

## CURRICULUM VITAE

1. **Name of Expert:** Caroline Sylvester Baraza
2. **Position:** Senior Specialist Occupational, Health, Safety & Environment
3. **Date of Birth:** [ 14<sup>th</sup> September 1989]
4. **Profession:** Commercial Banker | Senior Specialist OHSE      **Nationality:** Tanzania
5. **Education:**
  - Bachelor of Science in Environmental Science and Management
6. **Other Training/Courses:**
  - National Occupational Safety and Health Course (NOSHC 1) - OSHA, Tanzania. March 2021
  - Industrial First aid course - OSHA, Tanzania. 2017,2020&2021
  - Fire warden (firefighting and rescue) – Tanzania Fire and Rescue Force. 2015, 2017,2021&2022
  - SHE representatives training – OSHA, Tanzania. 2017, 2021& 2022
  - Scaffold Installation and inspection course – SGS Egypt. November 2019
  - Risk assessment, Site supervision and PTW – TOTAL. June 2019
  - PTW, Gas Tester & HEMP – VIVO Energy. May 2019
  - Integrated Management Systems Internal Auditor (ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018) – SGS Tanzania. July 2018
  - ECITB International Health & Safety Passport Foundation and Advance course. September & December 2017
  - Mobile Elevating Work Platform (MEWP) – Bev Short Training Consultants, BSTC (South Africa company). July 2017
  - Engineering Construction Industry Training Board (ECITB) Risk assessment. July 2017
  - National Occupational Safety and Health Course (NOSHC 2) - OSHA, Tanzania. May 2017
  - SC OSHE Core 4+ site SHE management training – Unilever. March 2017
  - Microsoft office Excel (Elementary and Advanced course) Unilever 2016
7. **Countries of Work Experience:**
  - Tanzania
8. **Languages:**

	Reading	Writing	Speaking
<b>English</b>	<b>Excellent</b>	<b>Excellent</b>	<b>Good</b>
<b>Swahili</b>	<b>Excellent</b>	<b>Excellent</b>	<b>Excellent</b>

### 9. Employment Record:

**From:** June 2020 - to date  
**Employer:** NMB Bank Plc  
**Position Held:** Senior Specialist; Occupational Health and Safety  
**Summary:**  
 Ensure the bank complies with all legal requirements and implements and maintains Occupational Health and Safety (OHS) management systems across the network.

**From:** April 2019 – June 2020

**Employer:** Tanzania Petroleum Services Ltd (TPS)

**Position Held:** Manager; Occupational Health, Safety, Security, Environment and Quality (HSSEQ)

**Summary:** To ensure TPS complies with all regulatory requirements (OSHA, Fire, and rescue force, NEMC), formulating and implementing the OHSE management system

**From:** November 2018 – April 2019

**Employer:** Occupational Safety and Health Authority (OSHA)

**Position Held:** Private Industrial Hygiene Inspector

**Summary:** Enforcement of the OSHA act no.5 of 2003, Inspection workplaces in Dar es salaam and recommend control measures to mitigate risks in accordance to OSHA act 2003.

**From:** July 2017 – March 2019

**Employer:** Bam International (Julius Nyerere International Airport – Terminal 3)

**Position Held:** Occupational Health and Safety Officer & System controller

**Summary:** To monitor and control the HSS system, coordinating and tracking records/inspections with government authorities (OSHA, Fire&Rescue). Ensuring OHS implementations are in accordance with the HSS system, and all data are timely captured and analysed.

**From:** June 2015 – April 2017

**Employer:** Unilever Tea Tanzania Ltd

**Position Held:** Occupational Health and Safety Officer & System controller

**Summary:** Coordinates Unilever SHE framework standards including company's compliance. Providing training to staff.

**From:** July 2014 – June 2015

**Employer:** National Contracting Company (NCC)

**Position Held:** Environment and Safety Officer

**Summary:** Supervising construction, civil and electrical works. Implement and maintain OHS program and ensure compliance to legal requirements.

**From:** October 2013 – March 2014

**Employer:** TANPACK Tissues Ltd

**Position Held:** Laboratory Technician and Safety Officer

**Summary:** To collect samples and analyzing in the laboratory (environmental laboratory and quality control laboratory). Inspections and training for staffs

#### **Internships**

**From:** 2013 (February - May)

**Employer:** National Environment Management (NEMC)

**Position Held:** Environmental Officer

**From:** 2012 (July - September)

**Employer:** Tropical Pesticides Research Institution (TPRI)

**Position Held:** Laboratory Technician & Environmental Officer

**From:** 2011 (July - September)

**Employer:** Kilombero sugar company Ltd (ILLOVO)

**Position Held:** Safety Health and Environmental Officer

<b>11. Selected work undertaken</b>	
<p><b>Name of assignment or project:</b>  <b>Year:</b> June 2020 - to date  <b>Location:</b> NMB HQ &amp; branch network</p>	<ul style="list-style-type: none"> <li>Responsible for the design and implementation of the Occupational Health and Safety Program</li> <li>Ensure all branches comply with both OSHA and Fire and Rescue legislation requirements</li> <li>Ensure that maintenance of the branches' fire extinguishers is conducted timely</li> <li>Ensure OSHA/Fire inspections are conducted all branches</li> <li>Ensure the inspection recommendations from the authorities are implemented for all branches</li> <li>Ensure all branches are fire safety certified and provided with Fire Certificates</li> <li>Ensure staff medical check-ups are done for All branches</li> <li>Appointing and training of the First Aiders, Fire Marshalls and SHEREPs for all branches</li> <li>Attend other relevant compliance working committees as required</li> </ul>
<p><b>Name of assignment or project:</b>  <b>Year:</b> April 2019 to June 2020  <b>Location:</b> Tanzania Petroleum services ltd (TPS) and Petroleum stations projects (TOTAL, VIVO Energy etc.)</p>	<ul style="list-style-type: none"> <li>Coordinating with Government Authorities (OSHA, NEMC, Fire &amp; Rescue, WCF etc.) on compliance issues, to make sure the company complies with all legal &amp; other regulatory requirements.</li> <li>Formulating and implementing the HSSEQ Management system.</li> <li>To develop awareness among employees</li> </ul>
<p><b>Name of assignment or project:</b>  <b>Year:</b> Nov. 2018 – April 2019  <b>Location:</b> OSHA Dar es salaam workplaces</p>	<ul style="list-style-type: none"> <li>Enforcement of the OSHA act 2003</li> <li>Inspecting workplaces in Dar es salaam – identifying hazardous working conditions and practices and recommend on control measures to be implemented to mitigate the risks in accordance to OSHA act 2003</li> </ul>
<p><b>Name of assignment or project:</b>  <b>Year:</b> July 2017 – March 2019  <b>Location:</b> Dar es salaam Airport JNIA-T3 (Design and construction of Julius Nyerere International Airport – Terminal 3)</p>	<ul style="list-style-type: none"> <li>To monitor and control the HSS system (KPI) and report to HSS Manager</li> <li>To support and guide safety team members on KPI trending (areas to put more focus)</li> <li>Coordinating and tracking records/inspections with Government Authorities (OSHA, Fire &amp; Rescue) to make sure the company always complies with all the legal requirements.</li> </ul>
<p><b>Name of assignment or project:</b>  <b>Year:</b> June 2015 – April 2017  <b>Location:</b> Unilever and Kabambe Njombe project</p>	<ul style="list-style-type: none"> <li>Co-ordinates Unilever SHE framework standards including the company's compliance</li> <li>Provides training regarding safety protocols, procedures and safety rules</li> </ul>
<p><b>Name of assignment or project:</b>  <b>Year:</b> July 2014 – June 2015  <b>Location:</b> Arusha Njiro TANESCO substation project (Transmission and distribution division)</p>	<ul style="list-style-type: none"> <li>Supervising Njiro TANESCO substation in Arusha (Construction &amp; Civil activities, and Electrical activities)</li> <li>Monitoring of the occupational health and safety program</li> <li>Coordinate compliance of the company with all legal requirements; The Environmental Management Act 2004, The Occupational Health and Safety Act 2003, Fire Act 2007 etc.</li> </ul>