MATATA JONATHAN

E-mail: jedidiah.matata@gmail.com Tel: 0752138570/0779911813

Education	
2011-2017 Education	Advanced Diploma in Software Engineering (ADSE), Aptech Computer
2008-2009	Uganda Advanced Certificate of Education (UACE), Vurra Secondary School
2004-2007	Uganda Certificate of Education (UCE), St. Charles Lwanga Col, Koboko
1997-2003	Primary Leaving Examination (PLE), Yumbe Primary School
Career Objective	

To attain a high level of growth in a given career path so as to yield effective results in a given assignment for the good and growth of the organization and my personal career development.

Key Skills

- I have high levels of integrity, strong interpersonal skills; highly motivated and a self- starter who is able to lead a process and engage others. I also have the ability to work independently as well as collaboratively in a fast-paced team environment while simultaneously managing multiple tasks.
- Excellent oral and written communication skills.

Relevant Work Experience

Protection Assistant - Distribution, *Danish Refugee Council (DRC)*, **March 2022 to 31**st **Dec** 2022

Duties and Responsibilities

- Overseeing and ensuring that Non Food Items (NFIs) distributions are conducted well and as per the Standard Operating Procedures and following the scale put in place by the donor.
- Planning for these distribution activities well ahead of time.
- Raising requests for the Core relief items on need basis.

- Mobilizing the persons of concern to come and receive their entitlement.
- Sensitizing the beneficiaries on their entitlement, how they should use the items, how
 long it will take until the next distribution takes or to let them know that this is a one-off
 distribution exercise
- Providing timely feedback to the persons of concern and my supervisors on ongoing activities.
- Leading smooth flow of activities during actual distribution exercises.
- Making timely referrals and follow ups in case rendering of support would involve other partners.
- Compiling daily, weekly and monthly activity reports.
- Liaising with other key partners and stakeholders like the Office of the Prime Minister (OPM), United Nations High Commission for Refugees (UNHCR), Andre Foods International (AFI), and CTen to coordinate and make sure the persons of Concern are served well and in a dignified manner.
- Participating in Post Distribution Meetings and client satisfaction survey to determine the impact of the assistance being given to the beneficiaries.

Non-Food Item Volunteer, Danish Refugee Council (DRC), May 2020 - Feb 2022

Duties and Responsibilities;

- Organize persons of Concern to receive their items.
- Request for items from the store and reconcile the records after every distribution exercise.
- Verify beneficiaries before they are given a token to go and claim their items.
- Generate general report using the Global Distribution Too (GDT) after serving Persons of concern.
- Sensitizing the beneficiaries about the use of the items given.
- Supporting Child Protection sector in case there are no activities under distribution sector.

Managing Director, Agani Entrepreneurs, March 2019-April 2020

Duties and Responsibilities;

- Marketing on behalf of the Company.
- Market research to find suitable client base and expand the market for the company products.
- Organizing the office for routine works.
- Arranging with clients for how they work is to be done.

- Delivering finished works of clients.
- Receiving payments from the clients on behalf of the company.
- Paying for the utilities of the company.

Volunteer/Enumerator, World Food Program (WFP), June 2017-October 2017

Duties and Responsibilities;

- Crowd control.
- Collecting post distribution data.
- Taking care of the equipment used for data collection.
- Guiding the beneficiaries in the process of receiving their entitlement.

Enumerator, Wilsken Research Institute, 1st June 2019-to-26th Sept 2019

Duties and Responsibilities;

- Data collection at grass root level.
- Compiling and forwarding the data by internet.
- Taking care of the equipment used for data collection.
- Reporting daily to the head office.
- Coordinating with stakeholders on how to approach the research activity.

Other Competence Skills, Attributes and Abilities

- **Information Technologies**: I have an excellent computer skill and I am very familiar with Microsoft office applications (MS Word, Advanced MS Excel, MS Access, MS Power point), and online reporting and general use of the internet.
- **Communication skills**: I possess excellent oral and written communication skills.
- Language proficiency: Very fluent in English and Lugbarati plus Ainga (written and oral) and fairly good in Kiswahili (spoken)
- Ability to multi-task and stay organized, and I can adjust to different work conditions in a fast and timely fashion. I am observant with the ability to pay close attention to detail.
- I have an influential personality who can handle confidential and sensitive data with integrity.

Other trainings completed

Psychosocial support training by TPO Uganda

Referees:

I enclose the following names as my referees;

Mr. Ivan Feni

Associate Protection

Officer, UNHCR South

West Uganda.

Tel:0784173497

E-mail: feni@unhcr.org or feniivan@gmail.com

Dr. Milton Mutto

Board Chair

Pincer Training and Research

Institute, Kampala.

Tel:0772850022

E-mail: milton.mutto@gmail.com E-mail:

Rev. Leviticus Acidri

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<u>om</u>



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0782-550141/0789559127



THE REPUBLIC OF UGANDA

Our ref:

Date: 07-11-2023

TO WHOM IT MAY CONCERN

This serves to introduce Mr. MATATA

Jonathan who is a resident of Zambia

Cell, Huara ward, central shvision, Ana city

He was stayed in this area tol

Long and without any band record.

He se is seeking for an employment in your esteemed organization.

I there fore have no reservation in introducing him to your office.

any essistence rendered to him regarding the monter will highly be experding the monter will highly be

Thank you.

yours in service



