

A.CURRICULUM VITAE

NINSIIMA ANITA	
Year of Birth	3 rd January 1994
Nationality	Ugandan
Sex	Female
Marital Status	Married
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B. EDUCATIONAL BACKGROUND:

Year	School / Institution	Qualification
August 2022-2023	Kabale University	Postgraduate Diploma in Public Administration and management
August 2016-October 2016	Makerere University	Certificate in Administrative Law
2013-2016	Uganda Christian University	Bachelor of Social work and Social Administration
2011– 2012	Kigezi High School	Uganda Advanced Certificate of Education. Subjects: History, Economics, Divinity with General Paper
2007-2010	Mariam High School	O' Level (Uganda Certificate of Education): Subjects: Mathematics, English, Physics, Chemistry, Geography, Art, Christian Religious Education, History, Commerce and Biology
2000-2006	Kabale Primary School	Primary Leaving Education Subjects: Mathematics, English, Science and Social Studies

C .OTHER TRAININGS:

Year	School / institution	Award/Qualification
2013	Family Life Network	Certificate of Training as a peer educator
2018	Compassion International	Certificate of Attendance in Child Protection

WORK EXPERIENCE

YEAR	INSTITUTION	RESPONSIBILITIES
- 2018 - 2023	Compassion International assisted project Kihanga Child Development Centre Diocese of Kigezi	Child Development Officer in charge of health Responsibilities
		- Prepare and maintain regular performance reporting in support of project processes.
		-Prepare and plan meetings and take detailed minutes, write and distribute email, correspondence memos, letters, faxes and forms.
		-Assist in the preparation of regularly scheduled reports.
		-Develop and maintain a filing system
		-Do any other duties assigned by the Project Director
		-Coordinate days of children like Day of an African child, 4/14 Window
		-Ensure collaborations with the probation officer, CDO on the betterment of Children
		-Ensure timely compilation and submission of periodic and quarterly reports of OVC
		-Ensure proper drug adherence of PLWHIV/AIDS and provide psychosocial support.
		-Responding to child protection issues and concerns before reporting to church partnership committee and the district.
		-Support the day-to-day functioning of the Project activities
		-Participate in monitoring and evaluation of performance of health at house hold and individual level.
		-Implement the Health programme Intervention strategies at household level
		-Preparing and submitting health related reports like World AIDS day, Global Hand washing day, Malaria day and many others

		<p>-Advocate for children living in poverty and are not able to speak for themselves</p>
		<p>-Implementing day to day running of project health activities</p>
		<p>-Leading in implementation of health related standards</p>
2024-to date	KICK CORRUPTION OUT OF UGANDA	<p>Programs Officer incharge of compliance and Human rights.</p> <p>Responsibilities</p> <p>-Developing and implementing compliance policies and procedures aimed at preventing corruption within the organization. This includes establishing codes of conduct, anti-corruption policies, and whistleblower mechanisms.</p> <p>-Conducting training programs and awareness sessions to educate employees about compliance standards, ethical conduct, and human rights issues. This may involve organizing workshops, seminars, and distributing educational materials.</p> <p>-Regularly monitoring and auditing the organization's activities to ensure compliance with relevant laws, regulations, and internal policies. This involves conducting risk assessments, internal audits, and investigations into any suspected breaches of compliance.</p> <p>-Identifying potential compliance risks and vulnerabilities within the organization and implementing measures to mitigate these risks. This may involve conducting due diligence on third-party partners, suppliers, and contractors.</p> <p>-Maintaining accurate records and documentation related to compliance activities, including incident reports, investigations, and remediation efforts. You may also be responsible for preparing compliance reports for senior management and regulatory authorities.</p> <p>-Ensuring that the organization's activities respect and uphold human rights principles, both internally and externally. This may involve conducting human rights impact assessments, addressing issues such as discrimination and labor rights violations,</p>

		<p>and collaborating with stakeholders to promote human rights standards.</p> <p>-Taking appropriate enforcement actions in cases of compliance breaches, including disciplinary measures against individuals found to have engaged in corrupt or unethical behavior. You would also be responsible for implementing remediation plans to address any systemic issues identified.</p> <p>-Collaborating with other departments within the organization, as well as external stakeholders such as government agencies, CSOs, and industry associations, to promote a culture of compliance and ethical conduct. This may also involve advocating for policy reforms and participating in industry-wide initiatives to combat corruption.</p> <p>-Ensuring that the organization operates with integrity, transparency, and respect for human rights, thereby contributing to the broader goal of eradicating corruption.</p>
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LEADERSHIP EXPERIENCE

Year	School / Institution	Position
2011-2012	Kigezi High School	Deputy Speaker

C. BEHAVIOURAL COMPETENCIES AND MANAGEMENT EXPERIENCE

I.	Self-driven and results oriented
II.	Innovative and committed to goal achievement
III.	Cooperative attitude with a desire to learn

D. OTHER PROFESSIONAL SKILLS

I.	Administrative and leadership skills
II.	Speech and Reports writing skills
III	Microsoft office application skills majorly MS excel, MS word and powerpoint
III.	Proper documentation and record keeping skills

IV.	Partnerships and relationship building skills involving people from different cultural backgrounds
V.	Good oral and written communication
VI.	Quick problem solving and appropriate decision-making skills
VII.	Listening, counselling and advisory skills.
VIII.	Timely accomplishment of tasks

E. LANGUAGE FLUENCY:

English, Runyankore –Rukiga ,Luganda

F. CAREER OBJECTIVES:

Commitment to Integrity, Excellence, service above self , Transparency, Stewardship, Dignity, Relationship building, achievement of results, team work, and equipping people with knowledge.

G. REFEREES:

1.	MR. AKATUSIIMA ABEL BAGAMBISA PROJECT DIRECTOR KIHANGA CHILD DEVELOPMENT CENTRE TEL:+256779825598 EMAIL.ablebassy@yahoo.com
2.	MR. TWONGYIRWE BENON PROJECT DIRECTOR KANTARE CHILD DEVELOPMENT CENTER TEL: +256 782438993 EMAIL: twongyirwebenon@gmail.com
3.	MR.KAKURU ROBERT BYAMUGISHA EXECUTIVE DIRECTOR KICK CORRUPTION OUT OF UGANDA TEL: +256 782472880 EMAIL:robertkakuru@gmail.com

H. ACKNOWLEDGEMENT

I declare that to the best of my knowledge, the information provided in this Curriculum Vitae is true and accurate.

Yours sincerely,

NINSIIMA ANITA