

Itai Brian Mutimbanyoka

Senior Communications Specialist | Business Leader | Programme Coordinator

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Professional Profile

A senior communications expert, trainer and business leader with over 20 years of experience in media, tertiary education, and humanitarian sectors. Has a unique combination of skills and experiences in programme management and coordination; monitoring and evaluation (M&E); sexual and reproductive health; relief work; public relations; media planning; new business development; client relationship management (CRM); developmental and business research; strategic planning; business administration and strategic business communications. Extensive experience of working on training programmes for various professions; planning and facilitating events; coordinating food distribution programmes and working with Orphans & Vulnerable Children (OVCs). Passionate about working harmoniously with others to complete tasks; communicating critical information; coordinating work with others; seeking opinions; and developing strong working relationships. Treats all people equally and with respect while paying attention to diverse perspectives and encouraging unique skills and talents. Ability to develop various forms of public information tools/visibility materials tailored to the communication issue and the target group. Seeking a new and challenging role in business leadership, humanitarian work, programme management, corporate communications, training and development.

Core Skills

- Strategy Formulation & Execution.
- Business Leadership.
- Corporate Communications Strategies.
- Stakeholder Management.
- Programme Planning & Coordination.
- Budget Preparation & Monitoring.
- Training & Capacity Development.
- Monitoring & Evaluation.
- Food Distribution.
- Community Engagement.
- Strategic Communications.
- Sales & Business Development.
- Problem Solving.
- Stakeholder Management.
- Developing Training Programmes.
- Events Management.
- Sexual & Reproductive Health.
- Advocacy.
- High Respect for Deadlines.
- Strong Analytical Skills.
- Proficient in Microsoft Office Ms Word & Ms Excel).

Professional Experience

Coordinator

Limkokwing University, Centre for Professional Development

November 2022 to Date

- Coordinate part-time and corporate trainings, short courses workshops and seminars.
- Prepare corporate trainings, short courses and seminars.
- Develop and review short courses and trainings.
- Oversee the running of part-time and corporate trainings, short courses and seminars.
- Report to management on part-time, corporate training, short courses workshops and seminars.

Part Time Contractor

Internews Organisation

April to August 2022

- Main role was to facilitate training of young journalists on various media-related topics.
- Selected, engaged and followed up with proposed participants and contributors to the Agenda, including editors, young journalists, and potential mentors for story production.
- Organised workshop venues, facilities required, and catering facilities among other requirements for the workshops.
- Reviewed and refined draft workshop Agenda and content (Including country-specific content development).
- Coordinated content producers and participating organizations.
- Facilitated workshops and all technical requirements for the successful running of the workshop including assisting with Monitoring and Evaluation (M&E) duties.
- Prepared reports for workshop training including Monitoring and Evaluation Report.
- Mentored participants and submitting media pieces.

Senior Faculty Manager

Limkokwing University

July 2018 to July 2021

- Led and ran the faculty effectively and efficiently achieving a high pass rate of 99, 4% and above consistently.
- Resourced the faculty with the state of the art equipment, as well as qualified staff.
- Led the faculty to win awards at the 24-Hour Film Festival for creativity and script.
- Hosted Open Day for parents and potential students.

- Created partnerships or memorandum of understanding for the benefits with Botswana Defence Forces, World Association of Newspapers and News Publishers, Women in Media in Botswana.
- Facilitated 2 major workshops with Internews Organisation in Media Literacy for Broadcasting and journalism in misinformation and disinformation, as well as training for Civil Society organisation on how to utilise social media in their work.
- Facilitated the mentoring of students to publish.
- Coordinated and facilitated training workshops on customer care, supervisory skills, public relations writing, article writing.
- Participated in research with Durban University of Technology, UNESCO on Special Needs Students.
- Developed academic policies and programs for the University, coordinated and supervised all the activities within the faculty.
- Ensured that the Faculty was managed in accordance with established policies, standards and procedures.
- Determined scheduling of courses and recommended implementation of additional courses.
- Participated in activities of faculty committees, and in development of academic budgets.
- Provided general direction to the library and registry to aid their decision making.
- Supported the President, senior management team, programme leaders, principal lecturers, year leaders and lecturers in all activities organized by the University.

Programme Leader

Limkokwing University

July 2010 to June 2018

- Provided programme leadership by overseeing the preparation of projects, module assignments and teaching notes for all subjects while closely working with Principal Lecturers.
- Conducted weekly meetings with staff to review student performance, progress and issues affecting delivery of the program.
- Conducted research on industry needs and encouraged staff to keep abreast of the latest industry projects and technology.
- Provided leadership and clear objectives for each semester and provided induction to all new staff within the program.
- Oversaw academic schedules including major project reviews, exhibitions, events, examinations, and moderations guest lecturers.
- Developed links between the department and industry organisations for valuable input to the program.
- Supervised staff within each program to ensure effective preparation, delivery and assessment of the program.
- Provided training on teaching skills and recommended staff for staff training and other staff development where necessary.
- Oversaw the requisition of books, resources, equipment and other resources necessary for delivery of the program.
- Managed staff, teaching times and issues of punctuality and discipline amongst staff.
- Developed moderation schedule and ensure smooth management of the moderation process.
- Chaired the Program Board of Studies meeting and ensured that all staff attended the meeting with necessary documents as laid out in the Quality Assurance handbook.
- Maintained files for all modules to include module outlines, teaching plans, projects briefs and handouts.

Principal Lecturer

Limkokwing University

July 2008 to June 2010

- Supervised student dissertations, course work and coordinated modules and subjects.
- Initiated and developed subject materials, prepared and delivered lectures and seminars.
- Developed course material with and support of more senior staff, had consultations with students, marked and assessed their work.
- Supervised lecturers, and attend to faculty and module meetings.

Consultant

JT Consultancy Botswana

February to June 2008

- Conducted marketing initiatives including strategies and market research.
- Prepared training materials including manuals and helped clients with the essentials of business management.
- Provided mentorship and coaching on presentation skills, costing, pricing and tendering.

Project Officer

Africare Zimbabwe

February 2005 to January 2008

- Set up youth centre activities and operational systems and prepared timely and accurate project reports.
- Assisted in training youth peer educators and members of the listening groups.
- Collaborated with local health staff to ensure a sound referral system for youth in need of reproductive health services.
- Provided adolescent sexual and reproductive health education to the youth.
- Carried out planning and implementation of food distributions at Food Distribution Points (FDPs).
- Coordinated all activities related to food distributions and compiled monthly distribution plans and food distribution reports.
- Maintained all records of food distributed to all FDPs and compiled weekly and monthly progress reports.
- Supervised all the compilation, verification and updating of beneficiary registers of partners.

Food Monitor

Africare Zimbabwe

November 2004 to February 2005

- Compiled, verified and updated the Orphan and Vulnerable Children and Home Based Care beneficiary registers.
- Conducted post distribution including compilation of Post Distribution and Monitoring (PDM) reports.
- Trained Food Distribution Committees (FDCs) on documentation of received food.
- Trained food distribution committees on food rations scales and use of scoops.

Project Coordinator

Africare Zimbabwe: Communication for Social Change Project (HIV/AIDS Prevention) May 2003 to November 2004

- Planned, designed and managed the project from inception. Coordinated all HIV and AIDS prevention, care and support messages.
- Monitored all project activities and budgets, implemented project activities and wrote project weekly and monthly reports.

Information Communication & Public Relations Manager

Environment Africa

October 1997 to April 2003

- Managed and planned unity activities, prepared press releases and press statements.
- Produced Greenline Magazine (editing and story compilation), produced and edited the Clean Up Zimbabwe Newspaper.
- Produced radio programmes and organised journalism workshops, receptions and conferences.

Other Roles

Lecturer Media Studies Department (Part-time)

Zimbabwe Open University

January 2002 to May 2003

Consultant

PTP Corporate Services

July 1996 to September 1997

Part-Time Lecturer

Christian College of Southern Africa

November 1995 September 1997

Administration Officer

COJA - Zimbabwe '95 The Organizing Committee of the All Africa Games

May to October 1995

Information Officer

Lutheran Church (Bulgaria)

July 1994 to January 1995

Education & Training

- **Master of Arts Degree in Communication (Public Relations)**, Limkokwing University of Creative Technology.
- **Master of Arts Degree in Journalism**, Sofia University, Bulgaria.
- **Test of English as a Foreign Language (TEFL)**
- **Diploma in Caregiving**, Alison Free Online Academy.
- **Certificate in Fire Safety**, Florence Academy UK.
- **Certificate in Equality, Diversity and LGBTQ**, Florence Academy UK.
- **Conflict Resolution**, Environment 2000.
- **Train the Trainer and Moderator**, Sand Sledge.
- **Food Hygiene Certificate**, Florence Academy UK.

Community Engagements

- Participated in the refurbishment of the Lesirane Primary School Library.
- Fundraising for Gamodubu Child Care Trust (Corporate Social Responsibility).
- Fundraising for SOS Village.
- Home refurbishment for the elderly in Mmopane.
- Fundraising for Tsholofelong Children and Youth Centre in Old Naledi.

Affiliations

- Member of the Botswana Qualifications Authority Pool of Experts.
- Media Institute of Southern Africa – Botswana.
- INK – Botswana Investigative Journalists.

References

- **Professor. J. Olumide Jaiyeoba**, Head of Department of Graduate Studies in Business and Accounting, Botho University, **Cell:** +26771809440 / +26773055167.
- **Mr. G. Garelebane**, Academic Quality Assurance Officer, Limkokwing University of Creative Technology, **Cell:** + 26772139738.
- **Mr. Josiah Mwashita**, Programme Leader, Limkokwing University of Creative Technology, Faculty of Architecture and Built in Environment, **Cell:** + 267 71427524.