

Curriculum Vitae

Sarah Elkanah Masija

Personal Particulars:

Date of Birth : 23 October, 1979
Place of Birth : Musoma Mjini
Place of Domicile : Majita, Musoma, Mara
Residence : Dodoma
Nationality : Tanzania
Marital Status : Married (3 Children)
Religion : Christian (SDA)
Language Spoken : Kiswahili, English and French (beginner)



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Nairobi, Kenya

Education Background

Training Institution	From	To	Award
Ubungu Primary School, Dar es Salaam	1987	1993	Certificate of Primary Education
Marangu Secondary School, Moshi-Kilimanjaro	1994	1997	Certificate of Secondary Education (O Level)
Tanzania Public Service College (Civil Service Training Centre), Dar es Salaam	1998	2000	Certificate in Secretarial Studies
Centre for Foreign Relations, Dar es Salaam (CFR)	2005	2006	Diploma in International Relations and Diplomacy
Tanzania Public Service College, Dar es Salaam	2011	2013	Diploma in Secretarial Studies
Tanzania Institute of Accountancy, Dar es Salaam	2014	2017	Bachelor Degree in Human Resource Management

Short Course / Seminar attended

Course	Training Institution	Year
Software Development Techniques Course	NIIT – New Delhi, India	January – March 2007
Seminar on Antipoverty Issues	Zhejiang University, Hangzhou, China	October – November 2008
Tanzania National Service – Operation Kikwete	832-JKT Ruvu	April – June 2016
Proficiency Examination for Human Resource Officers	Tanzania Public Service College, Dar es Salaam	July – August 2022

Working Experience

Working Place	From	To	Position
Mozambique/Tanzania Centre for Foreign Relations, Dar es Salaam (CFR)	2005	Feb. 2016	Personal Secretary
Ministry of Foreign Affairs and East African Cooperation	March 2016	2020	Personal Secretary

Ministry of Foreign Affairs and East African Cooperation	2021	To date	Human Resource Officer
Tanzania High Commission Nairobi, Kenya	2021	To date	Administrative Attaché

Referees

1. Mr. Edwin Z. Changwe
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