**CURRICULUM VITAE (C.V)**

**1. PERSONAL DETAILS:**

NAME: MWANAISHA ALLI SAID

SEX: FEMALE

MARITAL STATUS: MARRIED

DATE OF BIRTH

AND PLACE OF BIRTH: 21ST JANUARY, 1972,ZANZIBAR

CITIZENSHIP: TANZANIAN

PERMANENT ADDRESS: MWANAISHA A. SAID

P. O. BOX 9551

TANZANIA POSTS CORPORATION

DAR ES SALLAM

MOBILE: 0714 8925 65 / 0773 177 431

E-MAIL: [mwanaishasaid@yahoo.com](mailto:mwanaishasaid@yahoo.com)

mwanaisha@posta.co.tz

**2. EDUCATION BACKGROUND:**

Sept 2015- To date PhD Student, Open University of Tanzania

2003 - 2007 Masters Degree in Public Administration - University of Dar es Salaam.

Courses studied include: Public Policy Analysis, Public Personnel Management, Administrative and Labor Laws, Public Administration, Management of Public Services, Methodologies in Political Research, Statistical Techniques in Social Science Research and the State and the Economy.

Award M.A Degree

1996 – 1999 Degree in Arts (Public Administration) – University of Dar es Salaam. Among courses studied include: Personnel Management, Public Administration, Democracy & Human Rights, Decision Making and Tanzania Government System.

Award Degree in Arts - Political Science and Public Administration.

1993 – 1995 Advanced Secondary Education at Tabora Girls Secondary School.

Award Advanced Certificate of Secondary Education.

1989-1992 Ordinary Secondary Education at Tabora Girls Secondary School

Award Ordinary Certificate of Secondary Education

1980-1988 Primary Education at Kidongo Chekundu Primary School, Zanzibar

**3. OTHER TRAINING**

* Strategy Formulation and Execution 10-28 march 2014, awarded certificate
* Management and Leadership Skills, 22nd – 24th September, 2011, awarded certificate.

● Uongozi Training at East African Uongozi Institute from June – August 1998 and was

awarded a Certificate.

● Seminar on leadership at Makerere University – Uganda in August, 2000 and awarded a

Certificate of Participation.

● Women Symposium which conducted by Zanzibar International Dhow Festival - 2000.

* Monitoring and Evaluation training in June 2006 conducted by Zanzibar AIDS Commission and awarded a certificate.

1. **WORKING EXPERIENCE:**

Ms. Mwanaisha Ali Said holds a Bachelor of Arts - Public Administration and Masters Degree in Public Administration from University of Dar es Salaam. Now she is a student of Open University of Tanzania taking PhD studies. She has nineteen years of experience in Administrative and management works. She has attended a number of Seminars and trainings in Administration, Human Resources, Management, Leadership, Monitoring and Evaluation, postal services and money laundering..

**The posts and institutions performed include:**

* Acting General Manager, Business operation, Tanzania Posts corporation
* Director General, Posta bureau de change Zanzibar Ltd 2013 – to 30th April 2018
* Resident Manager, Tanzania Posts Corporation, Zanzibar Zone, March 2013 - to April 2018
* Principal Administrative Officer, Zanzibar University, April 2012- March 2013
* Principal Administrative Officer, Mkwawa University College of Education from July 2010 to April 2012.
* Senior Administrative Officer, Mkwawa University College of Education from August 2006 to July 2010.
* Secretary to Appointments Committee – Mkwawa University College of Education from February 2007 – February 2008.

● Secretary to Graduation Ceremony Committee - Mkwawa University College of Education

from February 2009 to date

● Secretary to Admissions and Examinations Committee - Mkwawa University College of

Education from February 2007 to date

● Recorder to College Academic Committee - Mkwawa University College of Education from

February 2007 to April 2012

● Senior Human Resource Officer - the Ministry of Education and Vocational Training –

Zanzibar from June 2003 to July 2006.

● Senior Assistant Clerk at East African legislative Assembly from October 2002 to February

2003.

● Senior Assistant Clerk at the Zanzibar House of Representatives from December, 1999 to

June, 2003.

● Secretary to Zanzibar Women Parliamentarians Organization from June 2001 to January 2003

● Acting Coordinator of Zanzibar House of Representatives Committees Department from

June 2001 to November 2002.

● Temporary teacher from July 1995 to July 1996 at Kidongo Chekundu Secondary School,

Zanzibar.

**5. SKILLS:**

Computer Literacy – Microsoft Word, Excel, Power Point, Internet and email

**6. REFEREES:**

1. Mr. Khamis Deus Mndeme,

Retired Poster Master General ,

Tanzania Posts Corporation,

P. O. Box 9551,

Dar es Salaam

Mobile: 0784 270 168

1. Prof. Joseph Mbwiliza,

Open University of Tanzania,

P. O. Box 23409,

Dare es Salaam

Mobile: 0754325182

1. **CERTIFICATION:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

Signed:

…………………………….. Date…………………….

Mwanaisha Alli Said