

**Shatulo Chikumbe**  
**+260 978 700583/+260 968 505991**  
**Email ID: [shatschikumbe@yahoo.com](mailto:shatschikumbe@yahoo.com)**

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## **PROFESSIONAL SUMMARY**

A dedicated professional with over five years of experience passionate about exceeding project objectives. Skilled in designing performance targets and implementing monitoring programmes to achieve outcomes. Proficient in data collection, analysis, and research with a strong ability to identify trends and provide actionable recommendations. Committed to going the extra mile to ensure success in every project.

## **OBJECTIVE**

Secure a responsible career opportunity to fully utilise my training and skills, while making a significant contribution to the success of the organisation.

## **TECHNICAL SKILLS**

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| ✓ Strategic Project Planning & Management | ✓ Reports Generation and Proposal Writing   |
| ✓ Quality Assurance & Quality Improvement | ✓ Data Management, Collection, and Analysis |
| ✓ Leadership & Organizational Development | ✓ Monitoring and Evaluation                 |
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## **HIGHLIGHTS OF KEY STRENGTHS AND ATTRIBUTES**

- Experienced in planning and development management with a focus on evidence-based approaches using critical data
  - Skilled in supervising teams while maintaining open communication
  - Proficient in statistics, project management, and strategic planning
  - Adept in engaging with diverse community partners and stakeholders
  - Computer Savvy with expertise in Microsoft Office Suite and statistical software (Kobo Toolbox, Power BI, STATA, SPSS, Epi-Info, CS-Pro, NVivo, and Spectrum)
  - Strong communication skills, with the ability to work in multicultural and inclusive environments
  - Capable of working independently and collaboratively with excellent project management and report writing skills
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## **PROFESSIONAL EXPERIENCE**

**Field Coordinator – Pula** | Southern Province, February 2024 to June 2024

- Collect, aggregate and submit daily and weekly KPIs
- Supervise Field Agents on field visits designed to measure farmers' harvest of identified target group
- Conduct Backcheck surveys
- Meeting targets set out by the leadership team
- Provide excellent and rapid customer service support to farmers and stakeholders

**Field Coordinator – Pula** | Lusaka Province, February 2023 to July 2023

- Conducted Enumerator/Agent Training; Helped set project budgets, Recordkeeping for expenses, and reconciliation against the budget for each project

- Farmer sensitisation; Collected participant data: Evaluate End of Season Performance of Field Agents
- Field management support for crop cut exercise; Conducted Field Agents Audits, Reviewed submitted data, Led weekly data review and work planning with Field Agents; Helped with internal data audits
- Clear and consistent communication up and down the reporting lines; Submitted timely reports to the direct manager
- Supported Pula mobile App installation and troubleshooting, and resolved any data queries

### **Regional Manager - Pula | Central and Muchinga Provinces, March 2022 to July 2022**

#### **Key Responsibilities**

- Conducted Enumerator/Agent Training; Helped set project budgets, Recordkeeping for expenses, and reconciliation against the budget for each project
- Field management support for crop cut exercise; Coordination with client field staff and insurance auditors
- Clear and consistent communication up and down the reporting lines; Submitted timely reports to the direct manager
- Worked on Commcare surveys; Data collection and data management: that is, refined the study design and survey instruments, overseeing and monitoring data collection exercises using the Business Intelligence dashboard, and assisted with data quality queries
- Diagnosed issues in the field, Escalated issues experienced in the field; Helped with internal data audits

### **M&E Programmes Officer – Zambian Rainbow Development Foundation | Mkushi, June 2019 to December 2021.**

#### **Key Contributions**

- Responsible for designing and implementing the M&E activities of the Project; assisted the Senior Programmes Officer in preparing Quarterly/Annual reports on project progress and monitoring the project activities regularly
- Played a key role in helping the organisation track, analyse and report on relevant information and data throughout the lifecycle of a project
- Provided robust evidence for the project teams' actions and decisions to stakeholders, donors and community members from day one
- Planned daily activities in coordination with the project goals; Kept accurate records of all analysed data, input data, and recorded procedures and results and ensured safe custody and confidentiality
- Designed performance measures and performed monitoring activities to ensure desired outcomes were met
- Provided accurate and timely reports on developments taking place on the initiative undertaken by the team and the project
- Participated in the monitoring and evaluation of activities and thereby rendered appropriate advice to management from time to time.

#### **Key Responsibilities**

- Developed Programme Initiatives and Project Outlines; Managed the development of an organization's programs, including contributing to staff development, project management, implementation, and daily management of activities.
- Managed Funds and Budgets; Created Relationships with Other Organizations
- Generated Programme Reports

## **Attachment | Zambia Statistics Agency, October – November 2016**

### **Key Contributions**

- Assigned to summarise findings and create reports (including charts and graphs)
- Updated databases of statistical information and kept hard files of surveys

### **RESEARCH AND DATA COLLECTION EXPERIENCE**

- ✓ Enumerator – Zambia Statistics Agency | October 2018 to February 2019, Team lead for my group in the Land Titling Survey in Lusaka
- ✓ Enumerator – Zambia Statistics Agency | October 2010 to November 2010, Census of Population and Housing in Chambishi District in Kalulushi - Zambia Compound

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### **PROFESSIONAL AFFILIATION**

- ✓ Member of the Zambia Monitoring and Evaluation Association (ZaMEA) - 2025

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### **EDUCATION**

**Bachelor of Arts Degree**, University of Zambia

Major: **Demography**

Minor: **Sociology**

**General Certificate of Education**, Mpunde Girls Secondary School

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### **REFERENCES**

Ms. Violet Lwenje, Field Associate Manager, Pula

Mobile No: +260 978 939 274

Email: [viola@pula.io](mailto:viola@pula.io)

Mrs. Eletina Lungu Jere, Communications Consultant

Mobile No: +260 776 467 111

Email: [eletinajere@gmail.com](mailto:eletinajere@gmail.com)

Ms. Thandiwe Africa, Systems Analyst, Zambia Statistics Agency

Mobile No: +260 964 084 649

Email: [thandiweafrica@gmail.com](mailto:thandiweafrica@gmail.com)