

EDUCATION

Postgraduation MDA – Master Development Administration
Honors Degree in Law
Intern Lawyer at Mozambique Lawyers Bar (current)

RELEVANT EXPERIENCE

United States Agency International Development (USAID)

Travel Assistant

2015 – current

- Promote a culture of compliance with Travel regulations
- Review and submit for supervisor approval or revision of travel authorization in the Travel System
- Draft of Travel mission notices and SOPs
- E2i and paper Travel Authorizations
- Facilitating Mission travel learning events
- Produce and disseminate travel regulations and procedures, internal communications, including travel section weekly bullets to the Front Office
- Work with multiple mission projects to do annual travel budget
- perform cost and price analysis or analyse quotes received from Travel Management Centre
- Ensure the compliance with policies and procedures for Travel approved by USAID / Mozambique and Washington DC to ensure that all officials, including contractors and local employees comply with ADS, FAM, FAR and DSSR
- Provide estimated budget plan to
- Conduct diligent assistances to ensure compliance with the regulations applicable to each specific travel related case.
- Conduct training for all agency arrangers on matters related to travel procedures, travel regulations, travel ethics, and other relevant topics

Centers for Disease Control and Prevention (CDC)

Travel Assistant

2008 – 2015

- Provide a full range of travel services for all CDC staff including developing, organizing, and managing Mission travel requirements
- Provide advice to all CDC staff on US Government travel rules and regulations covering all aspects of travel, including on-going changes that may affect staff travel
- Coordinate all hotel bookings needed to accommodate arrivals and travel to in-country provinces or around the world
- Do the reconciliation of all invoices paid for ticket issuance confirm the service provided for payment
- Prepare and submit Travel Authorizations (TAs) on E2 system (Travel System)
- Prepare weekly travel schedules for pick-up and drop-off times.
- Coordinate for temporary accommodations for TDY visitors
- Prepare and organize all documents for audit process for travel section
- Prepare Travel Blanket Orders (BTO)
- Prepare Invitation Travel Orders (ITO) and all requirements needed to be provided (estimate the budget for fund site consignment)
- Elaborate and prepare travel vouchers and reimbursements accordingly to the receipts presented by the travelers

- Prepare when necessary seminars - venue place, accommodation, transportation & cocktail – supply all necessary logistical information

PricewaterhouseCoopers, Lda

Junior Consultant and Administrative Assistant (Advisory Services Department)

2004 -

2015

- Serves as meeting organizer, agenda preparer, note taker
- Prepare the paperwork of bidders for to submit to Government of Mozambique (Ministries, DPS)
- Prepare the submission of the bids accordingly to the terms of refence published by the various institutions
- Coordinate the day by day activities, ensuring advisory services contractors' compliance with the terms and conditions of the contracts
- Administrative management of acquisitions during contract phases,
- Develops, organizes, and maintains files for each such group or meeting
- Assists in planning and executing events, training events, project launch and senior meetings
- Responsible for documentation and reporting, files management and exposure to external clients is required
- Administer and maintain records of all correspondence, meetings, actions, and decisions relating to the contracts
- Verify the timely and correct approval of Contractor's invoices monitoring the payment process
- Provide support to the Advisory Services Manager
- Receive, priorities and distribute all incoming correspondence related to Consultancy Services Department
- Provides support to external consultants when in mission or project under PricewaterhouseCoopers (Advisory Services)
- Communicate with vendors about services provide
- Maintain updated the vendors database

PERSONAL SKILLS

- strong organizational and time management skills
- Very strong public speech, trainings, and Q&A sections
- Strong leadership skills and talented
- Willing to work independent and autonomous
- High motivation and excellent organizational
- Ethical reputation and compliance
- High degree of integrity and adaptable to changing situations
- Attention to details
- Excellent communication and problem-solving skills

TRAININGS

TRAVEL AND TRANSPORTATION PRETORIA, BANGKOK, THAILAND

- Travel authorizations (Open Authorizations, international)
- Travel key regulations (ADS 522, FAM, FTR, DSSR)
- Entitlements travel (PCS, Home leave, R&R, EVT, Educational Travel, Medevac)

INTRODUCTION TO THE PROGRAM CYCLE (IPC) COURSE

- The programme cycle (CDCS)
- Strategic planning (CDCS implementation and management)
- Project Design and activity design
- Project and Activity Implementation
- Budget management
- Relationship between budget and financial management

PROJECT MANAGEMENT COURSE

- Monitoring and Evaluation,
- Program budgeting and planning, developing, implementing projects,
- Budget and administrative program/project activities and close outs

LEADERSHIP ESSENCIALS TRAINING

- Leadership characteristics and behaviours
- Leadership power
- Leading by delegation and empowerment

LANGUAGES

Languages	Speaking	Writing	Reading	Understanding
Portuguese	Excellent	Excellent	Excellent	Excellent
English	Fluent	Fluent	Fluent	Fluent

REFERENCES

Thyrza Mucambe

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