

HENRY RICHARD NTIBANOGA

Personal Details

Detail	Information
Address	P.O. Box 41 Mkombozi Street, Kasulu, Kigoma
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OBJECTIVE

I am a motivated and experienced candidate with a wide range of emergency operations and programs in refugee camps and host communities. I have outstanding experience in camp coordination with community leaders and providing ToT trainings in regard to humanitarian project implementation and mobilization. My passion to work with humanitarian organizations has equipped me with the ability to work in the field and obtain important field monitoring skills. I believe in teamwork and knowledge building as keys to reaching a common goal.

EXPERIENCE

Field Officer

International Committee of the Red Cross – Kibondo Field Office
MAY 2022 – DEC 2024

Responsibilities:

- Managed systematic data entry for program implementation activities, accurately recording information from educators, community leaders, and caregivers across refugee and host communities.
- Prepared, formatted, and digitized program content materials such as workbooks and activity cards, ensuring consistent and error-free documentation.
- Supported training delivery by maintaining and updating participant registries, attendance records, and feedback data in collaboration with camp coordination offices.
- Executed precise data collection, review, and verification processes as part of the Nairobi Regional M&E team, ensuring database integrity and timely reporting.
- Conducted translation and data transcription between Kirundi, Swahili, and English to support accurate record-keeping and information flow.

Achievements:

- Promoted and maintained a quality data-management system (Prot6 controls), improving data accuracy and processing efficiency.
- Ensured seamless data integration and consistency across ICRC departmental records and reports.

Research Assistant

International Rescue Committee – Kasulu Field Office
NOV 2021 – APRIL 2022

Responsibilities:

- Performed high-volume data entry from field surveys, ensuring accurate recording, compilation, and validation of research data in digital databases.
- Oversaw the input and organization of survey data, applying methodological protocols to maintain consistency and reliability.

- Supported research activities within the PlayMatters consortium by managing datasets, cleaning data, and preparing structured reports.
- Trained and mentored data collectors/enumerators on ethical and accurate data entry standards, emphasizing precision and attention to detail.

Achievements:

- Conducted thorough field data verification across 10 camp schools and 8 host community schools, ensuring data integrity and reducing discrepancies.
- Contributed to synthesizing research findings into clear, structured reports in collaboration with the University of Dar Es Salaam.
- Strengthened data collection and entry capacity during the PlayMatters Baseline Study, improving overall data quality and usability.

SKILLS

Skill Category	Specific Skills
Core Skills	Communication, Teamwork, Report Writing, Accountability
Technical Skills	M&E Tools, Artwork Design, Play Design, Training Skills

EDUCATION

Institution	Period	Qualification
Mzumbe University	2019 – 2022	Bachelor Degree of Public Administration and Management
Tabora Boys Secondary School	2017 – 2019	Advanced Certificate of Secondary Education
St. Joseph Seminary Iterambogo	2013 – 2016	Certificate of Secondary Education

REFEREES

Name	Position & Organization	Contact
Kiangi Elifadhi	Deputy Project Coordinator, International Rescue Committee	Phone: +255 769 084 793 Email: kiangi3000@gmail.com
Lilian Musimwa	Delegate and Head of Office, ICRC	Phone: +263 777 969 599 Email: lmusimwa@icrc.org
Agnes Abdi	Deputy Field Coordinator, International Rescue Committee	Phone: +255 764 906 608 Email: Agnes.Abdi@rescue.org

DECLARATION

I hereby declare that the information provided in this resume is true and correct to the best of my knowledge.

Henry Richard Ntibanoga