

C/O Mr W. Mhango,
Malawi Council for the Handicapped,
P.O Box 5971,
Limbe.

28th November, 2023.

The Human Resources,
Inter Aide.

Dear Sir/Madam,

APPLICATION FOR THE POST OF FIELD FACILITATOR (NANTHENJE)

I am writing to express my keen interest in the Field Facilitator position at your esteemed organization. I am genuinely excited about the opportunity to contribute my skills and experience to make a positive impact on your organization and the communities you serve. With a strong background in community development and a genuine passion for social work, I am confident in my ability to excel in this role.

I hold a Diploma in Community Development and possess over three years of experience in community-based programs. Through my work, I have honed my ability to collaborate effectively with community members and stakeholders to identify needs and develop tailored solutions. My excellent communication and interpersonal skills have allowed me to work seamlessly in diverse communities, fostering positive relationships and delivering impactful programs.

In my current role as an Area Officer for the Hope KOICA KFHI Project, I have gained invaluable practical experience in facilitating and managing projects activities. This experience encompasses various aspects, including project planning, implementation, resource mobilization, beneficiary mobilization, monitoring and evaluation, report writing and project awareness campaigns. I am confident that the knowledge and skills I have acquired in this role will enable me to contribute effectively to your organization and help achieve its goals.

Additionally, I have had the privilege of working as a volunteer facilitator at Ukani Malawi under the Breaking Red project. In this capacity, I mentored girls on sexual health rights (SHR) and conducted workshops on how to make reusable pads. This experience further enriched my ability to engage and empower individuals through education. Furthermore, I have successfully taught diverse groups of students at Godes Peak Academy, where I developed effective teaching techniques and instructional methods. This allowed me to cater to different learning styles and create a positive and engaging learning environment.

My proficiency in Microsoft Office suite, internet usage, data collection, and entry, coupled with my exceptional typing skills, makes me highly efficient in handling administrative tasks. Moreover, I am a collaborative team player which enables me to work effectively with colleagues, and stakeholders. Please find attached my resume for your consideration. I am available for an interview at your convenience.

Yours faithfully,

Thandie Chilongo.

CURRICULUM VITAE

PERSONAL INFORMATION

Surname : Chilongo
First name : Thandie
Date of birth : 13th October 1997
Marital status : single
Language proficiency : English, Chichewa and Tumbuka
Cell : 0998378380, 0881674292
Email : thandchilongo@gmail.com

PROFESSIONAL QUALIFICATION

- **Qualification** : Level 4 Diploma in Community Development (ABMA)
Institution : Lilongwe Technical College
Subjects Covered :
 - Community Development Values
 - Community Health and Disease Management
 - Understanding Poverty in Communities
 - Supporting the Vulnerable in Communities
 - Sociological Perspectives on Community

ACADEMIC QUALIFICATION

- **Qualification** : Malawi School Certificate of Education
Institution : Maranatha Private School
- **Qualification** : Junior Certificate of Education
Institution : Chinsapo Secondary School

WORK EXPERIENCE

- **Company** : Hope KOICA KFHI Project (Nanthenje)
Position : Area Officer
Duties :
 - Coordinated and facilitate workshops and meetings with beneficiaries and other stakeholders.

- Coordinate information sharing among the project team, beneficiaries and other stakeholders.
 - Formulate project M&E indicators, manuals, journals and other project reports.
 - Coordinate, monitor and report on project field activities.
 - Provided accurate information and recommendations to support decision making process. Support project data collection.
 - Formulate radio distribution plan to students.
 - Ensure cash collection forms from students are completed and are kept safe.
 - Monitoring and evaluation.
 - Prepare work plan, and submit written reports on field activities.
 - Hosting Bwalo La Amayi, Education Corner, and Lunch Hour listening on Hope Education Radio.
 - I work with producers to create and prepare radio programs that are up to date and meaningful.
- **Company** : Godes Peak Academy (Chinsapo)
- Position** : Secondary School Class Teacher
- Duties** :
- Involved in the planning and delivering of classes.
 - Monitoring and recording a pupil's progress in administrative records.
 - Responsible for preparing classes by ensuring the correct educational resources are in place.
 - Involved in the arranging of examinations.
 - Preparing students for their exams by encouraging them and providing support.
 - Advising senior pupils with decisions about their careers, meeting with their career advisers.
- **Employer** : Ukani Malawi (The Breaking Red Project)
- Position** : Volunteer
- Duties** :
- Mobilized communities and create awareness of the breaking red project objectives and activities.
 - Mentoring girls in Sexual Health Rights (SHR).
 - Facilitated community-led processes to identify young girls that were to participate in the project.
 - Facilitated capacity-building and training on menstrual hygiene.
 - Designed and developed activity and involvement programs for young girls to learn making reusable pad.
 - Fostered community participation in a variety of activities
 - Providing mentorship to adolescent girls

- Prepared and documented all reports
- Contributed to ongoing training programs and staff meetings as necessary
- Assisted with training and orientation for new staff and volunteers
- Providing of activities reports.

SKILLS AND COMPETENCE

- Excellent organizational and presentation skills.
- Excellent oral and written communication skills.
- Flexible and organized
- Able to work under pressure with minimum supervision.
- Knowledge in Microsoft Office Suite and internet.

HOBBIES

- Traveling
- Reading
- Writing story and poems

REFEREES

Samuel Bnongwe, General Manager, Hope Koica KFHI Project, P.O Box 729, Lilongwe. Email:Samuel.bonongwe@gmail.com Phone: 265(0) 995 706 653	The Head Master Godes Peak Academy P.O Box 301 Lilongwe Phone: 088 1435962	Modester Mangilani Co Founder Ukani Malawi Phone : 0888288622
Mr. Banda Maranatha Private School P.O Box 160 Madisi Phone : 0997725091		



USAID
FROM THE AMERICAN PEOPLE

WORLD
CONNECT




Certificate of Participation


This to certify that

THANDI CHILONGO

has successfully completed participation as a volunteer for the breaking red
project from January 2019 - August 2019.

Given this 14th day of September, 2019


Temwa Chiremba
Co Founder of Ukani Malawi


Modester Mangilani
Co Founder of Ukani Malawi



Level 4 Diploma in

Professional Community Development

is awarded with Pass to

THANDIE CHILONGO

having satisfied the requirements of the ABMA's examiners in:

Community Development Values
Community Health and Disease Management
Understanding Poverty in Communities
Supporting the Vulnerable in Communities
Sociological Perspectives on Community

Board Member

Issue Date: February 23, 2018

Student Number: ML32172798





Republic of Malawi

Chiphaso cha Nzika / Citizen Identification



Dzina la Bambo / Surname
CHILONGO

Dzina, Maina Ena / Name, Other Names
THANDIE

Mwamuna-Mkazi /
Sex
F

Tsiku Lobadwa /
Date of Birth
13 Oct 1997

Mambala ya Chiphaso /
Identification No
W8AE5CCW

Dziko Lobadwira /
Nationality
MWI

Tsiku Lolandira Chiphaso / Tsiku Lothera Chiphaso /
Date of Issue Date of Expiry
20 Sep 2017 13 Oct 2023



Chiphaso



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