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Nationality
Tanzanian



Languages

Swahili
Advanced

English
Advanced

MONICA SWAI

Team-oriented Managing Director with more than five years of management experience in the non-profit industry. Applies strong analytical and critical thinking skills to solve complex operational problems.

Experience

▪ Managing Director of Operations

Girls Livelihood and Mentorship Initiative (GLAMI) Arusha, Tz

January 2020 - Present

- **Leadership** - With the Board of Directors and Managing Director (Programs), developing GLAMIs vision and strategic plan and fostering effective teamwork across the organization. Also, acting as a spokesperson for the organization and representing the organization at conferences to promote GLAMIs successes and solutions.
- **Administration** - Developing annual work plans, managing the day-to-day operations, reviewing existing policies and procedures and providing timely and accurate reports to the Board of Directors and Founding Members.
- **Human Resources and Office Administration** - Managing human resources (including payroll and performance evaluation) by overseeing recruitment and hiring of new staff, supervising, guiding, coaching and mentoring staff to improve performance and administering office procedures and policies.
- **Budgeting and Accounting** - Preparing a comprehensive annual budget for all departments, administering the funds of the organization according to the approved budget, producing regular reports on the revenues and expenditure of the organization and ensuring that the organization complies with all laws covering taxation and withholding payments.
- **Fundraising** - Building relationships with donors/potential donors, including by networking at conferences and meeting and efficiently provide budgets, financial documents and other relevant details for funding applications and reports

▪ Director of Operations

AfricAid Tanzania Arusha, Tz

January 2018 - December 2019

- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

▪ **Operations Manager**

AfricAid Tanzania *Arusha, Tz*

January 2014 - December 2017

- Ensure effective administration of organization's day to day operations.
- Manage the organization's budget by preparing monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget.
- Preparing financial and regulatory reports required by law, regulations and Boards of Directors.
- Manage organization's Payroll, Procurement and Inventory control.

Education

▪ **Bachelor of Accountancy**

Institute of Accountancy Arusha *Arusha, Tz*

2012

Cumulative GPA - Upper Second

Related coursework: Financial Accounting, Cost Management, Business Law, Internal Audit and Controls

Certifications & Courses

Certificate of Monitoring and Evaluation, MS-TCDC, May 2013

VOLUNTEER WORK

Educator on HIV/AIDS with Support for international Change - Arusha, Tz
(July - Sept 2007)