

CURRICULUM VITAE

1. PERSONAL INFORMATION

Full name: DERO SPEAKER ADOLPHE BIPFUBUSA

Date of birth: 05.07.1974

Nationality: Burundian

Gender: M

Marital Status: Married

Place of residence: Bujumbura, Burundi

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2. ACADEMIC QUALIFICATIONS

<u>Year</u>	<u>School Attended</u>	<u>Qualification</u>
1981-1987	Gashoho Primary School, Burundi	Certificate of primary education
1987-1990	Seminary St Pius X of Muyinga, Burundi	O-Level Certificate of Secondary Education
1990-1993	Seminary St Pius X of Muyinga, Burundi	(No graduation as a result of war in 1993)
1999-1999	WAMY Vocational College, Kenya	Certificate in Computers
2016-2018	Formation et Appui Technique au Développement (FATED Bujumbura)	Diploma in Management and Commerce
2018-2020 (Ongoing)	Institut Supérieur de Management (ISM Bujumbura)	Expecting : Degree in Business Administration

3. PROFESSIONAL SKILLS AND EXPERTISE

- **Freelance Interpretation and Translation: with customers in Burundi (Right To Play, Food for the Hungry, ZOA, Finbank, OTB), Uganda, Egypt, for projects from the USA, Canada, etc.**
- **Fluency in English, French, Kirundi and Kiswahili**
- **Computer literate : Conversant with Microsoft Word, Microsoft Excel, Microsoft Access (Database management), Microsoft PowerPoint, Internet**

- Experience in Refugee Camp Management and familiar with International Human Right Law, Refugee Law.
- Familiar with researches, evaluations and surveys in Refugee camps in Tanzania and in Burundi;
- Ability to conduct marketing research and excellent report writing skills in English, French and Kiswahili;
- Ability to communicate with people from different backgrounds (low profile people, government officials and NGOs Staff, Business people, etc.)
- Excellent written and verbal communication skills

4. WORKING EXPERIENCE

4.0. From 11 August 2013 up to now

Job Title: Representative in Burundi

Employer: Gem Forgings Private Limited, INDIA

Duties and Responsibilities:

- Informing the Company for any new tender that is published in the newspapers or on websites in Burundi for the company to bid;
- Purchasing tender documents and carry out any administrative work related to document processing through different business partners;
- Attending tender opening sessions on behalf of the Company;
- Following up on current customers for outstanding payments and updates on the status of current tenders;
- Follow-up on any issue related to the business with local authorities or customers in Burundi
- Assisting potential customers who need to interact with the Company
- Carrying out any assignment as per the company instructions.
- Processing custom documents for new products entering the country, with the assistance of custom officers and clearing and forwarding companies ;
- Coordination of shipments of goods from India and any other area of origin of the goods with Dar-es-Salaam and Bujumbura ports ;
- Custom duty clearing for the goods imported ;
- Disposing the goods to purchasing authority and submission of relevant documents (invoices, bill of lading, certificates of origin, insurance and the like) for payment purposes
- Follow-up of due payment as per contract or purchase order.

4.1. October 22-December 15, 2012

January 22- February 2, 2013

Job Title: Translator/ Interpreter and data entry clerk

Employer: RIGHT TO PLAY Burundi

Duties and Responsibilities:

- Participating in the evaluation conducted by Right To Play International at Right To Play Burundi (Burundi Study 2012) as a translator, and a data collection and data entry clerk during the study by
- translating the elements of meaning, thoughts and feelings of interviewers and respondents from English to Kirundi and French and vice-versa;

- Facilitating communication between the Evaluation Specialist with the Minister for Youth, Sports and Culture, Right To Play partners and its beneficiaries (Children and their parents);
- Entering the collected data into a spreadsheet (Excel).

4.2. July 9-July 29, 2012

Job Title: Interpreter and Field Assistant

Employer: Mines Advisory Group (MAG Burundi)

Duties and responsibilities:

- Providing translation services to the Senior Community Liaison Advisor of MAG International during her different interviews with the Burundian Army Officers (FDN)
- Visiting armories for the study purposes;
- Doing a field survey in the area around the armories for the survey purposes

4.3. August1, 2011- February 29, 2012

Job Title: Executive Assistant

Employer: Academia Fund Project, Burundi

Duties and Responsibilities:

- Handling tasks related to promoting the organization to its stakeholders;
- Updating the organization's newsletter and website;
- Communicate and handle incoming and outgoing electronic communications on behalf of the Executive Director
- Prioritize and manage multiple projects simultaneously and follow through on issues on a timely manner

4.4. June15, 2011-July 31, 2011

Job Title: Research Assistant

Employer: American University of Washington DC, Anthropology Department, College of Arts and Sciences

Duties and Responsibilities:

- Providing translation services to a researcher from the American University of Washington DC in her research in Burundi
- Introducing the researcher in the Burundian political context
- Helping the research in collecting data related to the socio-economic integration of the returnees(Former Burundian Refugees)

4.5. June 1, 2000- May 31, 2008

Job Title: Home visitor, Camp Management Assistant and Refugee Para-legal Advisor

Employer: Tanganyika Christian Refugee Service (TCRS)

Duties and Responsibilities:

a. As a Camp Management Assistant

- Assisting the Camp Manager in day-to-day management of refugee camps in Kibondo, Tanzania;

- Facilitating communication between the Burundian Refugees and relief agencies and organizations (UNHCR and Implementing Partners) by providing interpretation services to the UNHCR and other UN Agencies including NGOs working in the area of the protection of the refugees;
- Assisting Relief NGOs and the Government of Tanzania in organizing meetings for the attention of Refugees;
- Assisting Government Officials(Ministers from Burundi and Tanzania) and Agencies Staff , Academics, Researchers, Journalists addressing Burundian refugees and socializing with them and help them in the collection of data from refugee camps;
- Assisting the Governments of Tanzania and Burundi in the preparation, organization and implementation of the mass information campaign for the voluntary repatriation of Burundian Refugees then in Tanzania that resulted in the repatriation of more than 30000 refugees from May to October 2008

b. As the Para-legal Advisor

- Ensuring that refugees get treatment as provided for in related international human right instruments;
- Monitoring the Human Right standards in the camp and reporting on any violation of human rights of the refugees to relevant authorities;
- Providing legal counseling to refugees;
- Conducting trainings on human right instruments, Refugee Law and other instruments designed to meet the needs of Refugees;

C.As a Home visitor:

- Collecting health related data from the camp and submit them to TCRS for action;
- Mobilizing the refugees on hygiene and good health practices;
- Distributing aid (Food and non-food items) to Refugees in Kibondo camps

4.6. May15- December 1998

Job Title: French Teacher

Employer: UNHCR Ngara, Tanzania

Duties and Responsibilities:

- Teaching French to 45 UNHCR staff at Ngara Sub- Office, by designing an appropriate curriculum and regularly assessing the progress of the trainees.

4.7. January 1- May 15, 1998

Job Title: Chief Security Guard

Employer: UNHCR Ngara and Government of Tanzania

Duties and Responsibilities:

- Ensuring that security is maintained and that laws are not violated in Lukole Refugee camp;
- Arresting suspected criminals and referring them to the Tanzanian Police Force for action;
- Report on any violation of human rights in the camp to relevant authorities.

4.8. August 15, 1995- December 31, 1997

Job Title: Language Teacher

Employer: AREVOPE

Duties and Responsibilities:

- **Teaching French, English and Kiswahili to 300 students at AREVOPE secondary school in Ngara , Tanzania**

4.9. October10, 1994- August 1995

Job Title: Kiswahili Teacher

Employer: African Education Fund, Ngara Tanzania

Duties and Responsibilities:

- **Teaching Kiswahili to pupils at Lukole Primary School**
- **Other activities done: providing interpretation services to researchers and journalists (BBC) in Tanzania, in Burundi.**
- **Translation of documents proposed by Right To Play, Food for the Hungry, ZOA, OTB, Finbank, PADZOC.**