Recruitment Team

**Jhpiego Nigeria.**

Dear Sir/Madam,

**Re: Application for the position of Data Collector.**

Learning about the opening Jhpiego Nigeria has given me great enthusiasm to be a part of the dynamic team, and I'm writing to apply to be the position of Data Collector. of this organisation. With diverse skills in program planning and design, project cycle management including monitoring and evaluation, partnership development, HIV/AIDS-TB prevention, care and support. I am interested in the role as it relates directly to the successes achieved in capacities requiring similar skills I have served 6 years in development field.

I led and supervised the HTC team on the SMILE Project to achieve UNAID 90:90:90 strategic objectives on HIV/AIDS & TB Prevention, Care and Support, risk assessment, testing and counselling, referral and linkage, enrolment and retention in care & treatment, Adherence counselling and support, Pediatric HIV testing, Care plan development and achievement, coordination of support group activities, but also supported cross-cutting themes and integration effort across the project with other areas such as Education, OVC programming, Household Economic strengthening, PSS, Gender, WASH, Nutrition and Food Security. From managing key relationships, information dissemination and health education, advocacy and sensitization meeting and participation in community of practice (CoP).

I worked with AIDS HealthCare Foundation (AHF) in Yagba East, Kogi State as HIV Prevention, Counseling & Testing Officer (Volunteer) where my role availed responsibilities of HIV counseling and testing services, referral and linkage of HIV positive clients to care and treatment, home visits and tracking of people living with HIV who default from clinic days or missed appointment days, home visits to newly enrolled HIV positive clients. I also lead and coordinate community mobilization, advocacy visits and outreaches to different communities within Kogi State and Ekiti State, Data collection and reports, analysis, and data presentation during cluster meeting reports which I have the capacity to managed.

My Experience, expertise and proficiency in the use of MS Office applications, Data Analysis software (SPSS/STATA) and Database management (National OVC Management Information System NOMIS, Electronic Medical Record and DHIS, Computer hardware & software installation, computer troubleshooting and internet use which has helped my ability to organize and prioritize workload to meet deadlines under pressure, analyze documents, interpret and present information in very articulate and professional manner.

Furthermore, I have learnt more about the partnership development through strategic management, donor agency relations and good team building to create a conducive and trustworthy environment among stakeholders. Apart from these my other core responsibilities included, organizing and facilitating various trainings and workshops, providing necessary support to project team and partners, facilitating participatory planning and budgeting, report writing/documentation and coordinating, linking and leading collaborations with various like-minded organisations and other stakeholders will make me have a significant impact on your organisation. With commitment to development, I possess an excellent adaptive and problem solving skills required to work in and across teams and cultures, and I have consistently imbued creativity in achieving successful objectives. I have developed the capacity to respond to demands and flexibility in handling multiple activities. With integrity, I assure you of my suitability and take this opportunity to request for an interview. Thank you for reviewing my letter.

Yours faithfully

LUKE, Babatunde Ezekiel

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**LUKE BABATUNDE EZEKIEL**

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**SUMMARY**

Over six years of result-oriented experience in programme planning and implementation, monitoring and evaluation, project management, HIV/AIDS-TB advocacy, community development, analysis, research, policy and advocacy in development sector. Expertise in developing public outreach initiatives, economic expansion and strong advocacy networks, which targets diverse and underserved communities.

**WORK HISTORY**

**EDHO, USAID Funded OVC/HIV/AIDS -TB Projects (SMILE) August 2016 – May 2019**

**Job Title:** Program Officer HIV Prevention, Care and Support,

* Receives instruction from the state Coordinator and Operation Manager.
* Provision quality Services HTC to 4,046 Vulnerable Children and 1,384 Households on the SMILE project, a project supported by USAID through Catholic Relief Services (CRS) in two communities of Yagba East LGA, Kogi State
* Coordinate enrolment, retention and adherence to care and treatment process for clients and beneficiaries
* Excellent knowledge of reports writing, clear understanding of other units like the M&E units, uses of NOMIS to track data to ensure that services are provided base on needs.
* Convey HIV/AIDS & TB Screening Checklist Tools from the central store to designated site (Field Office).

**AIDS Healthcare Foundation (AHF) February 2014 – June 2015**

**Job Title:** HCT & HIV Prevention Coordinator (Volunteer)

* Assisting the M&E Officer in data entering into Medical Record System (Open MRS).
* In-charge of System Troubleshooting, Maintenance, Repair, Installation of operating systems and reinstallations.
* Assisting the M&E Officer in adding new clients into Medical Record System (OpenMRS) Data Base
* Assisting the M&E Officer in selection of the next appointment files of Clients
* Assisting the M&E Officer in Monthly Summary register imputation
* Tracking of Clients that are defaulters to care, referral of clients to care to other outpost and linking of clients to care in our facility, visiting clients who missed appointment in their clinic days.

**Iba High School Kisi, Irepo L.G.A, Oyo State (NYSC) October 2015 – October 2016**

**Job Title:** Class Tutor.

* Handled Senior Secondary Classes on Computer Studies.
* Worked as Computer Lab instructor.
* Written lesson notes for computer activities been carried out both in the class and Lab.

**Mojuri Computer Institute. April 2013 – February 2014**

**Job Title:** Training Instructor

* Instructor in Microsoft Offices, Web Design using html, PHP MySQL, Notepad and HTML Language, Graphics and presentation on power point.
* Instructor in System Troubleshooting, Maintenance and repair
* In-charged of staff salary and management Consultant.

**DDK Computer Technology & Training Institute Nov. 2010 – February 2012**

**Job Title:** Training Manager

* Instructor in System Troubleshooting, Maintenance, Repair, Installation of operating systems and reinstallations.
* Receives instruction and order from the Executive Director of the Institute
* Keeping of daily financial records of the Organization.
* Managing the affairs of the organization on how it is running and also the instructors.
* Instructor in Microsoft Offices, Graphics, Adobe PageMaker and presentation on power point.
* Instructor in System Troubleshooting, Maintenance and repair
* In-charged of staff salary and management Consultant.

**EDUCATION**

HND Computer Science Federal Polytechnic Idah, Kogi State. 2013

ND Computer Science Kogi State Polytechnic Lokoja, Kogi State. 2010.

**CERTIFICATION**

2016 Certificate of Skill Acquisition & Entrepreneurship Development Training SAED

2008 Diploma Certificate in Micro-Computer Utilization, Data Process & Structured Programming

**DATABASE AND IT SKILLS**

Microsoft Office package, SPSS, National Orphan & Vulnerable Children Management Information System (NOMIS), Medical Record System (Open MRS), DHIS, SQL, computer System Troubleshooting, computer hard/software Maintenance and Repair, Installation of operating systems application packages and reinstallations. e.t.c

**SKILLS AND EXPERTISE**

* Volunteering Skills
* Project and Program Management
* Community Systems Strengthening
* Critical and Meticulous Thinking
* Proficient in Microsoft Office Packages
* Data Analytical Skill (SQL, SPSS, DHIS NOMIS)
* Performance Management
* Administrative Skills
* Monitoring and Evaluation
* Reporting and Documentation
* Training, Development and Mentoring
* Superior Leadership Skills
* Excellent Communication Skills
* Team Work and Collaboration
* Stakeholder Management
* Problem Solving Skills
* Time Management
* Organizational Skills
* Detail Oriented
* Decision Making skills