

CURRICULUM VITAE

DITA ASSÁ ALBERTO NHABOMBA CHAMBOTE

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PERSONAL INFORMATION

First Name: Dita

Surname: Nhabomba Chambote

Birth Date and Place of Birth: 19th November 1973, Maxixe - Inhambane - Mozambique

Nationality: Mozambican

PROFILE

Dita Nhabomba Chambote she is; *Law* Degree at Universidade Eduardo Mondlane in 2009, she has Professional Lawyer Card n° 1646.

Twelve years of professional experience in Human Resources Management, and Ten years as Legal Advisor, with Key Successful achievements:

Dita possesses qualification experience which allow her to visible role in all areas of her profession. She has communication skill which are vital when meeting and interviewing clients, to provide the necessary advice and to work with Human Rights .

Since 2009 she is managed successfully Deloitte HR department and incorporations of the following Companies:

Austral-Cowi, Lda Eqstra Mozambique, Lda, Ericsson Group, CDN – Corredor do Desenvolvimento do Norte, Lda, Emerging Markets Group, Ltd (Millennium Challenge Account), Murray & Roberts, Lda, Neslté Mozambique, Lda, Tongaat Hullet Sugar Mozambique, Lda, Steval Mozambique, Lda and important others.

Right now she at LIMAK SA as Executive Assistant, and also she ready for a new and exciting challenge and is looking forward for suitable position at Legal Advisor, HR, Human Rihgts of Woman and Children Coordenator .

WORK EXPERIENCE

Limak Cimentos SA From February 2021

Position: Executive Assistant

Roles and Responsibilities

- Control the agenda an executive appointments,

Legal Advice – Contracts

- Assist General Manager, in all that is necessary regarding Industrial, Commercial, labour, Civil Legislation and Others,
- Advice General Manager on the agreements between Limak and their Services Suppliers in the according with current Mozambican Civil Code .
- Inspecting the Contracts of all Services Providers, if are following the rulers of good conduct, according the legislation of the specific area.

- Make complaints to all Companies that commit any irregularity under the agreement.
- Control all the contract and the ones that we have to renew.
- Complaints to some Government Entities, according to the Law.

Legal Advice – Labour Law- Auxiliating HR

- Processing of disciplinary procedures, from the investigation of the act wrong act practiced by the work according with the Mozambican Law.
- In the case the conflict in labour department, assist the company with it.
- Informing the HR department about all dismissal and the rights they workers has
- Support the HR about the Labour Law.

Legal Advice – Auxiliating HST

- Advice on the renewal of the step-by-step Environmental License and Environmental Quality Control.
- Support the HST on Legislation Occupational Accidents and Occupational Diseases.

Legal Advice – Legalization of Foreigner Work

- Organize work contract, and submit to the Finance asking for Clearance certificate.
- Submit all the personal documents to the labour department asking for the permit.

Legal- Work Visa

After receive the Work Permit, submit the letter asking for the Work Visa for the Worker to the Minister of Justice, Mozambican Minister of Foreigner Affairs for the Stamp.

Henrique Massunga Advogados From April 2018 - December 2019

Position: Lawyer

Summary Description

Represent clients in criminal and civil litigation and other legal proceedings, draw legal documents, manage and advise clients on legal transaction, Investment Advisor, Consultant at Women's Human Rights and Education Girl.

Responsibilities

- **Consultant at MULEIDE – (Mulher Lei e Desenvolvimento) at field regarding in Women's rights and Education for girls.**
- Represent clients in court;
- Represent the interests of clients in legal proceedings;
- Present evidence to defend clients or prosecute defend in criminal or Civil litigation;
- Interview claimants to get information related to legal procedures;
- Analyze the probable outcomes of cases, using knowledge for legal precedents.;
- Identify implications for cases from legal precedents or other legal information;
- Advise clients concerning business transaction, claim liability, advisability of prosecuting lawsuits, or legal rights and obligations;
- Assisting in reviewing the legal material and another relevant documents and to identify the most important issues that need to be sorted out on a priority basis;
- Getting Information from all relevant sources;

Legal Firm - Matola
JCP SERVICES, LDA. From July 2014 up 2017
Position: HR Manager and Legal Advisor

Responsibilities:

- Supporting the development and implementation of Human Resource initiatives and Systems;
- Co-ordination of foreign hiring; immigration;
- Provide counselling on policies and procedures;
- I was involved in recruitment by preparing job descriptions, and managing the hiring process;
- Develop training the employees;
- Assist in performance management processes;
- Support the management of disciplinary and grievance issues;
- Maintain employee records (attendance, data etc) according to policy and legal requirements;
- Review employment and working conditions to ensure legal compliance,
- Payroll.;
- Lead, motivate and develop a team of staff to enable high performance.;
- Legalization of foreigners (Work Permits, Residence Permits and Residence Visas)
- Land Legalization according Framework
- Legalization of Construction Licences

Legal Firm – Maputo
Deloitte & Touche
From November 1996 up 2001
Servant

Responsibilities

- Sweep, Clean, serving coffee
- Receive correspondence
- Notarize the company and clients documents at the Nota

Deloitte & Touche 2002 up June 2014
Sénior Human Resource Consultant & Investment Legal Advisor

Responsibilities:

- Management of labor relations (employment contracts and individual files, disciplinary proceedings);
- Coordinate and supervise all activities of the Client within the Human Resources department;
- Development and implementation of tools, internal regulations
HR procedures; Human Resource Development Strategies;
Recruitment, Selection; preparing job descriptions,
- I was involved in recruitment by preparing job descriptions, and managing the hiring process.

- Co-ordination of Foreign Hiring, immigration; Legalization of Foreigners (work permits, residence permits and residence visas);
- Maintain employee's records (attendance, data etc) according to policy and legal requirements;
- Review employment and working conditions to ensure legal compliance,
- Payroll;
- Assist in performance management processes;
- Support the management of disciplinary and grievance issues;
- Incorporation, Licensing and Registration of Commercial Companies;
- Preparation of investment projects according with Investment Legislation in Mozambique.
- Legalization of Investment under the Mining Law
- Legalization of Investment under the Agriculture Law
- Legalization of Investment under the Commercial Law
- Registration of Investment at the Banco de Moçambique
- Registration of Deloitte's Clients at the Procurement Government System.

Customers:

- Austral Cowi, Lda
- African Hunt and Tours, Lda
- Corredor do Do Desenvolvimento do Norte
- Emerging Markets Group (Millennium Challenge Account),
- Eqstra Mozambique, Lda,
- Ericsson Group,
- Murray and Roberts, Lda
- Palma Beach Sociedade Unipessoal
- Pentamax, Lda
- Promar
- Tongaat Hullet and Sugar.
- Umbawa, Lda

Referencies:

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iprostamo@gmail.com
+258 87 826 79 01

Edson Liquela
84 247 13 70

Mestre Venâncio Chirime
Audit Sénior Managing
+258 - 82 30 42850

- **2017- 2018- WIPCO MOZAMBIQUE, LDA.**
- **Reference: Luis Cumbana**
Accountant
jclda@tvcabo.co.mz

Futher and Professional Courses

Training sponsored by Ordem dos Advogados de Moçambique:

May, 2017	Alternative means of conflict resolution – mediation
October, 2017	Litigancy of public interest in defense of the rights of communities,
November, 2017	development of the oil and gas industry in Mozambique by promoting necessary legal services

Training sponsored by Inspeção Geral de Finanças

March 2011	course of internal audit inspection and professional internship audited Ministerio do Turismo
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Interest Field

Human Rights

Energy Law, Mining Law, Commercial Law and Labor Law .

LANGUAGES

Guitonga: Mother Tongue

Portuguese: Fluent

English: Write and Speak

IT SKILLS

Knowledge on Outlook, Word, Excel e Power Point.

Driver License

Persona Features

- **Communication**
- Punctuality
- Responsibility
- Flexibility
- Proactive
- Honest
- Joyful

P.S. Further information shall be given upon request