

# Nchoolwe Progress Sinampande CV

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Portfolio: <https://snapsmicrosystems.github.io/>

## CAREER SUMMARY

As an accomplished Information Management practitioner with expertise in Geographic Information Systems (GIS) and Monitoring and Evaluation (M&E), I bring a wealth of experience to any organization. Currently serving as a Monitoring Evaluation and Information Management Officer under the Durable Solutions Department at the International Organization for Migration (IOM) Kenya, I support the functions of the Saameynta programme, contribute to the establishment of systems for evidence-based decision-making, and assist in building and maintaining relationships with stakeholders. In my previous role as an Information Management Officer at Norwegian People's Aid in Mutare, Zimbabwe, I developed and implemented information management systems that supported project planning and implementation. As a Geographic Information Specialist at Chinhoyi University of Technology, I leveraged my GIS expertise to facilitate research projects and promote evidence-based decision-making. I also served as a Monitoring and Evaluation Officer at Zubo Trust Organization, where I applied my M&E skills to monitor and evaluate program outcomes and drive improvements. With a background in consulting for a range of organizations, including World Vision, UNDP GEF SGP, Ntengwe for Community Development, Ministry of Energy and Power Development, ZIMPARKS, Ruwa Council, and the Scientific of Industrial Research and Development Centre, I have honed my skills in GIS and Remote Sensing, enabling me to provide valuable insights and solutions to complex challenges. I am a dedicated and results-driven professional with a proven ability to manage information systems and ensure quality data collection, analysis, sharing, acting, and reporting.

## WORK HISTORY

**International Organization for Migration (IOM)**

**Job Title: Monitoring Evaluation and Information Management Officer**

**Start Date: 1/07/2024 – Present.**

**Location – Kenya**

### KEY DELIVERABLES:

- Support in Programme Management, Administration and overall support to the UN Joint engagement.
- Connect with knowledge partners, implementing partners, donor stakeholders and government to exchange on the synthesis findings for adaptive programming.
- Contribute to the development of strategic plans and recommendations for the programme's activities, including risk assessment and mitigation strategies.
- Assist in building and maintaining relationships with various stakeholders, including governments, NGOs, and local communities.
- Collaborate with various departments and units within IOM to ensure that projects and initiatives align with the programme's overall goals and strategies.
- Support the knowledge management of the Durable Solution unit and Saameynta Programme by maintaining and updating project matrix and maintaining institutional memories or other documentation and information management systems.
- Assist in developing communications products to showcase Saameynta Joint Programme activities, and other Durable Solution activities as needed by assisting in data collection, development/writing, revising, proof reading, and graphics.
- Assist M&E team to ensure proper monitoring of results and implementation of activities, and other Durable Solutions activities as required by tracking outputs of the activities, beneficiary figures, and documentation of success stories.
- Review and carry out preliminary editing of donor reports from programme units and participate in the report finalization process with the Donor Report team at the Regional Office in Nairobi.
- Assist with the preparation and execution of internal and external meetings with donor, partners, and government (preparing the agenda, taking minutes, collecting action points etc.)

**Company: Norwegian People's Aid (NPA) Job**

**Title: Information Management Officer**

**Start Date: 1/3/2022 – 30/06/2024.**

**Location - Zimbabwe**

**KEY DELIVERABLES:**

- Spearheaded the development and proficiently managed an ArcGIS Online geodatabase for the project, catering to over 50 global users within the NPA network. This geodatabase facilitated seamless access and real-time updates on geographic information via cutting-edge web mapping platforms like ArcGIS Online.
- Crafted dynamic and insightful data dashboards for program oversight, employing Operations dashboards within ArcGIS for daily progress tracking, alongside Microsoft PowerBI for comprehensive project-wide monitoring and performance evaluation.
- Conducted comprehensive training sessions for the Operations Team, empowering them with proficiency in essential Computer and Mobile programs such as Survey123, Field Maps, ArcGIS Pro, MS Computer Packages, Google Earth, Sharepoint and GPS.
- Exemplified dedication by providing both remote and on-site IT troubleshooting and support to users in both office and field camp settings, ensuring seamless technology operations.
- Orchestrated the strategic selection, installation, administration, maintenance, upgrades, and backups for a diverse user base encompassing Windows, iOS, and Android platforms.
- Demonstrated analytical prowess by compiling, aggregating, and analyzing multifaceted data and information components, instrumental in producing standardized information products. Employed tools such as R, Excel, ArcGIS Pro, and SPSS to implement data collection plans for baseline and context-specific information.
- Played a pivotal role in the mine action operation, conducting comprehensive analysis of processed data, including Daily Clearance, EORE, Quality Management Systems and Land Release. Ensured data quality and consistency control, underpinning the accuracy of decision-making processes.
- Provided invaluable technical support in Information Management during Needs Assessment processes, exhibiting expertise in data collection, processing, collation, and analysis, crucial to informed decision-making.
- Demonstrated exceptional interpersonal skills by liaising with prominent partners like HALO Trust, MAG, and NMAA. Represented NPA in high-stake meetings, showcasing the organization's capabilities and commitment to its functions.

**Company: Zubo Trust Organisation**

**Job Title: Monitoring and Evaluation Officer**

**Start Date: 1/1/2021 – End Date: 25/2/2022**

**Location - Zimbabwe**

**KEY DELIVERABLES:**

- Strengthened monitoring, inspection, and evaluation procedures, enhancing the project's ability to assess impact effectively.
- Tracked project activities, expenses, and progress meticulously, ensuring alignment with project goals.
- Assisted in refining the logical framework, providing valuable insights for continuous improvement.
- Developed monitoring and impact indicators, essential for gauging project success.
- Collaborated with the Project Manager, offering actionable feedback on strategies and activities.
- Delivered regular, comprehensive reports on project progress to higher management.
- Maintained robust databases, facilitating accessible information management.
- Actively participated in project reviews and planning, aiding in report preparation.

**Company: Chinhoyi University of Technology**

**Job Title: GIS and Remote Sensing Specialist**

**Start Date: 1/9/2019 – End Date: 31/12/2020**

**Location - Zimbabwe**

**KEY DELIVERABLES:**

- Versatile Learning Facilitator: Led practical sessions for GIS students across diverse faculties, enhancing their skills in GIS and Remote Sensing through tailored hands-on experiences.
- Lab Equipment Management: Managed a state-of-the-art GIS and Remote Sensing Lab, overseeing 36 Core i5 GIS Computers, GPS devices, and the Main Server. Ensured uninterrupted operations through regular

troubleshooting and maintenance efforts.

- **Innovative Resource Procurement:** Spearheaded the acquisition of cutting-edge GIS Lab Equipment, reinforcing the institution's commitment to offering contemporary learning experiences. Ensured the seamless functionality of procured equipment through meticulous maintenance.
- **Efficient Process Documentation:** Produced comprehensive Reports and SOPs that standardized lab practices, ensuring consistent operations and fostering a conducive environment for learning.
- **Interdisciplinary Impact:** Provided impactful learning opportunities to students from diverse backgrounds, including Wildlife, Environmental Science, and Agricultural Engineering faculties, amplifying the influence of GIS and Remote Sensing education.
- **Technical Troubleshooter:** Demonstrated proficiency in resolving technical issues with computers, GPS devices, and the Main Server, maintaining the lab's continuous operation and enabling students to engage in uninterrupted learning.
- **Quality Assurance Champion:** Emphasized quality by managing the maintenance, troubleshooting, and anti-virus installation for lab equipment. Upheld a high standard of equipment performance to facilitate optimal learning outcomes.

**Company: Scientific and Industrial Research and Development Center Job**

**Title: GIS and Remote Sensing Intern**

**Start Date: 1 August 2017 – End Date: 31/7/2018**

**Location - Zimbabwe**

## EDUCATION

- BSc Geography Honours Degree in Geographical Information Systems for the Human Environment: University of Zimbabwe
- Special Honours Degree in Monitoring and Evaluation Lupane State University, Zimbabwe

## COURSE CERTIFICATES

- Humanitarian Information Management Foundations offered by IMMAP.
- Non-Technical Survey Certificate offered by Norwegian Peoples's Aid
- Quality Management Systems Certificate offered by Norwegian Peoples Aid
- Understanding the IMAS Certificate offered by GICHD.
- Introduction to IMSMA Core and ArcGIS Enterprise offered by GICHD in collaboration with ESRI.
- Google Data Analytics Professional Certificate offered by Google.
- GIS and Remote Sensing Certificate offered by SIRDC.
- Computer Programming Certificates in Python 3, SQL, PHP and HTML offered online by SOLO Learn School of Computer Programming.
- National Foundation Certificate in Computer Operations and Packages

## REFERENCES

- Available upon request