

## Profile

An enthusiastic and dedicated individual with a strong interest in human development and leadership with over 4 years' experience in program planning, implementation, stakeholder engagement and budgeting. Committed to support programs that seek to promote sustainable living, advocate for equal opportunities in education and health for all.

Joined CUTS on 20<sup>th</sup> November, 2024 as Programme Officer.

## Experience & Skills

### Project Officer | ADRA Zambia (Jan '20 to Dec '21)

- Participated in project proposal development
- Successfully Implemented the project in Eastern, Western and Lusaka province with a target to support 100 women and youths
- Successfully trained participants in backyard gardening, food preparation and preservation
- Liaised with external contractors to ensure project objectives were achieved
- Procured and secured necessary project materials
- Monitored project performance and provided updates to management and other implementing ADRA Country offices namely South Africa, Zimbabwe, Kenya and Namibia
- Documented success stories
- Wrote quarterly reports and annual project reports.

### Communications Officer | ADRA Zambia (March '19 to Dec '22)

- Created, expanded, monitored and evaluated all ADRA Zambia digital platforms.
- Liaised with media houses for timely coverage of all programs and events.
- Managed the corporate branding and visibility for ADRA and all projects.
- Designed and developed user friendly multimedia content for projects.
- Designed engaging and appropriate graphic materials for projects
- Produced success stories demonstrating project impact across the 9 provinces where ADRA Operates.
- Handled internal and external communications to build and maintain stakeholder relations
- Coordinated with programs team for successful workshops, meetings etc.

### Supplementary Information

- Certification of participation in 'safeguarding and child protection' by ADRA International.

## SUMMARY CV

### Chileleko Hamukali



### Position

Programme Office

### Year of birth

1995

### Nationality

Zambia

### Language

English, Tonga and Nyanja

### Qualifications

- Bachelor's in Mass-Communication and Public Administration

### Key skills

- **Microsoft Office:** Word, Excel, Power Point, Outlook, One Drive
- **Editing tools:** Adobe Photoshop & Premiere Pro, Final cut pro, Canva, Coral draw.
- **Operating Systems:** Windows, Mac OS
- **Digital Skills:** Digital Marketing, Social Media Management
- **Managerial Skills:** Decision Marking, Problem Solving, Planning & event management
- **Marketing Skills:** Branding, Corporate
- **Budget planning & management**

### Email

[chl@cuts.org](mailto:chl@cuts.org)