

CURRICULUM VITAE
Arch. Eliapenda H. Mtei

1.0 PERSONAL DATA:

Name:	Eliapenda Hermas Mtei
Date of Birth:	02 December, 1980
Place of Birth:	Mvomero, Morogoro
Nationality:	Tanzanian
Marital Status:	Married
Religion:	Christian (Lutheran Evangelical Church)
Number of Children:	2 (2 females)
Name and Address of Spouse:	Grace Elias Kirundwa Tanzania Building Agency Dar es salaam
Next-of-Kin:	Grace Elias Kirundwa
Date of First Appointment:	January, 2010
Position on First Appointment:	Assistant Architect
Confirmation of First Appointment:	30 March, 2010
Present Position:	Head of Real Estate Management Unit
Date of Present Appointment/Promotion:	February, 2019
Job Address:	Real Estate Management Unit Tanzania Posts Coporation, TANZANIA P.O. Box 9551, Dar Es Salaam, TANZANIA.
Personal Address:	P.O. Box 42546, Dar Es Salaam, TANZANIA.
Telephone Contact:	+255712332127,+255737544846
Email:	ngapany11@gmail.com

2.0 EDUCATIONAL DATA:

2.1 Higher Institutions Attended with Dates:

- | | | |
|---|-----------------------------|-----------|
| - | University of Dar Es Salaam | 2012-2017 |
| - | University of Dar Es Salaam | 2004-2010 |

2.2 Academic and Professional Qualification with Dates:

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|---|---|------|
| - | M.Sc. in Climate Change and Sustainable Development | 2017 |
| - | Bachelaor of Architecture | 2010 |

2.3 Secondary Education

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|---|---|------|
| - | Advanced Certificate of Secondary Edecation | 2003 |
| | Ilboru Secondary School, Arusha, TANZANIA | |
| - | Certificate of Secondary Education | 2000 |
| | Iyunga Secondary School, Mbeya, TANZANIA | |

2.4 Primary Education

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|---|--|------|
| - | Certificate of Primary Education | 1997 |
| | Turiani Primary School, Morogoro, TANZANIA | |

3.0 WORK EXPERIENCE:

3.1 Head of Real Estate Management Unit, 28/02/2019 to date

Tanzania Posts Corporation (TPC)

(a) Duties and Responsibilities

- i. To submit tenant's requests to the Estate committee for deliberation and approval;
- ii. To Survey property to identify faults and initiate rectification Process;
- iii. To maintain up to date inventory of all Corporation's assets;
- iv. To oversee and coordinate the activities relating to project preparation and implementation;
- v. To organize site meeting for field inspections of construction works;
- vi. Preparing annual program and budget of expenditure for the maintenance, renovations and decoration of the Corporation building;
- vii. Ensuring that safety and security of all Corporations' assets is maintained at all times;
- viii. Preparation of structural survey reports, specifications, schedule of works and tender documents;
- ix. Estimating and obtaining tenders, placing contracts and supervises contractor's works;
- x. Prepare preventive maintenance and corrective maintenance programmed;
- xi. Co-ordinate, control and ensure that maintenance, major repairs, replacement and renovations are programmed;
- xii. Follow up of the title Deeds procurement for Corporations properties;
- xiii. Supervise and process valuation reports for various purposes which TPC has vested interests;
- xiv. Supervise dealing works, Fire protection system, and landscape workers, fumigation.

3.2 Managing Director, 01/2010 to 01/01/2019

Ngapany Building Materials and General Supplies – Dar es salaam - Tanzania

- i. Supervising day to day activities of the company.
- ii. Marketing the construction materials.
- iii. Conducting seminars on quality and applications of construction materials to clients and technical personnels such as masons, painters, carpenters and other personnels in construction industry.
- iv. On site supervision and construction management.
- v. Preparation of environmental impact assessment and advise the clients on environmental regulations.
- vi. Prepare the contract documents and sign the contract with clients.
- vii. Advise the Clients on building materials implications and cost estimates.

- viii. Advise the Clients of methods of construction, energy efficiency and high performance of the buildings.

3.3 Senior Architect, 06/2011 to 03/2018

PlacePlan architects – Dar es salaam - Tanzania

- i. Attended all team meetings to resolve technical and project issues, coordinate with team members and review project schedules.
- ii. Met with municipal building department and other governing agency officials to coordinate approvals.
- iii. Reviewed project goals and objectives with the project manager and design team.
- iv. Managed and led a multi-disciplinary team throughout development and contract document phases.
- v. Verified that construction detail documentation conformed to quality assurance and best practice standards.
- vi. Created, printed and modified drawings in AutoCAD.
- vii. Devised overall strategy for documentation and identified the sheets planned for each stage of the work.
- viii. Created new and innovative approaches to problems and discussed them with project managers.
- ix. Prepared various exhibits for attorneys for public meetings and legal resolutions.
- x. Mentored less experienced architects and trained architectural personnel.
- xi. Recommended minor adaptations and modifications to complete working drawing sets.
- xii. Supervised preparation of technical drawings by architectural technicians.
- xiii. Analysed project feasibility and costs prior to drafting designs.
- xiv. Communicated with all other vendors and contractors and incorporated their input into project designs.
- xv. Calculated volume take-off and cost estimates for small to large landscape, irrigation and hardscape projects.
- xvi. Drafted furniture designs adapted to floor plans, working closely with multiple furniture vendors.
- xvii. Discussed zoning laws, fire regulations and building codes with healthcare and governing agencies.
- xviii. Consulted with clients to determine functional and spatial requirements of the new structure.
- xix. Coordinated with segment leaders to promote architectural goals and design concepts.
- xx. Kept the project on schedule and within budget while serving as project leader.
- xxi. Planned and led professional development reviews and "lessons learned" sessions.
- xxii. Worked closely with security engineers and private sector firms under contract with the agency.

- xxiii. Coordinated with clients, consultants and contractors during construction bidding.
- xxiv. Reviewed contractor proposals and sets of drawings prepared by A and E firms.
- xxv. Created and updated project cost analysis spreadsheets.
- xxvi. Completed comprehensive code compliance evaluations.

3.5 Architectural Assistant, 01/2010 to 05/2011

MD Consultancy Limited – Dar es salaam - Tanzania

- i. Supervised preparation of technical drawings by architectural technicians.
- i. Created new and innovative approaches to problems and discussed them with project managers.
- ii. Created and updated project cost analysis spreadsheets.
- iii. Worked closely with security engineers and private sector firms under contract with the agency.
- iv. Discussed zoning laws, fire regulations and building codes with healthcare and governing agencies.
- v. Calculated volume take-off and cost estimates for small to large landscape, irrigation and hardscape projects.
- vi. Coordinated with clients, consultants and contractors during construction bidding.
- vii. Reviewed project goals and objectives with the project manager and design team.
- viii. Created, printed and modified drawings in AutoCAD.
- ix. Attended all team meetings to resolve technical and project issues, coordinate with team members and review project schedules.
- x. Planned and led professional development reviews and "lessons learned" sessions.
- xi. Mentored less experienced architects and trained architectural personnel.
- xii. Coordinated with segment leaders to promote architectural goals and design concepts.
- xiii. Consulted with clients to determine functional and spatial requirements of the new structure.
- xiv. Recommended minor adaptations and modifications to complete working drawing sets.
- xv. Analysed project feasibility and costs prior to drafting designs.
- xvi. Managed and led a multi-disciplinary team throughout development and contract document phases.
- xvii. Kept the project on schedule and within budget while serving as project leader.
- xviii. Completed comprehensive code compliance evaluations.
- xix. Communicated with all other vendors and contractors and incorporated their input into project designs.
- xx. Drafted furniture designs adapted to floor plans, working closely with multiple furniture vendors.
- xxi. Devised overall strategy for documentation and identified the sheets planned for each stage of the work.

- xxii. Reviewed contractor proposals and sets of drawings prepared by A and E firms.
- xxiii. Verified that construction detail documentation conformed to quality assurance and best practice standards.
- xxiv. Prepared various exhibits for attorneys for public meetings and legal resolutions.
- xxv. Met with Municipal Building department and other governing agency officials to coordinate approvals.

3.6 Projects Volunteered for Social Responsibility:

- i. Design for KKKT Church building at kimara King'ongo – Ubungo, Dar es salaam
- ii. Design for Pastor's Residential House for KKKT kimara King'ongo – Ubungo, Dar es salaam
- iii. Design for KKKT Church building at Kitunda Relini – Ilala, Dar es salaam
- iv. Design for Pastor's Residential House for KKKT Kitunda Relini – Ilala, Dar es salaam
- v. Design for KKKT Church building at Kivule B –Ilala, Dar es salaam

4.0 COURSES TAUGHT IN THE UNIVERSITY

Postgraduate Level:

- Science of Climate Change
- Research Methodology: Methods and Techniques
- Vulnerability and Impacts of Climate Change
- Response to Climate Change
- Climate Change Governance
- Environment, Sustainable Development and Climate Change
- Ecosystems Management
- Climate Change, Food and Water Security
- Infrastructure, Energy Systems and Climate Change
- Climate Change and Gender
- Climate Change and Engineering
- Climate Change and Environmental Impact Assessments

Undergraduate Level:

- Design Studio
- Building Technology
- History and Theory of Architecture
- Environmental Science
- Development Perspectives
- Communication Skills
- Building Economics
- Settlement Planning
- Computer Practice (Ms office, Ms Excel, Ms Publisher, Ms Access, Ms power point AutoCad, Arch Cad, Atlantis Rendering, Photoshop and Sketchup.

- Professional Practice (Site Practical, Office Practice)
- Workshops and Seminars

6.0 DISSERTATION/THESIS

6.1 Mtei, E.H. (2017) **Impact Assessment of Flooding on Urban Settlements in Coastal Areas; The case of Flood Prone Areas in Kinondoni District, Dar Es Salaam.**, unpublished M.Sc. Dissertation, University of Dar Es Salaam, Tanzania.

6.2 Mtei, E.H. (2009) **Design Possibilities for Articulating Daylight in Deep Architectural Spaces; The Case of Long Span Buildings in Tropical Climates.** unpublished B.Arch. Dissertation, University of Dar Es Salaam, Tanzania.

7.0 Accomplishments

Led a design team and other professional consultants through all phases of Church buildings, commercial buildings and residential building projects.

8.0 Affiliations

Member of Architects Association of Tanzania (AAT) (2010 - present)

9.0 Certifications

Registered Architect for Architects and Quantity Surveyors Registration Board of Tanzania (AQRB) (2010 - present)

10.0 Strength

I am very flexible and I can dedicate myself to utilize my integrity, trustworthy, creative, and responsive, be ready to face challenges, use my ability to work in team with minimum supervision, ability to make analytical analysis based on facts, make formal decision and make a move to perform my responsibilities

11.0 Weakness

I have a habit of feeling there are something I don't know therefore I always like to listen advices from different people regardless his/her academic and life status. That habit leads me to like mentorship from skilled and experienced persons in different fields.

12.0 Skills

- Building Materials application knowledge
- Motivated self-starter
- Integrated building design
- Strong knowledge of design trends
- Landscape architecture
- Proficient in Autocad and AchiCAD
- Time management
- Site investigation reports
- Building codes knowledge
- Entitlement coordination
- Bidding procedures
- Strong verbal and written communicator
- Retail and commercial architecture
- Freehand sketching
- Microsoft Office expert
- LEED Green Associate accreditation
- High performance of the buildings
- Energy efficiency and energy conservation
- Budgeting
- Adobe Creative Suite
- Design development
- Permitting and administration knowledge
- Registered Architect, license number 0817
- Structural engineering
- Atlantis Rendering
- Photoshop
- Arch-CAD BIM
 - Science of Climate Change
 - Ecosystem Management
 - Adaptation Techniques of CC
 - Mitigation Techniques of CC
 - Food Security
 - Integrated Water Management
 - Gender Integration
 - Infrastructure resilience
 - Renewable Energy: Solar Power, Biomass, Bio gas, gas fuel, Thermo energy
 - Carbon Trade
 - REDD and REDD+ carbon Emissions Reduction
 - Theories of sustainable development
 - Environmental Management
 - Environmental Impact Assessment
 - Research Methodology and Techniques
 - Governance
 - Title deeds procurement and procedures
 - Land Surveying procedures

13.0 Hobbies

Chatting

Listening Music

Watching football

Watching wrestling

Reading books and journals

14.0 Referees:

Pastor Ibrahim Munanka Gibole

KKKT Sinza

P.O. Box 35574,

Dar-es-salaam .

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Prof. Jamidu H. Y. Katima

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Tanzania

Email; jkatima@udsm.ac.tz

Mobile +255744 265864,

Arch. Grace Elias Kirundwa,

P.O.Box 42546,

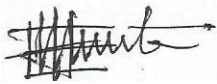
Dar-es-salaam.

Email; gracekirundwa@yahoo.com

Cell: +255713 072 990

Declaration

I Eliapenda Mtei I undersign, to certify that the given information is complete and true for the best level of my knowledge and concern.



26Th January, 2020

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Arch. Eliapenda Hermas Mtei

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Date