: Medical Women's International (MWIA) Conference, Millennium Development Goals, Organized by MEWATA (Medical Women Association of Tanzania)

June 2009: Training on Lobbying and Advocacy - TGNP (Tanzania Gender Network and Planning), Tanzania

July 2004: Computer training: Microsoft office applications, Internet, E-mails, web access, graphic designing, using various windows software and statistical packages

Professional Experience

August, 2012- Present: Clinical Services Manager: HIV Care and Treatment Program; AGPAHI, Tanzania

- Lead and oversee planning for specific activities and initiatives within AGPAHI scope of work and coordinate others in the technical team to make sure that these activities are well integrated within the broader clinical program
- Training and clinical mentoring in comprehensive HIV/AIDS care and treatment and other related conditions for physicians, nurses and other healthcare providers within the facilities as appropriate
- Analyzing gathered data and using data to plan and measure performance for comprehensive HIV/AIDS care and treatment and other related conditions

- Attended meetings, consolidated and written reports, and delivered presentations to a variety of audiences including donors and stakeholders
 - Participated in development of organization strategic plan as well as donor proposals
 - Management team member involved in decision making for the organization
 - Technical supervisor to Regional Program Coordinator (Care and Treatment/PMTCT) and program officers
 - Conducting performance reviews for supervisees on quarterly, semi-annual and annual basis
 - Participating as member of various technical working groups for HIV services provision through meetings organized by donors and Ministry of Health Community Development Gender elderly and Children (MoHCDGEC)
 - Team lead; Response to donor funding applications for AGPAHI, Tanzania. Reviewing and providing guidance on preparation of proposals for HIV and AIDS programming. Lead writing, finalization and timely submission of proposal documents to donors.
 - Participate in quarterly management meeting for decision making on AGPAHI supported projects and other organization related matters
 - Participate in meetings for technical committee of Board of Directors on quarterly basis
- Aug. 2013, Oct. 2013- Dec. 2013:** Acting Technical Director; AGPAHI, Tanzania
- Overall supervisor of Technical team comprising of 16 skilled employees
 - Directly oversee 3 donor funded programs; Care and Treatment, PMTCT/RCH, Family Planning and Reproductive Health programs
 - Ensured timely submission of funding opportunity documents to donors
 - Technical supervisor to Regional Program Manager, Program Officer Supply Chain and Regional Program Coordinator FP/RH
 - Direct supervisor to acting M&E Manager
 - Technical focal person for internal and external communication (attending management meetings, submission of donor reports and technical reporting to Executive Director
- August, 2013-Dec. 2013:** Acting Quality Improvement Manager; AGPAHI, Tanzania
- Lead and oversee implementation of Quality improvement meetings, trainings and site mentorship in AGPAHI supported sites
 - Lead planning and oversee implementation of QI capacity building activities by program officers to AGPAHI partners
 - Coordinate and oversee inclusion of QI objectives in Technical team plans
- 30th Sept-7th Oct.2013:** Deputized Executive Director, AGPAHI, Tanzania.
- Supervised 4 management level employees having direct reports to the executive director
 - Chaired management meeting as well as donor related meetings called for by AGPAHI
 - Communicated with donors and stakeholders
 - Reviewed and approved organization reports and financial documents.
- Oct 2012-May, 2013:** Interim Regional Program Coordinator (RPC C&T/PMTCT)
- Planned and Coordinated field related activities for C&T and PMTCT programs
 - Reviewed of Program Officers' advance request forms, justification forms and trip reports
 - Coordinated and participated in QI program activities including site visits
 - Reviewed quarterly reports from program officers
 - Prepared needed templates for program activities including site feedback template, report writing template and daily feedback template
- Feb-May, 2012:** Consultant for Data Management for Engender Health-Champion Project

- Translation of HIV and AIDS data from Kiswahili to English
- Mar 2011-Aug 2012:** Medical Officer - Regency Medical Center, Dar es Salaam
- Provided medical consultation and clinical care to In patient clients as well as outpatient clients
- Nov 2009-Nov 2010:** Medical Officer/Intern Doctor, Amana Hospital Dar es Salaam
- Provided medical consultation and clinical care to In patient clients as well as outpatient clients
- Sept-Oct 2010:** Research Assistant, Child Sexual Abuse Research Study Muhimbili University (MUHAS) - department of Behavioral Science in collaboration with TACAIDS;
- Review hospital medical records on Child Sexual Abuse in Iringa Regional Hospital, Ruvuma Regional Hospital, Peramiho Mission Hospital and Mbinga District Hospital.
- 2009 - 2011:** Peer Educator on HIV and Gender, Mzumbe University
- Educating and raising awareness of peers on HIV prevention, Transmission, living with HIV and AIDS, HIV and Gender at the Work place.
- 2009 - 2010:** Vice President of intern Doctors' committee, Amana Hospital
- Guidance and representation for interns to Hospital Management team

Accomplishments

- Led and coordinated the successfully implementation of care and treatment project activities in Shinyanga and Simiyu regions for 4 years with timely reporting to the donor on quarterly basis. contributed in timely preparation submission of over 25 donor reports over a period of 4 years
- Team lead for funding applications for two of the three funded projects currently being implemented by AGPAHI
- Supervision of 20 program staff leading to successful accomplishment of planned activities for multiple donor funded projects supported by AGPAHI for four consecutive years
- Active member among the team that developed AGPAHI three years strategic plan (2013-2016)
- Member of a team for preparation for AGPAHI external Audit where the organization received three consecutive unqualified reports
- Visited over 70 supported Care and Treatment sites for coaching and mentorship on clinical care of PLHIV according to national HIV/AIDS national guidelines
- Coached and mentored over 90 health care workers and 20 AGPAHI technical team staff on HIV and AIDS care and treatment program implementation and management
- Designed and coordinated preparation of four organization joint work plans to support the complementarity in implementing multiple HIV related projects
- Participated in MoHSW review of TBHIV 3Is tools and conducted assessment of TBHIV collaborative services in Musoma and Mwanza Regions which contributed in informing the scale up of IPT sites nation wide
- Analyzing quarterly programmatic data from 81 supported sites and guiding the scope of work by AGPAHI staff as well as sub award recipients in 12 councils in Shinyanga and Simiyu regions
- Successfully organized the 1st National Pediatric Quality Improvement forum in Tanzania that took place in June, 2015.
- Successful guiding 19 Sub award recipients in utilization of project funds for implementation of activities across all AGPAHI supported sites

- From previous employment as a medical doctor at Regency Hospital supported the scale up of patients' access to dialysis services for chronic kidney disease from 16 to 74 clients through re-organization of services.

Publications

- Hussein, A. Scott, A. Njau, G. Nsheha, A. Matemu, S. Determinants of unfavorable treatment Outcome among Tuberculosis Clients, Simiyu Region, Tanzania: a Retrospective Data Review 2014 (Presented at the 2nd Annual Tanzania Health Summit in November, 2015)
- Charles, D. Matemu, S. Njau, G. Lutkam, D. Integration of Family Planning into Voluntary Counselling and Testing (VCT) Services in Shinyanga Region, Tanzania. 2012-2014. (Presented at the 2nd Annual Tanzania Health Summit in November, 2015)
- Charles, D. Matemu S. Njau, G. Lutkam, D. Improving skills of midwifery students through skills Lab at Kolandoto in Shinyanga Region, Tanzania. 2012-2014. (Presented at International Day of Midwives forum in May, 2016)
- Matemu, S. Factors affecting uptake of Pediatric ART services in Shinyanga Region, Tanzania. 2016 (To be presented for the award of Master in Public Health)
- Matemu, S. Awareness of Pesticide hazards among flower farmers in Arusha Region, Tanzania. 2008 (Presented for the award of degree in Medicine)

Languages and skills

- Fluent in English and Kiswahili (Speaking, Reading and Writing)
- Computer skills; Microsoft office applications, Internet, E-mails, web access, graphic designing, using various windows software and statistical packages

Referees

- 1. Mr. Laurean Rugambwa Bwanakunu**
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- 3. Dr. Doris Lutkam,**
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