

**Lagae Eliud Mwenura**

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❖ **EDUCATION**

- Mzumbe University.
- Graduated: November 2016 Master Degree in Business Administration.

**CORE STRENGTHS**

- Exceptional teamwork skills - collaborated with stakeholders.
- Problem solver with in-depth knowledge of working with people of concern.
- Community networks, linkages, partnerships and coordination
- Organizational behavior/skills & leadership strengthening

**WORK EXPERIENCE**

**August 2020 - Present**

Tanzania Posts Corporation, Musoma-Mara.

**Postal Officer II**

- Preparation of letter, parcel and delivery bills.
- Dealing with inward and outward primary, secondary and sorting duties.
- Acceptance and delivery of parcels, registered letters, foreign magazines and other entry items.
- To perform shipping duties including ticking and verification of mail bags.
- To deal with store duties which include requisitioning, follow up, recording and maintenance of store records
- Assess the adequacy of the existing Tanzania Posts Corporation policy on development cooperation and make recommendation on this policy and on the regionalization of field activities by developing and formulating regularly comprehensive and in depth analysis.

**March 2017- August 2020**

Good Neighbors International based in Kigoma, Tanzania.

**Operations Officer**

- Leads, coordinates action covering recruitment, planning, and supports the design, support the program activities planning including project detail planning, carrying out administration issues, participating in the internal selection of suppliers,

- Assist the Human Resources Officer in all personnel-related issues, including meeting with all department staff representatives, discussing and proposing solutions on a variety of subjects relating to staff welfare and conditions of works.
- Support and manage administration aspects including finance and logistics activities at office level and field level to ensure organization procedures and budgets adhered to operational plans.
- Provides guidance to department representatives and their designated staff in the utilization of integrity for staff selection, ensuring compliance with the provision of the administrative instruction on staff selection system.

**May 2012-March 2017**

Hanns R Neumann Stiftung International Based in Mbeya, Tanzania.

**Field Officer**

- In collaboration with the Project Manager to mobilize/sensitize people of concern in the communities to engage in economic activities and providing them capacity building training on how to utilize the available resources within the community.
- Support the formation of youth and women saving group in the communities and linking them with service providers such as financial institutions, inputs/fertilizers providers
- Review and manage project budget spending with Project Manager and make sure that the budgets are spent as planned and preparation of final spending summary.
- Community engagement and capacity building training on gender approach involves women and youth in income generation activities through decision making at house level.

**REFEREES**

1. **Jenny Park**  
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