

CURRICULUM VITAE

MS. MWAKITALU, ANNA. ABSALOM (B. Ed. ARTS, MEMA)

Address: P. O. Box 2329, Dar es Salaam, Tanzania

Mobile: +255715736768; +255784216543

E mail: annamwakitalu@gmail.com

PERSONAL DETAILS

Citizenship	:	Tanzanian
Country of birth	:	Tanzania
Date of Birth	:	05/01/1986
Birth Certificate Number	:	B No. 0231464
Citizen Identity Number	:	19860105-15103-00003-10
Passport Number	:	AB425071
Gender	:	Female
Marital Status	:	Married
Spouse	:	Joseph John Kilapilo
Children	:	2
Religious Denomination	:	Christian

PERSONAL GOAL

To use my knowledge, attributes, skills and experience to the fullest potential towards providing effective leadership and efficient services to the institution of higher learning and the community at local, regional and international levels.

PROFESSIONAL PROFILE

- Skilled organizer and problem solver with the ability to consider options with open mind before making a decision.
- Have excellent leadership and management skills.
- Uses humour, positive attitude, continuous training and high standards to motivate staff and students to achieve excellence.
- Self-motivated with the ability to work independently with minimum supervision.
- Self confident with drive and determination to meet the set goals.
- Advocates teamwork poised with ability to work well at all levels.

SPECIAL EXPERTISE

Educational management, administration, leadership, strategic planning, quality assurance, teaching and supervision

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- 2010 - 2012** : **University of Dar es Salaam, Tanzania**
MEMA Master of Education Management and Administration
Dissertation Title: *The Role of Tanzania Commission for Universities in promoting Quality Education in Tanzanian Private Universities*
Skills covered: Research Methods in Education, Educational Policy Making and Policy Analysis, Educational Planning, Programme/Project Design and Evaluation, Economics of Education and Financing, Management of Education Systems and Institutions, Quality Assurance and Quality Control in Education and Education management Information Systems
- 2006-2009** : **UNIVERSITY OF DAR ES SALAAM (MUCE)**
B. Ed. Arts (Hons) Bachelor of Education in Arts
Major Linguistics, Education Management, Educational Foundations, Development Studies, Communication Skills, Curriculum and Teaching and Educational Psychology

PROFESSIONAL EXPERIENCE (ADMINISTRATIVE AND ACADEMIC)

1. MOROGORO TEACHERS' COLLEGE

1.1 Field Teacher: 2007

Duties and Responsibilities

- Provided academic leadership
- Taught English.

1.2 Field Teacher – Mugabe Secondary School, 2008

Duties and Responsibilities

- Provided academic leadership
- Taught English

1.3 Tutorial Assistant: Mkwawa University College of Education, 2010-2012

Duties and Responsibilities

- Provided assistance to the academic staff in the faculty.
- Organized seminars and workshops

1.4 Assistant lecturer: Mkwawa University College of Education 2012-2015

Duties and Responsibilities

- Provided academic leadership
- Supervision of students
- Taught Educational Management and Principles of Education
- Involved in preparing Strategic Plan of the university
- Research and Consultancy

1.5 Assistant lecturer: Dar es Salaam University College of Education 2015-to date

Duties and Responsibilities

- Provided academic administrative leadership
- Supervision of students
- Taught Educational Management and Principles of Education
- Research and Consultancy

1.6 Examination Officer: Dar es Salaam University College of Education 2016-to date

Duties and Responsibilities

- Provide provisional results to students
- Oversee issues of examination in the department
- Respond to students' query regarding examination

2. PROFESSIONAL MEMBERSHIP

- Member of UDASA- MUCE 2010- 2015
- Member of UDASA – DUCE 2015 – Present
- A member of Parent Teacher and Friends Association of Maximillian Academy from 2014 to present

3. OTHER PROFESSIONAL ACTIVITIES INVOLVED

- i. Research Assistant for ADSI project-December 2017
- ii. Research assistant for DUCE's post Graduate Programme on ICT integration in Education – March 2018
- iii. Data entry and analysis for Dar es Salaam University College of Education on ICT integration
- iv. Panelist for Moderation of examinations of Educational Foundations, management and Lifelong Learning from 2015-2018

4. PROFESSIONAL TRAINING AND WORKSHOPS

- i. Research Ethics at Mkwawa University College of Education (MUCE) in July 2010
- ii. Research Writing skills and Thesis Production at MUCE in May 2010
- iii. Legal Property Rights on Knowledge Innovation at MUCE in September 2010
- iv. MOODLE Training on Learning Management System at MUCE in June and October, 2010
- v. Training workshop on Gender Mainstreaming in June 2010 at MUCE
- vi. Provided advisory role in the development of the Five Year Strategic Plan of Mkwawa University College of Education.
- vii. Training Workshop on Enhancing Online Facilitation through Problem Based Learning for DUCE staffs from 16th -18th December, 2015 organized by the Centre for Virtual Learning (CVL) UDSM under the Building Stronger Universities (BSU) project
- viii. Training workshop on How to turn Dissertation into Journal Article in March 2017 at the University of Dar es Salaam (UDSM)

REFEREES:

Prof. William A. L. Anangisye (PhD)

Vice Chancellor

University of Dar es Salaam

P. O. Box 35091

Dar es Salaam

vc@admin.udsm.ac.tz or wanangisye@yahoo.com; wala261219@gmail.com

Phone: +255763119253

Tanzania

Dr. Christina Raphael Isingo (PhD)

Dar es Salaam University College

Faculty of Education

P. O. Box 2329

Dar es Salaam

Tanzania

Phone: 0782882220

christin.raaphael@gmail.com

Dr. Consolatha Chua

Dean, Faculty of Education

Faculty P. O. Box 2329

Dar es Salaam

Tanzania

Phone: 0758912924

conso.chua@gmail.com

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