C/0 ofEcwa Goodnews Church, Billiri,

P.O Box 89Billiri,

Gombe State.

24th Nov,2018.

The Human Resource Manager,

Achieving Health Nigeria Initiative (AHNi),

Abuja, Nigeria

Dear Sir,

**APPLICATION FOR THE POSITION OF PROJECT ADMINISTRATIVE VOLUNTEER (UNHCR-GBV).**

I write in reply to the classified advert seeking to fill the above position in your Organization.

I have an experience in administrative work such data entries using Lafiya Management Information System (LAMIS), while working on Strengthening Delivery of HIV/AIDS Services (SIDHAS) project in FHI 360 Maiduguri.

I am proficient in Microsoft Office (word, excel, power point) and also the day to day office routine such as; preparing of staff travel expense authorization, travel expenses report by reviewing and ensuring tickets are well dated and correctly booked for travelers, hotel reservations for staff, writing of minutes, filing and documentation.

I have good communicating skills, can multitask, and am organized, passionate and creative. I will be grateful if my application is considered.

Thank you in anticipation for your positive response.

Find attached my resumé.

Respectfully Yours,

JONATHAN NAPTHALI

**JONATHAN NAPTHALI.ND. HND**. PGD.Ed.M.TECH.Edu.(in view) 08138238547, 08113957412.

**C/O of Ecwa goodnews church,Billiri Gombe State. Jonathanoksakei@gmail.com**

**PROFILE SUMMARY**

Great humanitarian personnel who delight in contributing to social welfare of humanity irrespective of the locality involved in disaster, broadening my scope in this field of humanitarian services as defending Child’s Rights, Gender Base Violence (GBV), providing psychosocial supports and basic needs, rendering case management services and making positive contribution towards the achievement of organizational goals and objective. To demonstrating a high degree of professionalism and integrity.

**CORE COMPETENCIES**

* Ability to use standard office equipment (office gadgets).
* Proficient in Micro soft word, Power point and Excel.
* IT-skills and familiarity with the use of databases and internet.
* Ability to solve problems, think and plan strategically, and communicate with key actors in a dynamic and unpredictable operating environment.
* Experienced in data collection and analysis using participatory methodology.
* Team player, flexible, and clear communicator.
* Ability to work effectively in unstable, challenging and fast-paced environment.

**WORK EXPERIENCE**

**ADMINISTRATIVE VOLUNTEER - Monitoring and Evaluation (M&E) SIDHAS.**

April – June 2018.

**JOB DESCRIPTION**

* Review request for hotel reservations from staff and ensure they are properly completed with correct charge codes, dates, location, duration, budget and appropriate signatories.
* Track status of each accommodation and travel request and update electronic database accordingly from point of request to completion and payment.
* Prepare travel expense authorization forms, review ticket to ensure that travel dates and routes are correctly booked as well as traveller’s names are correctly written.
* Coordinate with Finance Team, customers and vendors to ensure bills are paid promptly and accurately.
* Maintain a clean filing system that will enable all necessary parties to easily track and locate hotel, travels and shipment records, bills etc.
* Prepare and modify documents including correspondence, reports, drafts, memos and emails.
* Handle all photocopying, scanning and laminating assignments, development and printing of documents for the office and also maintain electronic and hard copy filing system.
* Enter required data for monitoring and evaluation of Strengthening Delivery of HIV/AIDS Services (SIDHAS) project.
* Registration of Antiretroviral Therapy (ART) clients on Lafiya Health Management Information System (LAMIS) database.
* Regular update of LAMIS database.
* Correction of data input errors in the data base.
* Validation of ART registers on LAMIS
* Collection, sorting and arrangement of ART forms, Facility care and support forms, adult pharmacy order forms, laboratory forms, PMTCT, TB, HTC and others according to the month and year serially, and then distributing them into different facility folders.
* Sorting arrangement and taking of inventory of M&E materials in the store.
* Visit to the different facilities and supplying of materials needed.

***KEY ACCOMPLISHMENT***

* Zero errors in collecting, compiling and data analysis.

**COMMUNITY DEVELOPMENT SERVICE (CDS)**

**Environmental Sanitation and protection CDS**

January – November 2016

* Team leader, Environmental, Sanitation and protection CDS group song chapter.
* Liaise with my team mates, local government inspector NYSC, police authority, community elders and youth leaders on how to create and carry out undisrupted awareness through campaigns on environmental hygiene, sanitation and protection in the different wards in the local govt. Area.
* Organised campaigns with my team members using placards written in local dialects for effective communication and dissemination of information, enlightening them on the importance of personal and environmental hygiene.
* Sensitive pregnant women on the dangers of poor nutrition, poor hygiene in relation to their health, dangers of home delivery, proper hand washing before breast feeding, before and after using the lavatory, eating etc. Using pictorial diagram of hand washing for easy understanding.

***KEY ACCOMPLISHMENT***

* Rapid increase in the number of pregnant women going for ante-natal by 75% and hospital delivery by 70%.
* Clean and healthy environment.
* Due to cooperation and togetherness from my team members we were awarded the best CDS group of the year in the zone.

ABUBAKAR TAFABALEWA UNIVERSITY (ATBU)**. Bauchi**, Bauchi State. 2018-Date

M.tech.edu (in view).

Mathematics Education

2018-Date

FEDERAL COLLEGE OF EDUCATION– Gombe,Gombe State, Nigeria. 2014-2016

PGDE in Mathematics and Computer

FEDERAL POLYTECHNIC– Damaturu,Yobe State.

2009-2011.

Higher National Diploma in Statistics(HND)

FEDERAL POLYTECHNIC- Damaturu,Yobe State. 2006-2008

National Diploma in Statistics (ND)

SAMBO MEMORIAL SEC.SCH- Billiri,Gombe State.

1999-2005

(SSCE)

DANKWAT MEM.SEC.SCH KANTOMA- Mangu,Plateau State.

2013-2013

(WAEC)

**TRAINING AND CERTIFICATION**

* National Youth Service Corps (NYSC) discharged certificate. 2013
* Certificate of course Completion in Global Health (Nutrition). 2017
* Certificate of Course Completion in Global Health Gender M&E. 2018

**INTERESTS AND ACTIVITIES**

* Researching, Travelling and Humanitarian services

**REFEREES**

DR.EPRON GAJERE

DIR/CEO.National Centre For

Remote Sensing. Jos **Mr.DANIEL SAMBO** 08035899795 Abuja market survey limited

07037690130

Mr.EMMANUEL EZRA

GOMBE STATE MINISTRY

OF EDUCATION

08065339199