[jedidiah.matata@gmail.com](mailto:jedidiah.matata@gmail.com)

+256 752138570/+256 779911813

Arua, Uganda.

07.11.2023.

To

The Human Resource Manager,

Q-SOURCING LTD, UG.

Dear Sir/Madam,

**RE: APPLICATION FOR THE POSITION OF DATA ENUMERATOR – ARUA urban**

Having learned about the posting of the above mentioned position, I hastened to submit in my application.

I am a Ugandan, a young adult who is a quick learner and creative and very flexible to operate under diverse working conditions and with experience of working among refugees and also dealing with the host communities on several occasions. I possess excellent interpersonal skills and this makes me respectably communicate with all people of all walks of life. I also have the ability to work closely with people within my jurisdiction, maintaining a professional relationship with them so as to meet the targets and goals of the organization.

I am very proficient with the use of electronic methods of data collection and also coming up with work plans, drafting reports and the general use of the internet to manage my work online and any other task that includes the use of the computer.

I am a man of integrity and diligence, a good team player but I also take initiative and responsibility to make sure set targets are met within the allocated timeline.

I look forward to hearing from you soon.

Thanks!

Yours sincerely,

Matata Jonathan.

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# MATATA JONATHAN

# E-mail: [jedidiah.matata@gmail.com](mailto:jedidiah.matata@gmail.com) Tel: 0752138570/0779911813

**Education**

2011-2017 **Advanced Diploma in Software Engineering (ADSE),** Aptech Computer Education

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 31st 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;

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| --- | --- | --- |
| **Mr. Ivan Feni  Associate Protection Officer, UNHCR South West Uganda.**  [**Tel:0784173497**](Tel:0784173497)  **E-mail:** [**feni@unhcr.org or feniivan@gmail.com**](mailto:feni@unhcr.org%20or%20feniivan@gmail.com) | **Dr. Milton Mutto Board Chair Pincer Training and Research Institute, Kampala.**  [**Tel:0772850022**](Tel:0772850022)  **E-mail:** [**milton.mutto@gmail.com**](mailto:milton.mutto@gmail.com) | **Rev. Leviticus Acidri**  **External Relations Person Uganda Christian University, Arua Campus.**  [**Tel:0775176153**](Tel:0775176153)  **E-mail:** [**leviticushope@yahoo.com**](mailto:leviticushope@yahoo.com) |



