

## CURRICULUM VITAE FOR ELIYA MTINANGI NTANDU

1. **Full Name:** Ntandu Eliya Mtinangi
2. **Date and Place of Birth:** 01 January, 1958 - Ihanja  
Singida District Council
3. **Nationality:** Tanzanian
4. **Marital Status:** Married

### 5. QUALIFICATIONS:

<b>Institution/College/ University</b>	<b>Duration (From-to)</b>	<b>Award</b>
Southern New Hampshire University	2007- 2009	MSC in Community Economic Development
The Hague, The Netherlands	January - July 1995	Post Graduate Diploma in Rural Policy & Project Planning, ISS
Mzumbe University	1984- 1987	Advanced Diploma in Economic Planning
TEC Kurasini, Dar es Salaam	February 1997	Certificate in Refugees and Humanitarian Affairs
New Delhi, India	February- March 2005	Certificate in Structured Query Language(SQL), Computer program, CMC Ltd
Moshi Secondary School	1975 - 1978	Certificate
Mazengo Secondary School	1979/80 - 1980/81	Certificate
Mtamaa Primary School	1964 - 1967	Mtamaa Primary School
Ipembe Extended Primary School	1968	Ipembe Extended Primary School
Ihanja Extended Primary School	1969-1970	Ihanja Extended Primary School
Ihanja Extended Primary School	1971	Ihanja Extended Primary School
Mtamaa Primary School	1974	Mtamaa Primary School

## 6. OTHER COURSES /SEMINARS/ CONFERENCE

- Windows, Excel and Microsoft Word computer training at Computer Centre, Dar es Salaam
- Introduction to computer Maintenance training, TANSOFT, April, 1996
- Rolling Plan and Forward Budgeting training, Bahari Beach Hotel, Dar es Salaam, November, 1998
- Medium Term Expenditure Framework training, Mikocheni, Dar es Salaam, 2000, 2001 and 2002
- Comprehensive Council Health Plan preparation and Supportive Supervision workshop, Tabora Public Service College, 2001 and 2002
- Public Finance and Procurement Act training, Biashara College, Dodoma, 2002
- Study Tour to Zimbabwe on Decentralization and Local Government approaches and application, 1992
- Study Tour to Ghana on management of rural development programmes funded by UNDP, Oil palm growing and processing and fishing activities at Yeji Lake, October, 1993
- Study Tour to Rukwa region on sharing experiences of rural development financed programs by NORAD of sister programs of Kigoma
- Integrated Development Programs and Rukwa Integrated Development Programs, January, 1991
- Training of Regional Secretariat Staff on new roles under the new structure of Regional Secretariat, Tabora Public Service College, November, 2003
- Financial decentralization seminar, Dodoma Hotel, March, 2004
- Audit Committee Members training, VETA, Dodoma October, 2004
- Local Government Monitoring Program(Access Computer Program), Dodoma Hotel, May, 2004

- Performance Management Systems and Strategic Planning seminar, VETA Dodoma, November/December, 2004
- Poverty Policy Week Launching, Dar es Salaam in November, 2004
- Local Government reform Program in Tanzania Course at Osaka University, Ibaraki City, and Oita Prefecture from March, 12, 2015 to April, 27, 2015 organized by the JICA under International Cooperation Program.
- An Orientation Training Programme for regional Secretariat Staff conducted by Tanzania Public Service College from 3<sup>rd</sup> November, 2003 to 7<sup>th</sup> November, 2003 in Tabora
- Short Course on Data Management using Local Government Management Database (LGMD) conducted by Eastern Africa Statistical Training Centre Dar es Salaam
- Client, A TATA Enterprise from February, 14, 2005 to March 25, 2005 at New Delhi, Sponsored by Ministry of External Affairs, India.
- Public Sector Management (Tanzania) Conducted in LOGODI & Koica, Korea from September, 26-October 16, 2010 sponsored by KOICA.
- Managing people through change: Attitudes and behavior organized by RIPA International, London 24<sup>th</sup> - 28<sup>th</sup> September, 2012.
- Leading Change: Strategy through implementation organized by RIPA International, London from 10<sup>th</sup> - 28<sup>th</sup> September, 2012.
- Planning for Change: A Strategic Approach organized by RIPA International, London from 10<sup>th</sup> - 14<sup>th</sup> September, 2012.
- Implementing Sustainable Change organized by RIPA International, London from 17<sup>th</sup> - 21<sup>st</sup> September, 2012.

7. **DATE OF FIRST APPOINTMENT:** 9 September, 1982
8. **DATE OF CONFIRMATION:** 9 September, 1984
9. **PRESENT DESIGNATION:** Regional Administrative Secretary (RAS)
- SALARY SCALE:** LSSE (6)
10. **DATE OF APPOINTMENT TO THE PRESENT POST/GRDE:** March, 21<sup>st</sup> 2012
11. **DATE OF RE- APPOINTMENT TO THE PRESENT POST/GRDE:** Sept. 10<sup>th</sup> 2016
- 12.WORK EXPERIENCE:**

<b>DATE (From - to)</b>	<b>POSITION</b>	<b>NAME OF THE EMPLOYER</b>
1982 - 1987	Planning and Control Assistant	Musoma Town Council
1987 - 1990	Planning and Control Officer III	Tabora Region
1990 - 1996	Planning and Control Officer II	Kigoma Region
1996 - 2000	Planning Officer II	Kigoma Region Secretariat
2000 - 2003	Senior Planning Officer	Kigoma Region Secretariat
2003 - 2004	Senior Planning Officer	Singida Region Secretariat
2004 - 2012	Assistant Administrative Secretary (Management/Planning & Coordination Section)	Dar es Salaam Regional Secretariat
21 <sup>st</sup> March 2012 - April, 2016	Regional Administrative Secretary	Morogoro Regional Secretariat
2 <sup>nd</sup> June, 2016	Retired on voluntary	Morogoro Regional Secretariat
10 <sup>th</sup> September, 2016 up to date	Appointed Regional Administrative Secretary for Songwe Region	Songwe Regional Secretariat

### 13.FAMILY RECORD

<b>NAME</b>	<b>DATE</b>	<b>STASTUS</b>	<b>RELATION SHIP</b>
Samson Ntandu	Born 1922	Died 05/10/2016	Father
Catherine Hongi	Born 1933	Living in Singida MC	Mother