

Mwajuma Haroune Kumba
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January 20, 2026

BRAC Maendeleo Tanzania
Plot 17, Natai Building
Light Industrial Area, Coca-Cola Road
Mikocheni, Dar es Salaam
P.O. Box 105213

Dear Hiring Manager,

I am writing to apply for the position of Caregiver Assistant at BRAC Maendeleo Tanzania. I am a trained Clinical Officer with experience in pediatric care, school health services, and youth mentorship, and I am highly motivated to support children's holistic development in line with Montessori and Early Childhood Development (ECD) principles.

Through my clinical training and professional experience, I have gained strong knowledge of child health, basic first aid, emergency response, hygiene, and safety, which are essential in an ECD and Montessori environment. I understand that ECD focuses on the physical, emotional, social, and cognitive development of children, and I am committed to creating a safe, nurturing, and supportive environment that promotes healthy growth and learning.

I previously worked at Mount Everest Schools, where I served in a nursing role providing medical care to pupils and staff, managing minor injuries and illnesses, maintaining accurate health records, and ensuring proper storage and monitoring of medicines to prevent expiry. This experience strengthened my ability to supervise young children, respond calmly to emergencies, and support their daily well-being.

In addition, I worked with Femina Hip as a mentor, where I guided students in sexual and reproductive health education, entrepreneurship, and citizen engagement. This role enhanced my communication skills, patience, compassion, and ability to mentor and guide young people, which are important qualities in a Montessori and ECD caregiving setting where children are encouraged to learn through guidance, respect, and positive interaction.

I appreciate that the Montessori approach emphasizes child independence, hands-on learning, and respectful guidance, and I am eager to support these principles by helping children develop self-care skills, positive behavior, and confidence while ensuring their health and safety at all times.

I believe my medical background, combined with my experience working closely with children in educational and community settings, makes me a strong candidate for the Caregiver Assistant role at BRAC Maendeleo Tanzania.

I have attached my CV for your review and would welcome the opportunity for an interview.

Yours Faithfully,

Mwajuma Haroune Kumba

Mwajuma Haroun Kumba

📞 +255 67 994 7273 | 📩 mwajumaharoun2325@gmail.com

➤ Female | 🌎 Dar es Salaam, Tanzania.

Personal Statement.

I am a passionate healthcare professional with a Diploma in Clinical Medicine, dedicated to improving community health through education, facilitation, and patient-centered care. With experience in maternal health education, social mobilization, and clinical support, I thrive in roles that allow me to engage with communities, provide evidence-based health guidance, and strengthen healthcare support systems. My ability to facilitate group discussions, build strong relationships with community members, and collaborate with healthcare providers makes me well-suited for roles that require both clinical expertise and community engagement.

Work Experience

Nurse: 🌍 Mount Everest School, Kinondoni, Dar es Salaam Oct. 2024 - Present

- Provided health education sessions on hygiene, safety, and wellness to students and staff.
- Conducted one-on-one counseling for students on health concerns, ensuring accessible and inclusive support.
- Administered first aid and emergency care, tracking medical conditions and ensuring proper follow-up.

Social Mobilization Mentor: 🌍 Femina Hip & Pugu Health Center (CTC), Ilala, Dar es Salaam.

Mar.2022 – Oct.2024

- Facilitated group discussions on HIV/AIDS awareness, reproductive health, and safe practices, empowering young women and community members.
- Organized peer learning sessions, ensuring accurate and culturally relevant health education.
- Provided health referrals and support, connecting community members to medical care and resources.

Clinical Officer (Practical Training): 🌍 Kilosa District Hospital, Morogoro.

Dec.2021 – Jan.2022

- Assisted in prenatal and postnatal care, supporting maternal health initiatives in the community.
- Provided counseling and treatment plans for patients while ensuring comprehensive medical record-keeping.

Clinical Officer (Practical Training): 🌍 Ilala District, Dar es Salaam.

Aug.2020 – Sept.2020

- Conducted community health screenings and participated in maternal health education initiatives.
- Assisted in tracking patient care plans, ensuring smooth medical workflows and follow-ups.

EDUCATION

St David College of Health Science || Dar es Salaam, Tanzania

Sept. 2018 – Mar. 2024

- *Diploma in Clinical Medicine*

Machame Girls High School || Hai, Kilimanjaro

Mar. 2016 – May. 2018

- *Certificate of Advanced Level Education*

Buhongwa Secondary School || Mwanza, Tanzania

Mar. 2012 – Oct. 2015

- *Certificate of Secondary Education*

SKILLS

Community Health & Facilitation:

- Group Facilitation & Peer Learning
- Community Engagement & Health Awareness
- Maternal & Reproductive Health Education
- Patient Counselling & Support Services

Medical & Clinical

- First Aid & Emergency Care
- Health Education & Prevention Programs.
- Clinical Procedures & Patient Care

Technical Skills:

- Microsoft Word, Excel, PowerPoint, Outlook.
- Time Management & Attention to Detail
- Google Analytics
- Meta Business Suite
- Canvas
- Hootsuite

Languages:

- Swahili Native
- English – Fluent (Speaking, Reading, Writing, Listening)

Soft Skills:

- Strong Interpersonal & Communication Skills
- Teamwork & Collaboration
- Ability to work under in Clinical & Community Settings.

Hobbies.

- Cooking and trying new recipes.
- Listening to music.
- Photography and traveling.
- Staying updated on public health trends.

References.

1st Person of reference

- Asha Maneno a Project Administrator @ Femina HIP
- Mobile: +255 68 774 4680 & Email: asharocky@gmail.com

2nd Person of reference

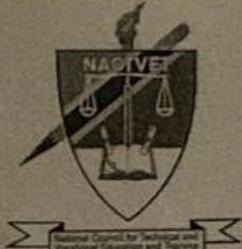
- Anjela John Duma @ Kibaha Municipal Council
- Mobile: +255 7153910051 & Email: anjela.duma44@gmail.com

3rd Person of reference

- Abdala A Ijani @ Sika Tanzania
- Mobile: +255 757430062 & Email: aaijani@gmail.com

NTA Level 6 No. 0157714

THE UNITED REPUBLIC OF TANZANIA
THE NATIONAL COUNCIL FOR TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING



NATIONAL TECHNICAL AWARDS (NTA)

It is hereby certified that

Mwajuma H. Kumba

Registration No. NS3278/0104/2015

of

St. David College of Health Sciences

has been awarded an

Ordinary Diploma in

Clinical Medicine

after having fulfilled all the requirements for NTA Level 6
and is competent to undertake the duties of a Clinical Officer

Issued this 13th day of May in the year 2024

Chairperson

Executive Secretary



The National Examinations Council of Tanzania



Certificate of Secondary Education

This is to certify that **MWAJURA H KURBA**

Index No. 53278-0104

sat for the Certificate of Secondary Education Examination

at **BUHONGWA SECONDARY SCHOOL**

in **NOVEMBER 2015**

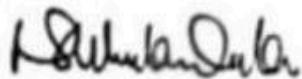
and qualified for the award of

CERTIFICATE OF SECONDARY EDUCATION

in **DIVISION TWO**

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	D (PASS)
GEOGRAPHY	D (PASS)
ELIMU YA DINI YA KIZSLAMU	D (PASS)
KISWAHILI	C (PASS)
ENGLISH LANGUAGE	B (PASS)
PHYSICS	D (PASS)
CHEMISTRY	C (PASS)
BIOLOGY	B (PASS)
BASIC MATHEMATICS	F (FAIL)


Chairperson


Executive Secretary

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