

SOSTINA MUGOVE TAKURE

PERSONAL DETAILS

Born : 04 December 1981	Marital Status: Single	Address: Via Mario Bastia 22
Languages: English and Shona	Sex: Female	40134 Bologna Italy.
Citizenship: Zimbabwean		

CAREER OBJECTIVE

To find a challenging position to meet my competencies, capabilities, skills, education and experience mainly in the fields of philanthropy and political science.

WORK EXPERIENCE

Deputy District Administrator Local Government Ministry-Sept 2004 to Dec 2006

Duties and Responsibilities

- ❖ Proposal and report writing for local development initiatives
- ❖ Supervising and monitoring local authorities
- ❖ Monitoring and evaluation of Governmental Projects and Programmes
- ❖ Implementing Government Policies and programmes
- ❖ Liaising with Non-Governmental Organisations operations in the District
- ❖ Handling public enquiries on Governmental Programmes
- ❖ Hosting international visitors to the District
- ❖ Member of the Provincial emergency response team

Castrol Zimbabwe- Customer Service Officer -April 2004- August 2005

Duties and Responsibilities

- ❖ Liaison between Customers and front Office staff
- ❖ Managing Front Office Staff
- ❖ Managing the equipment on loan system
- ❖ Managing the direct oil import scheme
- ❖ Reporting on health and safety issues
- ❖ Organising corporate functions
- ❖ Coordinating the HIV/AIDS Company activities

Zimbabwe Women's Resource Centre and Network- Advocacy and Community Action Post graduate Intern. April 2003-March 2004

Duties and Responsibilities

- ❖ Preparing proposals for funding by local and international donors
- ❖ Coordinating community focus groups on HIV/AIDS
- ❖ Presenting papers on Gender, HIV AIDS and the Economy.
- ❖ Lobbying Parliament on communal women economic participation

- ❖ Doing research on Gender and HIV and AIDS
- ❖ Assisting the Program Manager in holding training workshops for women in politics
- ❖ Assisting in facilitating awareness workshops on gender violence

Student Industrial Attachment – Buhera Rural District Council Dec 2001-March 2002

Duties and Responsibilities

- ❖ Office administration
- ❖ Implementing Council Policies
- ❖ Food aid distribution and monitoring
- ❖ Distributing social welfare funds
- ❖ Advising Councillors on Governmental Policies on Local Governance
- ❖ Implementing HIV and AIDS policies and programmes
- ❖ Report writing

Teaching Assistant University of KwaZulu-Natal

Tutored Students in Development Studies and Economic History

RESEARCHES DONE

- ❖ Participation of Women in the Politics of Zimbabwe (For Z.W.R.C.N 2003)
- ❖ Gender violence and cultural beliefs in rural Zimbabwe (For Z.W.R.C.N 2003)
- ❖ Terrorism: A threat to the new world Order (For United Nations Information Centre 2003)
- ❖ Sustainable development and third world states (United Nations Information Centre 2002)
- ❖ Globalisation and the third world states (For United Nations Information Centre 2001)
- ❖ Gender roles that need to be discarded in the fight against HIV/AIDS.(paper presentation for Z.W.R.C.N 2004)
- ❖ Service delivery in Zimbabwe’s local Authorities, Case of Buhera Council. (U.Z Study 2002)

ACADEMIC QUALIFICATIONS

- Currently enrolled for a Masters in Philanthropy and social entrepreneurship at MISP, Univeristy of Bologna, Italy.

Provisional thesis title: Civil society and advocacy: towards the politics of inclusion in Zimbabwe.

- Currently concluding a thesis in partial fulfillment for a Masters in Development Studies 2007 at University of KwaZulu Natal.

Thesis title: An analysis of retirement policies and how they contribute to old age poverty

University of Zimbabwe, Bsc Honours in Politics and Administration (2000-2003)
Degree class 1

EXTRA CURRICULAR ACTIVITIES.

Assisted in organising and participated in the three United Nations General Assembly Student Sessions which discussed issues on International Politics and Development from a youth perspective.

National Certificate in public speaking

HOBBIES

Public speaking, taking nature walks

COMPUTER LITERACY

Microsoft Word, Microsoft XP, Excel, Outlook express, SPSS, and Internet.

REFEREES

Choice Ndoro
Z. W. R.C.N
H. Chitepo and 7th Street
Harare
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