

DETAILED CURRICULUM VITAE



PERSONAL DETAILS

Surname: Mwarania
Full Names: Dorinda Hilary Oenone
Namibian Passport: P0724347 **ID:** 68102400765
Gender: Female **Health:** Excellent
Languages: English – Excellent Proficiency (Oral & Written)
Afrikaans – Excellent Proficiency (Oral & Written)
German – Faire Knowledge

1. ADDRESSES AND CONTACT TELEPHONE NUMBERS

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Khomas Region

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2. ACADEMIC QUALIFICATIONS

- **High School:**
Matriculation:- Dawid Bezuidenhout High School, Windhoek, Namibia (1986)
- **Tertiary:**
 1. Diploma in Bookkeeping:- Damelin Management School, Windhoek, Namibia (1996)
 2. Diploma in Practical Accounting:- Damelin Management School, Windhoek, Namibia (1998)
 3. Certificate in Public Relations:- PRO-Image CC, Windhoek, Namibia (1999)

3. EMPLOYMENT HISTORY

- 4.1. **Employer:** The Namibia Global Fund Programme, Ministry of Health and Social

Services, Windhoek, Namibia

Duration of Service: February 2011 to July 2013

Position: PA to the Director: Namibia Global Fund Programme (NGFP)

Duties/ Key Performance Areas:

- Provide full secretarial and administrative support to the Director: NGFP.
- Sub-editor: Editing, proofing and formatting of all official correspondence to external parties from the PMU through the Office of the Permanent Secretary of the Ministry of Health and Social Services (includes correspondence from Operations, Procurement, Finance and Monitoring & Evaluation sections).
- Competent liaison with Global Fund Geneva officials and high-level government officials (various government Ministries) to ensure the productive and smooth functioning of the Director's office.
- Minuting Secretary/Meeting Administrator at Programme Management Committee (PMC) meetings and retain (for safekeeping) such documents, statutory documents, original documents etcetera for future reference.
- Receive, distribute and safe keeping of confidential documents.
- Ensure that all communications to and from the Director's office are prioritized and dealt with appropriately.
- Supervision of Receptionist/ Typist.
- Routine administrative duties e.g. maintenance of an efficient filing system, scheduling of meetings etcetera.

4.2. Employer: The Windhoek Observer, Windhoek, Namibia

Duration of Service: September 2005 to September 2008

Position: PA to Editor/ Sub-Editor/ Court Reporter

Duties/ Key Performance Areas:

- Court reporting (i.e. court cases; deaths; default judgments etcetera)
- Daily typing of live dictation by the Editor and subsequent sub-editing of news reports.
- Editing of news reports received from contributing sources.
- Compilation and editing of advertisements for publication.
- Editing of readers' letters to the newspaper (inclusive of libel checking).
- Efficient management of reporter-in-chief's office (e.g. diary management, screening of telephone calls, scheduling of appointments, administrative duties etc.).

4.3. Employer: MISA Namibia, Windhoek, Namibia
Duration of Service: October 2003 to February 2005
Position: National Director (Acting)

Duties/ Key Performance Areas:

- Corporate Governance
- Financial Accountability
- Staff Management
- Fundraising
- Capacity Building
- Marketing/ Public Relations

4.4. Employer: Namibian Broadcasting Corporation (NBC), Windhoek,
Namibia
Duration of Service: December 2000 to September 2003
Position: PA to Director-General/ Board Secretary

Duties/ Key Performance Areas:

- Provide secretarial and administrative support to the Director-General and the NBC Board (inclusive of Board Committees i.e. Audit Committee etc.).
- Competent liaison with Directors and high-level government officials to ensure the productive and smooth functioning of the Director-General's office.
- Ensure that the Board's directives and resolutions are properly recorded and subsequent implementation of such by top management.
- Minuting Secretary/Meeting Administrator at Board and top management meetings and retain (for safekeeping) such documents, statutory documents, original documents etcetera for future reference.
- To act as a reference point for internal and external enquiries.
- Liaison with company lawyers on legal matters affecting the corporation.
- Routine administrative duties e.g. maintenance of an efficient filing system, maintenance of recording equipment, scheduling of meetings etcetera.
- Handling of monthly petty cash for the Director-General's office.
- Supervision of Director-General's secretary (Executive Secretary)

4.5. Employer: Namibian Ports Authority (Namport), Walvis Bay

Duration of Service: June 1998 to November 2000

Position: Executive Secretary to GM: Finance

Duties/ Key Performance Areas:

- Provide full secretarial and administrative support to the General Manager: Finance, Manager Finance and Manager Human Resources.
- Enhancing the company's corporate image by liaising confidently and professionally with clients, Government officials, high-ranking officials (locally and internationally) and fellow staff members.
- Financial accounting services i.e. administration of Investment Portfolio; creating comparative and analysis graphs of commodities (e.g. Brent oil), consumer price index and foreign exchange rates for GM: Finance to base his investment decisions on.
- Management/ Cost accounting services i.e. compilation of staff and company data and incorporation of such into comparative and analytical graphs for budgeting, management reporting, financial statements and annual report purposes.
- Assistance with public relations duties/ functions as requested by the Marketing Department.
- Administration of petty cash for top management.
- Control of purchase order book for top management.
- Supervision of Kitchen Executive and Typist.

4.6. Employer: Roman Catholic Hospital, Windhoek, Namibia

Duration of Service: June 1997 to May 1998

Position: Executive Secretary/ Housing Officer

Duties/ Key Performance Areas:

- Provide full secretarial and administrative support to the Hospital Administrator.
- Liaison with overseas donor agencies i.e. project status reporting, half-yearly and year-end financial reporting on funding etcetera.
- Public Relations duties i.e. administration of Entertainment Budget and organization of functions like the annual year-end function etcetera.
- Administration of housing scheme for staff.
- Administration of bursaries and related projects (social responsibility programmes).
- Oral and written translation of documents and newspapers from Afrikaans to English and vice versa for Hospital Administrator and Mother Superior.
- Financial accounting/ Cost accounting services i.e. drafting and compilation of annual budget and

related graphs etcetera.

4.7. Employer: Institute for Management and Leadership Training
(IMLT), Windhoek, Namibia

Duration of Service: March 1995 to December 1996

Position: PA to Chief Executive Officer/ Finance Officer

Duties/ Key Performance Areas:

- Provide full secretarial and administrative support to the Chief Executive Officer.
- Financial accounting services i.e. administration of personal loans to staff; bursaries and related projects; handling of accounts and administrative queries; timeous payment of invoices/ settlement of accounts.
- Lending vital administrative support to trainers in the field i.e. travel and accommodation arrangements, organization of lecture materials, payment of S&T and subsequent reconciliation of such, fleet management etcetera).
- Supervision of Kitchen Executive.

4.8. Employer: United Nations

Duration of Service: 1989 to 1995

Position(s): Various Secretarial Support Positions

UN Agencies: UNTAG, UNDP, UNAVEM, UNIC

4.9. Employer: Bank Windhoek, Windhoek, Namibia

Duration of Service: 1987 to 1989

Position: Remittance/ Foreign Exchange Clerk

4. **TEMPORARY/CONTRACT EMPLOYMENT**

- Namibia Wildlife Resorts (NWR)	Finance Officer: Hobas, Fish River Canyon	May – October 2017
- Fevertree Consulting (RSA)	Consultant: GRN Tenders	Feb 2015/Apr 2016
- MoHSS, Dept. Special Programmes:-	Consultant: Global Fund Round 10	Jul/Augst 2010
- Namport, Walvis Bay:-	PA to Group Executive: Finance	Oct 2008/May 2009

5. **COMPUTER LITERACY**

- Operating Systems: Microsoft Windows; Linux

- Hospitality Industry Innkeeper
- Wordprocessing: Wordperfect; MS Word; Lotus Wordpro
- Accounting/Spreadsheets: AccPac; MS Excel;
- Presentation/ DTP: MS Powerpoint; MS Publisher; Pagemaker

6.

SHORT COURSES

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- Project Management Certificate:- Wetzel-Exportconsulting/Polytechnic of Namibia, 2004
 - Innovation & Strategic Business Management Certificate Wetzel-Exportconsulting/Polytechnic of Namibia, 2004
 - Project Monitoring & Evaluation Certificate Symacon/MISA Regional HQ, Johannesburg, 2004

7.

REFERENCES

-
- Mr Riaan van Rooyen:- Erstwhile Managing Director: Pro-Image, Windhoek, (mentor)

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 - Dr Farai Mavhunga:- Chief Medical Officer: TB & Leprosy

Ministry of Health: Directorate Special Projects, Windhoek

Tel.: +264-(0)61-203 5034 (w)

Mobile: +264-(0)81-312-1562
 - Ms Penny Uukunde:- Ministry of Health: Directorate Special Programmes, Windhoek

Mobile: +264-(0)81-127-7465