

<p><b>Curriculum Vitae</b></p>	<p>MBA (Makerere University, 2006),  BA Hons. Degree in Literature in English and German (Makerere University, 1978),  Post Graduate Diploma in Public Administration (Institute of Public Administration, 1989).</p>
<p><b>Personal information</b>  Surname(s) / First name(s)  Address(es)  Telephone(s)  E-mail  Nationality  Gender</p>	<p><b>WAMIMBI NABIFO, Rosemary</b>  P.O. Box 1333, Kampala  +256412341556/ +256772470065  <a href="mailto:rwamimbi@yahoo.co.uk">rwamimbi@yahoo.co.uk</a>  Ugandan  Female</p>
<p><b>Work Experience</b></p> <p style="text-align: right;">Dates</p> <p><u>Main activities and responsibilities undertaken</u></p>	<p><u>Occupation or position held</u>  2004-2010  <b>Ag.Secretary, National Non Governmental Organizations Registration Board.</b></p> <ul style="list-style-type: none"> <li>• Overall head of NGO Board Secretariat</li> <li>• Supervising and coordinating all activities of the Board; including registration of all Non-Governmental Organizations countrywide (local and international), administration/ management of human and financial Resources.</li> <li>• Convening Board meetings in consultation with the Board Chairperson; provision of secretarial and advisory services to all Board Meetings; ensuring minutes are produced and transmitted to all members</li> <li>• Identified weaknesses and short-comings in the existing NGO legislations and Initiating the harmonization process for registration of NGOs by the three registration agencies. Development, formulation, and revision of NGO policy and legislations related to NGOs, with the various stakeholders, NGO board and Secretariat</li> <li>• Ensuring that the amendment to the NGO Registration Act, 1989 was incorporated into the aforementioned Act for ease of reference by the Board and other stakeholders</li> <li>• Establishing a NGO database to enable easy dissemination of required info, safe storage and retrieval of data on all NGOs despite human resource</li> </ul>

<p>Dates</p> <p><b><u>Main Activities and Responsibilities undertaken</u></b></p>	<p>and funding constraints</p> <ul style="list-style-type: none"> <li>•Ensuring that NGOs operate in line with the objectives stated in their constitutions at the time of registration</li> <li>•Collaborating with Ministry policy-makers in the planning, policy-formulation and preparation of work-plans for the Board</li> <li>•Ensuring the accuracy and timely processing, tracking and filing of new applications for registration, renewal of registration certificates and complaints submitted to the Board</li> <li>•Preparing the Board's annual performance reports at the end of every year and ensuring their distribution to designated recipients</li> <li>•Preparing the strategic plan, annual and periodic budgets for discussion and approval by the Board prior to the beginning of every Financial year</li> <li>•Providing technical advice to stakeholders and the Public on NGO matters ie. Providing technical advice and guidance to foreign nationals on procedures and requirements as set in Section 13 of the NGO Regulations No.9 of 1990, regarding foreign workers in NGOs.ie to ensure that they submit photocopies of their qualifications, check their passports, and confirm their Immigration status in the country, check for letters of good conduct or criminal records from their home governments, and a letter of appointment to the post they are to occupy.</li> </ul> <p>-Ensuring that Immigrants working with NGOS and the information of such foreigners is available on the NGO files.</p> <p>-It is the duty of the NGO officers to;- protect the vulnerable beneficiaries of aid and importation of bad vices from abroad</p> <p>2006 – 2010</p> <p><b>Assistant Commissioner for Immigration: Directorate of Citizenship and Immigration Control - Ministry of internal affairs</b></p> <p>-Providing technical advice and recommendations to the Citizenship and Immigration Control Board on residence and Work permits for foreigners working in NGOs in the country.</p> <p>-</p>
---	---

	Dates	2009 - 2010 Committee Member - Work Permits Committee - Directorate of Citizenship and Immigration Control, Ministry of Internal Affairs
	Dates	2009 - 2010 Deputy to the Chair/Commissioner for Immigration - Special Pass, Visitors and Students Pass Committee - Directorate of Citizenship and Immigration Control, Ministry of Internal Affairs
	Dates	2009 - 2010 Expert - East African Community, Civil Society Organizations Strategy Expert Committee
	Dates	2009 - 2010 Member of the Taskforce of Senior Officials Eastern and Southern Africa Anti Money Laundering Group (ESAAMLG)
	Dates	2009 - 2010 Committee Member - Uganda Anti Money Laundering Committee to follow up Uganda's Anti Money Laundering Strategy and Work-plan.
	Dates	2009 - 2010 Member - National Community Service Program, Ministry of Internal Affairs
	Dates	1992 - 2006 <b>Senior Immigration Officer, Immigration Department</b>
	Dates	1996 - 2003 Officer In Charge Kasese.-Mpondwe Immigration Border.
	Dates	1992 - 1995 Officer In Charge Malaba Immigration Border Post.
	Dates	1990 - 1992 <b>Immigration officer</b> Issuing Entry permits, special passes, visas, visitors passes, students passes, Investigations Section- Immigration Department
	Dates	1986 - 1988 Citizenship Verification Office Passports Control Office
	Dates	1983 - 1986 Entebbe International Airport Immigration office
<b>Education</b>	Dates	2004 - 2006 MBA (Masters in Business Administration)
	Title of Qualification awarded	
	Specialization	Human Resource Management

Name and Type of Organization	Makerere University
Dates <b>Title and Qualification awarded</b> <b>Name and Type of Organization</b>	1988 - 1989 Post-Graduate Diploma in Public Administration Institute of Public Administration, Uganda
Dates <b>Title of Qualification awarded</b> <b>Name and Type of Organization</b>	1975 - 1978 Bachelors Degree in Literature in English and German Makerere University
Dates <b>Title of Qualifications awarded</b> <b>Name and Type of Organization</b>	1969 - 1974 Uganda Advanced Certificate of Education Uganda Certificate of Education Mt. St. Mary's Namagunga Secondary School
<b>Title of Qualifications awarded</b> <b>Name and Type of Organization</b>	PLE Certificate Nyondo Demonstration Primary School
<b>Main publications</b>	"The Impact of monitoring NGOs by the NGO Board," (2006) Makerere University. "Family Planning Organization as an Organizational set up," (1989), Institute of Public Administration.
<b>Personal skills and Competences</b> English- Luganda, Lugishu - Swahili - German, French, Rutoro and several other Bantu languages	Very fluent Very fluent Moderately fluent " " "
<b>Computer skills and competences</b> Date Date	2006 Certificate in Basic Computer Training, Akili Africa 1995 Basic Secretarial Course and Certificates of Competence: Training courses in Computer Operations using MS-DOS 5.0. Database Management, using DBASE III (PLUS) Word Processing using Word Perfect 5.1, Grade Computer Training Bureau - Management Training and Advisory Centre.(MTAC)

<b>Strengths</b>	<p>- Very hardworking, determined and committed to my work; capable of working under pressure - previous assignments necessitated working in insecure war Zones of Tororo - Malaba and Kasese - Mpondwe during the FOBA and ADF insurgencies respectively.</p> <p>- Interested in developing and realizing the potential and productivity of colleagues.</p> <p>- Interested in embarking on and accomplishing challenging opportunities.</p>
<b>Weaknesses</b>	<p>High Work rate which has been scientifically known to increase the prevalence of health related illness especially among the middle aged actors.</p>
<b>Conferences, Seminars and Workshops</b>	<ul style="list-style-type: none"> <li>• DRAFT East African Community Civil Society Mobilization Strategy in Kampala. March 2010.</li> <li>• Civil Society Mobilization Experts Meeting, Nairobi,</li> <li>• 25- 27<sup>th</sup> November 2009.East &amp; South Africa Anti Money Laundering Group (ESAAMLG) Conference - Arusha,</li> <li>• 22 - 25 March 2010.ESAAMLG Conference in Maseru Lesotho.</li> <li>• 30 March - 2<sup>nd</sup> April 2009.ESAAMLG Task Force Meeting of Senior Officials,. Arusha International Conference Centre, Tanzania</li> <li>• Workshop in the Horn of Africa , (IGAD) On Good Practice in NGO Regulation,(Practical Techniques for maintaining a healthy NGO Sector);Hosted by Kenya NGO Coordination Board and Charity Commission of England and Wales,</li> <li>• 28<sup>th</sup>-29<sup>th</sup> November 2005Workshop on the role of NGOs in the 21<sup>st</sup> Century. Arusha. .Naivasha, Kenya. by MS-TCDC</li> <li>• 28 - 30<sup>th</sup> July 2005, 1<sup>st</sup> Regional Workshop for Civil Society Organizations in East Africa – Arusha, Tanzania,.</li> <li>• 1997 ,Management Development Programme for Senior Personnel at National points of entry and exit, Conducted by the Essami -</li> <li>• Population and Development -National Workshop, Government of Uganda/ ILO/ UNFPA; 1991.</li> <li>• Drug Law Enforcement Training Course; Interdiction of drug traffickers. Conducted by the Uganda Police CID Department.</li> </ul>

<b>Interests/ Hobbies</b>	Reading, meditation, Charitable Community activities e.g. member of Lions Club International, Travel, music, sports – moved away from the fast sports to aerobics, table tennis and badminton, thriller films.
<b>Other Activities</b>	<p>Member - Uganda Association for Public Administration and Management.</p> <p>Member - Lions Club International ( Kasese Lions Club)</p> <p>Associated with a number of networks concerned with youth and women development NGOs. -Parent - Student support work to support at -risk youth through the Don Jon Good Samaritan Education Initiative. Liaising with parents, school staff etc in order to address student needs and especially conflict management for youths.</p> <p>Captain - Makerere University Women’s Hockey Team; 1976 - 1978.</p> <p>Minister for Sports at Mt. St. Mary’s Namagunga S.S. Chairperson - Namagunga Debating Club 1972 - 74.</p> <p>Member - Folklare Movement; a Christian NGO dedicated to uniting all religious denominations to promote peace and harmonious interaction.</p> <p>Participation in consultancy services for Association of African Universities (Ghana) regarding training needs for Middle Managers in African Universities, Case: Makerere University, 1995.</p> <p>Participation in UNEFPA research on refugee movements in Africa, 1991.</p>