# Personal Information

1. **Name:** CHALA, Amare Adugna (Mr.)
2. **Date of Birth:** 07/07/1978 **Sex:** Male
3. **Marital Status**: Married **Nationality:** Ethiopian
4. **Address:**

Addis Ababa, N/S/L/S/City, Jemo-3, B18/06,

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Addis Ababa, Ethiopia

# Education

* + - * Master of Business Administration (MBA), Addis Ababa University, August, 2006,
      * BA in Business Management, Jimma University, July, 2002.

# Other Training

* Design, development and Implementation of ISO 9001:2008-Quality management System, provided by Action Consulting PLC, Addis Ababa, July 2011,
* TOT on the Integrated District Health Management Team Training Tools provided by WHO and MoH of Ethiopia, Adama Town, August 2010
* Balanced Scorecard (BSC), and Strategic Planning and Management Adama Town, Nov 2009. on Business Process Reengineering (BPR) provided by Public Service College of Oromia, Batu Town, October 2007, and
* Organizational Capacity Assessment (OCA) training provided by Pathfinder International arranged in Addis Ababa and Nazareth, June 2005,

# Skills

* Have excellent basic computer skills,
* Excellent communication skills in English, Amharic and Afan Oromo,
* Excellent interpersonal, leadership and Report writing skills,
* Excellent capacity to work with little or no supervision etc.

# Languages: Excellent in English, Afan Oromo and Amharic in the four language skills.

# Employment Record and experience

* **Since October 07, 2014:** Manager, Yonat Management Consult
* **Major Tasks:**
  + **Translation of Documents:**  I translated different documents prepared in English and/or Amharic Languages. Among such clients Yirgachefe Coffee Farmers’ Cooperative Union (English to Amharic), Becho Woliso Farmers’ Cooperative Union (English to Oromo), Melka Awash Farmers’ Cooperative Union (English to Oromo) and more with Oromia Regional State Capacity Building Bureau.
  + **Strategic Plan Development, Review and Orientation:** I have led the preparation of five years strategic plan for different organization among which Becho Woliso Farmers’ Cooperative Union, Soyyema Multi-Purpose Primary Agricultural Cooperative, Awash-Bune Multi-Purpose Primary Agricultural Cooperative are worth mentioning. Before commencing Yonat Management Consult, I led the strategic Plan development and review of Yirga-Cheffee Coffee farmers’ Cooperative Union, and coached Oromia-Forest and Wild-life Enterprise and other para-statal Enterprises.
  + **Organizational Capacity Assessment and Working System Development:** I led the preparation of ***Human Resources Policy and Procedures Manual, Salary Scale, Job Grading and Description*** *for Melka Awash Farmers Cooperative Union, Exhibition Center and Market Development Enterprise; and* the preparation of***Procurement and Property Administrations Manual for*** *Addis Ababa Chambers and Sectoral Associations (AACCSA) through successfully assess the organizational systems they have, identifying the gap therein and proposing the relevant solutions to bridge the gaps and sustain the strengths.*
  + **Conducting Feasibility Studies and Guiding the Promoters on the Ultimate Decisions:** I have been working as a lead consultant in the **preparations of feasibility studies for private organizations, cooperative associations and individual promoters** where rich base for assessing the internal and external (Task and remote) environments was attained. Amonth the different feasibility studies so far managed, the following are some.
    - Leading the development of feasibility studies and business plan with different clients including Quadrant Investment PLC, HJ Flour and Edible Oil Factory, Becho-Woliso Farmers’ Cooperative Union, Gibe Dedesa farmers’ Cooperative Union, Melka Awash Farmers’ Cooperative Union, Muday Home Rental and others.
    - Core consultant in the preparation of business plan for Hetosa Flour Factory of Hetosa Farmers Cooperative Union.
  + Team leader in conducting physical inventory of assets supported by Oxfam America in three woredas of Oromia regional state,
  + Developing proposals, representing the firm, providing consultancy services and generally playing the managerial as well as professional role in the firm.
  + Served as Procurement Specialist, Team Leader, and coordinator of Procurement Specialists in conducting the second and third Annual Performance Assessment (APA) of Local Urban Governments (ULGs) under Urban Local Government Development Program II (ULGDP II,
  + Served as a field coordinator in conducting a baseline survey of Impact Assessment of Universal Rural Road Access Program (URRAP) commissioned by WABEKBON Development Consultants.
* **From March to April 2014**
* **Employer:** Selam Development Consultants
* **Position and Project:** Governance and Institutional Development specialist in conducting the first Annual Performance Assessment of ULGs under Urban Local Government Development Program II (ULGDP II).
  + **Major Tasks:** Data collection, development of data collection tools, development of the documents and communication to the client on consultation workshop.
  + **Customer:** Ministry of Urban Development, Housing and Construction (MUDHCo), and World Bank/Ethiopia, Addis Ababa.
* **July 01, 2011 to July 2014**
* **Employer:** Merit Management Consults PLC as Senior Management Consultant

1. **Position and Project:** Team leader, and core consultant in the Climate Resilient and Green Economy (CRGE) Capacity Needs Assessment.
   * **Major Tasks:** Designing proposal, inception reports, data collection tools, data collection, development of the documents and communication to the client on consultation workshop.
   * **Customer:** Ministry of Urban Development, Housing and Construction (MUDHCo), and World Bank/Ethiopia, Addis Ababa.
2. **Position and Project:** Principal consultant in conducting Pre-audit works.
   * **Major Tasks:** Participated in conducting pre-audit works for UNICEF Funded projects in Oromia Regional State and SNNPR, report writing.
   * **Customer:** UNICEF/Ethiopia
3. **Position and Project:** Principal consultant in conducting physical inventory
   * **Major Tasks:** Participated in proposal writing, conducting physical inventory, and report writing.
   * **Customer:** UNICEF/Ethiopia
4. **Position and Project:** Team leader, and core consultant in the development of Strategic plan, Human Resources Policy and Procedure Manuals, Financial Policy Manual, Bylaw and Administrative Manual for Yirgacheffe Coffee Farmers Cooperative Union.
   * **Major Tasks:** Participated in designing proposal, inception reports, data collection tools, data collection, development of the documents and presented to the general assembly.
   * **Customer:** Yirgacheffe Coffee Farmers Cooperatives Union, Addis Ababa.
5. **Position and Project:** Principal consultant in developing Human Resources Manual.
   * **Major Tasks:** Participating in data collection, development of manual and communicating it to the customer.
   * **Customer:** Exhibition Center and Market Development Enterprise (ECMDE)
6. **Position and Project:** Principal consultant in conducting Pre-audit works.
   * **Major Tasks:** Participated in conducting pre-audit works for UNICEF Supported Programmes in Oromia Regional State.
   * **Customer:** United Nations Children's Fund (UNICEF)/Ethiopia

* **From** : DEC. 2010 to June 2011
* **Employer**: Public Service College of Oromia
* **Positions held**: Research, Training and Consultancy Expert
* **Major Tasks:** Consulting different organizations in Oromia Regional State on:
  + Business Process Reengineering (BPR) and Balanced Scorecard (BSC),
  + Organizational structure, salary and benefit scheme Developments,
  + Providing training  on different management and structure related courses.
* **From**: Dec. 2006 to Dec. 2010
* **Employer:** UNDP/UNV assigned at Public Service College of Oromia
* **Position Held:** Management Lecturer and Head of Research & Consultancy Department
* **Major Tasks:**
  + Consulting different organizations in Oromia Regional State on BPR &    BSC, organizational structure, salary and benefit scheme setting,
  + Providing    training on different management and leadership related courses, project planning, monitoring and evaluation, BSC, PBR, leadership, change management etc.
* **From**: October 2005 to March 2007
* **Employer**: Addis Ababa University, College of Commerce as Part-Timer Lecturer
* **Organizational Capacity Assessment:** A Pre-grant Capacity Assessment and provision of recommendations commissioned by Pathfinder International/Ethiopia
* **Name of assignment or project**: Capacity assessment of Four NGOs (Welfare for Street Mothers and Children Organization ( WeSMCO) , Nutrition Plus Holistic Home Care Association (NPHHC), Amhara Development Association (ADA) and Tikuret for the Gumuz People Development Association (TGPDA)
* **Activities performed**: Assess the capacity, capacity gaps and recommended where to strengthen them and how these NGOs can progress forward,
* **From:** 2002 to 2004
* **Employer and Positions held**: Jimma University as a lecturer
* **Main project features:**
  + Lecturing in the department of management, developing teaching materials, counseling and evaluating students, carrying out different administrative works.
  + Vice coordinator of the community based education program that works in identifying and solving (proposing workable solution to) the socioeconomic problems of the community.

# References

1. Ato Amaha Diana (Mr.), General Manager of Selam Development Consultants, **Tel:** +251 911 250582, **Email:**  atoamaha@gmail.com
2. Ato Tewabe Yilak (Mr.), General Manager of ICOS Consulting PLC, **Tel:** +251 911 208078
3. Ato Dejene Hirpha, Ex-Manager of Becho-Woliso Farmers’ Cooperative Union,  **Mobile:** +251911 421476, **Email:** dejene84@gmail.com

# Certification

I certify that to the best of my knowledge and belief this CV correctly describes me, my qualifications, and my experience.

**Name:** Amare Adugna **Signature: \_\_\_\_\_\_\_\_\_ Date:** April 24, 2017