

## Profile

A dynamic, motivated, result-driven with a proven work ethic to support self-growth & growth of an organization. Her responsibilities include development of concept notes, policy research, project management, community engagement and mobilization

Joined CUTS in August, 2024 as Assistant Programme Officer.

## Experience & Skills

CUTS International (November 2023 – Present) Research Assistant  
Mobilization of participants  
performing administrative duties  
Research  
Report writing

CIMMTY( May 2022 - June 2022)  
Enumerator

Supporting governance research by collecting data and

Ministry of National Development  
(March 2021 - June 2021 )  
Community Mobilization  
Conducting Research  
Administrative tasks

People's Action Forum  
Intern  
June 2018- August 2018  
Supporting programmes offices  
Community engagement and  
Mobilization  
Report writing

## Supplementary Information

Policy analysis  
Monitoring and Evaluation  
Women's land rights leadership and empowerment

### Key skills

**Microsoft Office:** Word, Excel, Power Point, Outlook

**Skills:** Communication skills , Project planning and management, coordination kills

## SUMMARY CV

**Mary Mutale**



### Position

Assistant Programme Officer

### Year of birth

1997

### Nationality

Zambian

### Language

English  
Bemba, Nyanja, Tumbuka and Tonga

### Qualifications

Bachelor's in Development Studies  
with emphasis in Community  
Development,

### Email

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