

MALITABA HLABANA

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CAREER SUMMARY

Program design and management skill, Report writing, public speaking, ability to work with diverse groups, Community mobilization and negotiation skills, teaching and training skills, Counselling skills, computer skills (Computer Literacy, Computing Essentials, Human Computer Interfaces and Project Management, Introduction to Internet Programming, Hardware and Networks, GIS, Introduction to Programming with Visual Basic), Budget development, Supervising skills, leadership, Organizational and Coordination skills, Workshop Moderator, PACA skill, Spatial Analyst, Language and Cross Culture Coordination Skills, Current Language Proficiency Interviews (LPI) Tester, Translator (oral & written materials) and European Union projects Assessor (Consultant). I also have driving skill. I am MA degree holder in Geography. I served as a Board member for K4Life sponsorship (Peace Corps Partner representative) as well as SEED Company from 2007-2010. I have taken TESOL On-line Course with University of Wisconsin-Eau Claire in USA. I am also a Member of TESOL International Association. I attended Overseas Staff Training in Washington DC for three weeks in 2015 for the position of Associate Peace Corps Director for Healthy Youth Program in Lesotho Southern Africa. I assisted Forcier Consulting Group in their Survey study that was taken in Lesotho in 2016, 2017 and 2019. Currently I am board chair at Habitat For Humanity Lesotho where I participated in the forum for understanding Current land and ownership policy and systems and Gaps in Lesotho. I attended and participated in **safeguarding training** at Habitat For Humanity in Lesotho in 2023. I am also a board member of Mahloenyeng High School. I worked as Project Coordinator under project Funded by African Development Bank executed by Lesotho Chamber of Commerce and Industry. I am a business woman owning different businesses.

ACADEMIC QUALIFICATIONS

1. **University of Free State :** **Masters in Geography** (2008)
2. **University of Free State:** **B.A (Honours) in Geography**
Including GIS (2001) & Remote Sensing
3. **National University of Lesotho:** **B.A. Education** majoring in
English Language and Geography (1991-1995)
4. **Certificate in Applied Information Systems** (Computing Essentials, Human Computer Interfaces and Project Management, Introduction to Internet programming, Hardware and Networks and Introductory Programming with Visual Basic,) in 2002.

LANGUAGES: English, Sesotho and Setswana

PROFESSIONAL EXPERIENCE

2020 to Present: Working at Lesotho Chamber of Commerce and Industry As Coordinator for Trade Facilitation Office Canada(TFO)

- Train SMEs on Export Readiness
- Prepare MSMEs for Local and international Market Familiarization

2019 to 2022: Working at Lesotho Chamber of Commerce and Industry as a project Coordinator for African Development Bank. My main tasks were as follows:

- Ensured effective and systematic coordination of project implementation by Planning, organizing, managing and supervising the project activities and work program to accelerate delivery of results.
- Monitored the execution of the project, and monitoring performance of the project against agreed result indicators, and prepare progress reports to the LCCI, and the AfDB monthly, quarterly and annually. For the smooth execution of this I organized and participated in the reception of consultancy technical reports to ensure that the services rendered are in conformity with the provisions of the signed contracts and reports were timely submitted to the Bank for review.
- Prepared implementation progress reports and initiate proposals for corrective action where there are deviations from the project work plan. I also acted as the permanent secretary of the Steering Committee where I continuously document and provided detailed lessons learnt in project implementation that should feed into result monitoring and supervision.
- Facilitated and liaise among all key stakeholders to ensure smooth and successful implementation of the project. Additionally, I planned and coordinated the Public-Private and Private-Private Dialogue and assisted the LCCI in incorporating the dialogue framework to be adopted under the project and I also developed and managed relationships with project beneficiary institutions and stakeholders.
- Prepared procurement plans, bidding documents, purchase orders, request for proposals, and conducted evaluation of bids and consultancies, and prepared bid evaluation reports, the response to procurement inquiries and communicated the result of the evaluation processes to the applicants in response to the Guidelines.

- Additionally, I reviewed suppliers and consultants' invoices to ensure that the contractual terms and conditions are met, confirmed delivery of goods and services and recommended payments.
- As a Coordinator, I ensured safe-keeping of all relevant procurement documents leading to the award of contracts, as well as the signed contracts for the purposes of post review and auditing, I prepared contract documents and published contract awards
- Assisted in preparation of annual and quarterly work plans and budgets, and producing reports on the analysis of planned and actual expenditures, for both Donors and Government of Lesotho
- Ensured that all payments for the Project are made in accordance with amounts budgeted for and approved, and that they comply with Grant Agreements.
- Prepared and ensured that payment vouchers are adequately supported with appropriate documentation, and duly authorized for payment.
- Prepared Withdrawal Applications for the replenishment of the Special Account; as well as Direct Payments where necessary
- Then, I recorded and updated financial transactions in the accounting system to ensure proper reporting, audit trail and filling.
- Assisted Financial Manager to collect bank statements and prepared monthly reconciliation statements of all bank accounts, and Credit/Grant drawdowns, then I presented financial statement to Project Steering Committee and to the Bank
- Saw to it that there is accurate recording of all Project's fixed assets and tagging, and ensuring the Fixed Asset Register is updated and reconciled on a timely basis by working with financial Manager.
- Assisted Financial Manager in preparation of monthly statement of expenditure reports, quarterly interim unaudited financial reports, and annual financial statements.
- Coordinated with external auditors on audit report submission and follow up of audit recommendations.
- Designed and implemented internship program for unemployed youth
- Recruited and trained 60+ Youth for internship program

2015-2019: Working with Forcier Consulting (US based company) on the survey on evaluation of Metolong water project in Lesotho funded by Millennium Challenge Corporation (MCC) as Fieldwork Manager for this Research.

- My main tasks were to negotiate permissions with the Government of Lesotho officials at Ministerial and Districts levels up to community level for proper entries.
- I supervised supervisors for their field work together with enumerators.
- As a trainer, I trained both supervisors and enumerators to administer Research questionnaires.
- I assisted project Manager to write reports such as Inception report, Training reports, Project progress report and mid-term project report.
- I assisted the team in the budget process of the project implementation and determination of both Supervisors and enumerators compensation.
- I found office space for Forcier Consulting in Lesotho as a contact person.
- I assisted Regional Research Manager in technical Research work.
- I was the team player in translating questionnaires from English to Sesotho

2014- 2018 worked at US Peace Corps as Associate Peace Corps Director (APCD) for Health program in Lesotho

- Was directly responsible for developing, managing and implementing, and evaluating Peace Corps projects in the areas of health, HIV/AIDS and youth development.
- Developed Logical Project Framework for adolescent HIV/AIDS program under Health Sector
- Provided supervision, support and training to approximately 34 US Peace Corps Volunteers and their Counterparts and Supervisors and Staff in Lesotho.
- Served as a member of the in-country Peace Corps senior staff participating in the development and implementation of in-country policies; negotiating projects with middle to senior level Government of Lesotho officials; and participated in decisions which affect the overall operation of the in-country Peace Corps program.

- Was the key contact person in Lesotho for Peace Corps initiatives (DREAMS, ACT (Accelerating Children's Treatment) and LGL (Let Girls Learn) that were implemented by Volunteers at their sites.
- Reviewed and evaluated Government of Lesotho (GOL) and donor development documents and sector reports to determine host country development needs and initiatives.
- Developed and wrote project plans to program multiple Volunteer inputs into projects over a multi-year period. Determined project goals and objectives, skill levels necessary for Volunteers who will serve in the project, identified resources necessary for implementation of the project and to support Volunteers' activities, developed and prepared project budgets to analyze cost/benefits of Volunteer inputs. Negotiated all above project particulars with GOL officials and/or other collaborative agencies.
- Was a direct liaison with senior GOL officials (such as Ministers, Principal Secretaries, Inspectors, and staff at project operational levels) and international donor agencies. Established and maintained contacts within these agencies to identify and mobilize resources for Peace Corps projects.
- Involved in GOL and NGO level project and policy formulation activities to remain current on development issues and trends and to identify and encourage projects which could make use of Volunteers.
- Evaluated the effectiveness of all on-going projects by measuring the achievement of project goals/objectives. Developed and conducted surveys of Volunteers' activities to document accomplishments. Identified constraints to successful project implementation and negotiated redefinition of project activities to ensure the project's success.
- Researched and wrote post training documents including Volunteer Assignment Descriptions (VAD), project plans, and project status report. (PSR),
- Conducted sector reviews, Peace Corps strategy statement documents, training calendars, and reporting cables to Peace Corps Washington regarding the status of projects or issues pertaining to Volunteers working in the projects.

- Identified potential areas of Peace Corps collaboration in my program and negotiated Peace Corps involvement in collaborative development efforts.
- Reviewed and awarded Volunteers projects grants and assesses their community projects.
- Trained Volunteers, Supervisors and Counterparts on Projects Design and Management

2006 -2014 Worked at US Peace Corps as Program and Training Specialist (PTS) for Education sector

Program Development and Management:

- Assisted the Associate Peace Corps Director (APCD) in identifying and preparing potential volunteer sites and volunteer job descriptions/work-plans and follow up on Volunteers' housing by traveling and evaluating Volunteers potential housing all over the country Lesotho.
- Educating and meeting with local supervisors and/or Ministry personnel on the role of Volunteers, counterpart agency contributions, and Peace Corps/Lesotho safety and security standards for Volunteers placements.
- Organized and co-developed systems to monitor and track Volunteers activities, including maintaining program files.
- Assisted the programming team, (Country Director [CD], APCD, Administrative Officer [AO], and Training Manager) in improving (Peace Corps Volunteers) PCVs reporting systems, reviewing and providing feedback on Volunteer Report Forms activities and writing annual reports on projects status.
- In collaboration with Programming and Training Secretary/IRC Manager, I identified, ordered, organized and market of resource materials to Volunteers and staff.
- Participated in the Integrated Planning and Budget System (IPBS), project plans, information packets for PC/Washington, and become familiar with programming and training guidelines.
- Assisted APCD to prepare sector budgets and liaising with the Administrative Unit.

- Coordinated with HIV/AIDS Coordinator to ensure integration of HIV priority program areas in project activities (i.e., training, reporting, site identification, etc.) as appropriate.
- Led a team that reviews the two Peace Corps projects (Education & Community Health and Economic Development)
- Wrote Language and cross-cultural Manuals for trainings.
- Small grant Coordinator for volunteers' Projects

Training:

As PTS I was involved in training activities leading up to Pre-Service Trainings (PSTs), to develop the different aspects and activities of training such as: development of Training of Trainers Workshops, recruitment of trainers and resource Volunteers, training design and evaluation, design of training sessions, contacting PCVs for Host Volunteer visits, and others. Program and Training Specialist (PTS):

- Performed necessary pre-training research as defined in coordination with the APCD and Training Manager. Provided input to the Training Manager to assist in the development of the Calendar of Training Events.
- Facilitated technical training, practical and classroom instruction, and field activities for project Trainees. Assists in providing support to trainees during their cultural and language adjustments.
- Trained Volunteers on TEFL Essential Standard Curriculum.
- Counseled Volunteers who experienced settling-in challenges into a new work environment in Lesotho.
- Provided input to the Training Manager and Training Logistician for the development of requisitions, supplies, materials needed to support technical activities during the PST.
- Collaborated with the Training Manager, Language Teachers, technical trainers, Resource Volunteers, and APCD to lead periodic assessments of Trainee progress during PST. Collaborates with the rest of the training team to integrate all areas of instruction during PST including language aspects of technical training.

- Worked with the APCD, Training Manager and Resource Volunteers, makes arrangements for trainee visits to Volunteers and for PCV participation in training activities. Provides travel information and other information to facilitate Host Volunteer visits to PCV sites.
- Worked with the Training Manager, APCD, and other training staff to support training for Supervisors, Counterparts, and Introductory Liaisons.
- Developed End of Training Report (EOT) for her project to identify areas for improvement, successes of the PST and identifies activities to implement in preparation for the next training cycle.
- In conjunction with the project team and the Training Manager, took the lead in designing the technical training for Phase III and other In-Service Trainings (IST). These trainings were based, in large part, on the assessment of volunteer technical training needs during site visits, Phase II assignments and other needs assessments. I was primarily responsible for the logistical planning and support of ISTs.

Volunteer Support:

- Assisted the APCD, in visiting current PCVs' sites to follow up on Volunteers' welfare, performance and other assistance Volunteers may need. This includes counseling PCVs who are experiencing adjustment, job, and cross-cultural challenges.
- Receiving and reviewing of leave requests.
- Reported to the appropriate staff on site issues following site visits.
- Prepared site visit reports indicating any required follow-up.
- Conducted meetings with Volunteers' supervisors/counterparts and/or Ministry officials on Volunteer related issues.

Safety & Security: Being actively involved in the implementation of the Emergency Action Plan:

- Reviewed site history files for any safety/security issues before Volunteer placement.
- Ascertaining safety situation for PCVs, including the adequacy of transportation and communications for emergency evacuation purposes.

- Checked on potential Volunteer housing and recommending modification prior to final site selection.
- Following-up to ensure that the necessary site modifications have been made before Trainee/Volunteer arrival.
- Proactively identifying possible Volunteer safety issues during interactions with Volunteers and/or their supervisors/counterparts and assists with MS-270 compliance.
- Liaising with Safety personnel and other appropriate staff on Volunteers' safety and security issues.
- Serving as Duty Officer as needed
- Serving as acting APCD in his absence.
- Securing valid driver's license in order to drive in Maseru and while on site visits. Has her own car
- Coordinating with General Services Department the checkout and return of PC property (including heaters, furniture, bicycles).

(1991 to 2006) Part –time Cross Culture Coordinator at Pre- Service Training of Peace Corps Volunteers

- Worked as trained Language instructor, training new PC Volunteers in speaking Sesotho Language
- Worked as Cross-Culture Coordinator training new American Volunteers to learn and adjust into a new culture and new working environment in Lesotho using Participatory Analysis for Community Action (PACA) tools.
- Mobilized, trained and supervised community members for Peace Corps Community Based-Training
- Designed Cross culture curriculum and facilitated cross-culture sessions
- Wrote several Language training Manuals and cross culture manuals
- Wrote reports
- Certified Tester for Language Proficiency Interviews (LPI) in Sesotho
- Stayed at several villages for 9 – 10 weeks with trainees as Language Lead Trainer.

(1995 to 2000) ENGLISH TEACHER AT HLOTSE HIGH SCHOOL

- Taught English Language and Geography at J.C and C.O.S.C levels
- Examiner of C.O.S.C English Language final Examination
- Counselling Youth who are experiencing problems with adjustment of adolescent stage
- Helped teenagers in sports activities
- Drawing and monitoring departmental budget for the whole school
- Developed departmental policies as requested by the ministry of Education
- Supervised 20 English Language Teachers in curriculum design and implementation
- Conducted workshops for English Teaching in Leribe district for J.C and C.O.S.C teachers.
- Developed and managed school budget for the end of the year closing social.

CONFERENCES/SEMINAR/WORKSHOPS:

- Geography Seminars on Environmental issues in Bloemfontein
- Participated in Safeguarding training for board members at Habitat For Humanity in Lesotho
- Conference of Geographers held in Pietermaritzburg in 2001 and in Bloemfontein in 2003
- English workshops for C.O.S.C. and J.C Teachers held both in Leribe and Maseru Districts
- Geography workshops for C.O.S.C Teachers
- All US Peace Corps workshops for Training of Trainers and Pre-Service Training For New US Peace Corps Volunteers on HIV/AIDS, Community Economic Development, permaculture, Education programmes
- Attended TEFL workshop in Benin Cotonou in 2011
- Overseas Peace Corps Training of Programme Directors for 3 weeks in Washington DC in 2014
- Coordinator and Trainer on Export and market readiness Trade Forward Office in Canada

PROFESSIONAL REPORTS/MANUALS

- Independent Research Thesis (M.A) on “**The role of Lesotho’s textile industry in promoting local economic development**” case study Thetsane.
- **Education Project Plan Framework 2012 – 2018**
- **Healthy Youth project Framework 2012- 2018**
- Independent Research (**Honors Level**) on “**Impact of Resettlement on Bokong Community by LHDA**” Case Study Bokong Area in Lesotho.
- Participated in the writing of Language Manuals for U.S Peace Corps Trainees **Bua Sesotho Feela** in Sesotho in 1995 and **Ithute Sesotho Hantle** in Sesotho in 2003
- Wrote Language training sessions and reports.
- Wrote Mid Pre-Service Training (PST) reports and end of PST reports.
- Wrote and translated PSI HIV/AIDS material in Sesotho.
- Translated Peer Training Manual for Disabled people (Motivation Africa)
- Translated focused group discussion (FDG) on HIV/AIDS materials, questionnaire of JHPIEGO, PSI, Help Lesotho and Forcier Consulting

Awards-Peace Corps Lesotho Performance award

TRAININGS

1. **GIZ** : International Training and Facilitation Skills (2013)
2. **African Development Bank**: Entrepreneurship Enhancement Training (2020)
3. **Frankfurt School of Finance and Management**: Microfinance Models & International Best Practices (2021)
4. **Trade Facilitation Office Canada** (TFO Canada): Export Readiness Training (2022)

Referees:

1. Fako Hakane – Secretary General – Lesotho Chamber of Commerce and Industry (62862592/51608225)
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