

Curriculum vitae(CV)



1. Personal Information

Full name Sintayehu Tefera Amede

Sex Male

Date of birth July 26, 1991 G.C

Place of birth Wuchale; Ethiopia

Nationality Ethiopian

HealthExcellent

Contact AddressSouth wollo Dessie

Mobile+251910188784/0943262465 Email sinte.uy@gmail.com

2. Work Experience

Date from May 31/2013 G.C on warded

From May 31/2013 G.CJune 26/2017 G.C planning&monitoringExpert civil service organization

From May 27/2017 G.C upto now Policy Planning, Monitoring&Evaluation Expert south wollo Zone plan commission/plan &Development/ organization

3. Duties

- Organizing field monitoring and evaluation to all zone and woredas.
- Organizes participatory monitoring events along with the team leaders, partners and communities;
- Compiles regular field monitoring report including lessons and provide feedback for all woreda plan teams.
- Participates on project performance review meeting at Woreda level as required and evaluation exercises.
- Collects and provides information and technical support in the preparation of quarterly or biannual reports and participate in panel monitoring;
- Ensure the implementation of project M&E plans/framework.
- Ensures consistency of information in different reports
- Participates in the formulation and revision of different reports and plans
- Ensure project planned activities are implemented in line with the agreed work plans and budgets; successfully delivers against timeframes, milestones, output and outcome targets/objectives.
- Ensure the delivery of timely, accurate, and complete reports from all zone and woredas for decision making and information purposes for the area office management team, and stakeholders and Decision makers.
- Ensure the utilization of appropriate reporting templates that facilitate the acquisition and aggregation of information in programs or develop and maintain effective information database
- Participate in all other aspects of M&E, for example surveys, baselines, evaluations, joint projects monitoring and reviews / lessons learning workshops/events.

- Ensure that beneficiaries and other vulnerable community members including stakeholders are included and participated in all M&E activities to track adherence to Core Humanitarian Standards.
- Ensure the M&E Automation Accountability Systems functions very well and generates evidence for learning and decision making practices
- Keep quality data related to accountabilities (participation, information sharing and compliant and feedback response mechanism) at delivery level
- Identify training needs and capacity building support required at worda and Zonal level
- Develop log-frame monitoring plan for each project and follow accordingly.
- Assess current grants and programs for evaluation needs.
- For internal evaluations coordinate necessary staff and resources to conduct evaluation.
- Review, compiled and submit monthly reports and assure data quality against the standards.
- Analyze survey data for potential errors.
- Assist in preparation of TOR for external survey consultants.
- Review survey reports prepared to ensure data relevance and consistency.
- Ensure consistency of the monitoring and evaluation system and tools.
- Develop database to improve monitoring and data management within technical team.
- Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data.
- Assess existing data management systems for each sector and identify additional needs.

4. Educational background

Educational Institution	School	Major field of Study	Award	Year of attended	
Elementary school	Wuchale P/s	Basic subject	Certificate	1998	2005 G.C
High school	Wucale 17 2n/s	Basic subject	Certificate	2006	2007 G.C
Preparatory	Haik p/s	Basic subject	Certificate	2008	2009 G.C
Higher education	Dire Dawa university	<u>Statistics</u>	Degree	2010	2012 G.C
Higher education	Wollo university	<u>Business Administration</u>	MBA	2020	2022 G.C

5. Personalskill&Competence

- ✓ Supportive
- ✓ Pleasant and Polite Attitude
- ✓ Ability to act as part of multi-cultural and multi-disciplinary team
- ✓ Dynamic and highly self-motivated
- ✓ Able to work with minimal supervision and ability to withstand pressure
- ✓ Good communication and Interpersonal Skill

- ✓ Somestatistical Software Like **SPSS, MINITAB, SAS, R & TOT for MIS, PROJECT, M&E, C++**

6. Language skills

No	Language	States	Writing	Redding	Listening	speaking
1	Amharic	Mother Tongue	Excellent	Excellent	Excellent	Excellent
2	English	2 nd language	Excellent	Excellent	Excellent	Very good

Generally

- ✓ Good Team player and willingness to work extra hours
- ✓ Energetic and enthusiastic to work and willingness to travel to any site of project
- ✓ Ability to work under pressure and meet deadlines
- ✓ Many supportive courses Mathematics, Computer Science, and Economics
- ✓ Somestatistical Software Like **SPSS, MINITAB, SAS, R & TOT for MIS, PROJECT, M&E, C++**

Reference

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