

# PEACE NIMA KADONDI

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LEADERSHIP | BUSINESS DEVELOPMENT | IMPACT

*Driven by ubuntu excellence to pursue innovation and sustainability in the Global South with like-minded people.*

As a certified John Maxwell Leadership Coach with a rich background in the humanitarian, development, leadership, and African Philanthropic spaces, I am committed to maximizing the vision of teams and their organizations. Bringing clarity to ambiguity, I guide in effectively thinking through a venture's sustainability from a leadership perspective. With years of experience in designing, implementing, and monitoring the impact of programs, I lead in measuring the impact and implementing anomaly systems as an exceptional supervisor, a collaborative team player and an engaging partner. Passionate about nurturing a supportive work culture, I create value in organizations by strengthening strategic direction, improving operational execution, and driving innovative initiatives.

**My background in the Humanitarian, Development, Leadership and African Philanthropy spaces creates a unique blend of expertise which gives an out-of-the-box approach to value when guiding innovators and leaders to localize inventive sustainable initiatives for communities.**

## KEY COMPETENCIES

**Leadership:** Provide strategic direction, operational execution, and leadership development in various roles that positively impact programming and projects across Sub-Saharan Africa.

**Program and Project Management:** Experience raising funds and then developing and maintaining systems to keep track of dispersed funds and reports, as well as ensuring accountability to and compliance with donor and audit requirements.

**Adaptive Management:** Consistent in identifying new programming trends, effective at leveraging dashboards and periodic data reports to facilitate Executive-Level decision-making and contributing to effectual operational management.

**Key Stakeholder Engagement:** Able to communicate across functional teams and cultures. Expertly engage with key stakeholders including strategic partners, high net-worth individuals in the philanthropic space, international donors, and leaders.

**Tech Savvy:** Microsoft Office, Slack, Trello, Wrike, Box and Salesforce

**Languages:** English (*Mother Tongue*); Kiswahili (*Elementary Proficiency*); Lug'were and Luganda, (*Professional Proficiency*)

Program Management | Project Management | Coaching | Leadership | Compliance | Resource Mobilization | Problem-solving | Organizational and Time Management | Stakeholder Engagement | Team Development | Reporting | Cross Team Communication | Excellent English communication | Gender Empowerment

## Professional Experience and Contributions:

**AMP Health** | Johannesburg, South Africa

June 2023 – Ongoing

### PROJECT MANAGEMENT ASSOCIATE

*Developed and executed comprehensive systems and processes to seamlessly manage the Business Development and Partnership department's pipeline from raising, and implementation to reporting, ensuring optimal efficiency and effectiveness. ([site](#))*

**Co-facilitation:** In February 2024, using the experiential learning model used by AMP Health, I co-facilitated a leadership lab for 3 Non-Communicable Disease teams from the Ministries of Health of Liberia, Malawi and Mozambique.

**Project management:** Designed and implemented an end-to-end business development system which increased team efficiency and effectiveness.

**Stakeholder management:** Organize communication with the executive team, partners, prospective and current funders, the Partnership Board and Management Partners in the field. Manage the system which creates internal visibility on prospects and projects. Contribute to reporting on on-going and closing projects.

**Virindu Xcel** | Lagos, Nigeria

Sep 2021 – Ongoing

### PRINCIPAL LEADERSHIP COACH

*Delivering value to clients by leveraging problem-solving methodologies, design thinking, and agile and hypothesis-driven approaches to effectively support businesses in achieving scaling impact and footprint across various industries. ([site](#))*

**Localizing Innovation:** Championing conversations on innovative leadership, driving strategic direction, operational execution, and curriculum innovative to train and coach African frugal innovators on leadership principles that set up their companies to outlive them.

**Change Management:** Implement logical data-driven initiatives, including strategically building and transferring capabilities and skills that would foster significant change for businesses.

**People Management:** Promoted effective team culture by encouraging recognition of positive achievements, planning team events periodically, and other team-building initiatives like the Virindu Learning Series for all team members. Conduct staff career growth

needs assessments (through structured surveys and 1:1 sessions) and liaise with the HR manager to deliver robust professional development sessions internally and externally. Monitor and plan staff leave for the 2 people I supervise; ensuring the work plan is delivered and work quality is not compromised. Conduct performance reviews for 2 direct reports every six months.

**Executive Coaching:** Leading the go-to-market design and launch of a West African-focused executive coaching program aiming to unlock the productive capacity of 50 executives within its first 6 months. Design and conduct the coaching and training programs provided to entrepreneurs and intrapreneurs. Have designed and recorded, in 2022, our 8 module New Managers curriculum for the pilot new managers bootcamp and on-demand course. Have trained 22 entrepreneurs and intrapreneurs so far. Lead facilitator for the second cohort started March 2023.

CivSource Africa | Kampala, Uganda

Jan 2020 – Aug 2021

#### PHILANTHROPY PROGRAM LEAD

*Under the direct supervision of the Executive Office of CivSource Africa and in close cooperation with the CEO, contributed to the implementation of 2 major programs funded by the Global Fund for Community Foundations (GFCF), as Executive Office Support (Jan-Dec 2020) and then via promotion to Philanthropy Program Lead (Jan-Aug 2021) ([site](#))*

**Program Management:** Under the supervision of the Executive Office I led the implementation of the African Philanthropy Program. Created workflows to track all the projects under the program with monthly and quarterly checkpoints to stay on track. Secured funding which increased the number of projects from two to six including two research projects on Corporate Giving and Harnessing the Power of Community Philanthropy. Grew the team from two to five.

**Donor and Funds management:** Wrote proposals and managed funds of approximately 400,000USD from Wellspring Philanthropic Fund, the Ford Foundation, USAID, Global Fund for Community Foundations, Institute of International Education (IIE)'s Civil Society Travel and Learning Fund, and the Segal Family Foundation. Created workflows and reporting schedules for each project to ensure accountability and compliance with donor and audit requirements.

**Local and Regional Philanthropy Network Support:** Relaunched the Philanthropy Forum of Uganda with 54 members. Was the focal person for CivSource with the East African Philanthropy Network (EAPN) and the African Philanthropy Network (APN). Was part of the Sector Working Group of the Worldwide Initiatives for Grantmaker Support (WINGS) which launched the 'Unlocking Philanthropy's Potential: Enhancing the Enabling Environment, Effectiveness and Leveraging the Contributions of Philanthropy Actors' project in September 2021. All these networks have a common belief that local philanthropy, with support from flexible funders, can be a means to foster local development and impact.

**Reporting:** Effectively reported on ongoing projects stages development, including 4 reports on the Leadership Retreat Project and 2 reports on the Community Philanthropy Project (Generosity in the Time of COVID-19 in Uganda), while maintaining internal department communication, and liaising with external stakeholders to support with regular updates on program achievements.

**Budget Monitoring & Accountability:** Partnered with the Finance and Administration Manager to ensure effective procedures are in place for grant management and compliance such as for cost recovery, procurement and grant financial oversight. We also planned annual activity work plans, developed budgets, monitored budget implementation operations, retired expenditures, submitting financial reports to all funders.

Village Enterprise | Kampala, Uganda

May 2018 – Dec 2019

#### OPERATIONS SUPPORT COORDINATOR

*Furnished technical guidance to the Executive and Programme Departments teams in Kenya and Uganda, assisted with project management development activities, creation & building of strong and long-term partnerships, and implementation of adaptive and systems management measures aiming to boost social protection and resilience for the extremely poor in the East African region. ([site](#))*

**Project Management:** Oversaw, coordinated, and monitored the quality assurance control of various project documents through Wrike software; Built capacity of Village Enterprise society and provided several training sessions to 4 Project Managers on standard operating procedures, Wrike project management system, Box and Salesforce software use and reporting guidelines.

**Compliance:** Continuously amended the standard operating procedures housed in the Project Management Toolkit, guided and assisted in precisely tracking the progress of projects, conducted spot checks, and executed site inspections, to assuring compliance.

**Adaptive Management:** Monitored existing and identified emerging new programming trends and leveraging dashboards; shared biweekly and monthly data reports to the COO to effectively facilitate the executive-level decision-making and M&E Teams concerning the adjustment of staff workload, quality indicators on established businesses and acknowledgement of exceptional field staff.

**Partnership Development & Management:** Effectively established relations, built partnerships, mobilized resources, and maintained communication between local, national, and international stakeholders, as the Focal Point for interagency work with crisis response with the Livelihoods and Resilience Sector Working Group for Refugee Response in Uganda. Wrote 4 proposals and drafted concept notes for project funding to agencies and donors such as Mercy Corps, DFID and GIZ.

**Reporting:** Ensured the preparation of quarterly and annual reports for presentation to internal and external stakeholders such as Mercy Corps, DFID, Whole Planet Foundation, Livelihoods and Resilience Sector Working Group for Refugee Response in Uganda and the International Institute for Environment and Development.

**Budget Monitoring & Accountability:** In close cooperation with the Finance Team, particularised activity work plans, estimated costs, formulated budgets, and closely monitored implementation while supervising retired expenditures through timely accountability, coordinating the payment submission process, and acknowledging funds receipts from partners.

**Church World Service, Resettlement Support Centre Africa** | Nairobi, Kenya

Jun 2016 – Feb 2017

#### RESETTLEMENT OFFICER

*Worked as a Resettlement Expert from CWS-RSC Africa, where I effectively worked in the regional Durable Solutions Project assisting Congolese refugees to the United States of America. ([site](#))*

**Case Management, Support & Counselling:** Counselling, delivered over 15 Best Interest Assessments, and reviewed approximately 10 Best Interest Determinations for unaccompanied minors and separated children, in addition to conducting advanced refugee resettlement interviews for over 150 refugee families headed to the USA, of which included women & girls at risk, persons with disability, human rights defenders, the LGBTI and unaccompanied minors.

**Report Writing & Database Management:** Tracked project progress and submitted biweekly and comprehensive final reports; Generated statistics data, made recommendations for future deployments; routinely updated working cases in the UNHCR database (ProGres), and timely submitted to the Worldwide Refugee Admission Processing System (WRAPS) in support of the Pre-screening team of the USRAP pipeline at the processing stage.

**Capacity Building & Training:** Oversaw the work of 8 Resettlement Assistants, mentored and supported them with training sessions on topics related to due diligence, accurate bio-data collection & family composition, fraud identification, and determination of the exact flight reasons from the refugees' countries.

**United Nations High Commissioner for Refugees (UNHCR)** | Kampala, UG

May 2013 – Jun 2016

#### RESETTLEMENT ASSISTANT

*Acted as UNHCR's first point of contact and preliminary interviewer helped refugees through the resettlement process and benefited from resettlement as a durable solution to their refugee situation in countries such as Sweden, Norway, Denmark, USA and Australia. ([site](#))*

**Capacity Building & Training:** Oversaw the work and supervised 5 intern staff, ensuring the delivery of training sessions to 20 interpreters, 15 implementing partner staff and government officials on aspects connected to resettlement procedures, fraud identification, registration, and interpretation.

**Stakeholder management:** Part of a multinational team from 6 different countries; assigned as communication focal point from Pre-Screening and U.S. Citizenship and Immigration Services (USCIS) circuit rides including regularly communicating on project progress, achievements, and challenges with teammates, resettlement countries, Implementing Partners and the Regional Office.

#### Other Professional Roles:

**ADMINISTRATOR** | **Worship Harvest Ministries** | Kampala, UG

Nov 2011 – Sep 2012

**PROTECTION INTERN** | **UNHCR, THE UN REFUGEE AGENCY** | Kampala, UG

Oct 2010 – Apr 2011

**VOLUNTEER** | **AKTION AFRICA HILFE** | Moyo-Adjumani, UG

Mar 2006 – Apr 2006

#### Education

2006-2010 *Bachelor of Laws (LLB), University of Dar-es-Salaam, TZ*

#### Certificates/Training

Aug 2019 *John Maxwell Team Certified Coach, The John Maxwell Team, FL, USA*

Jun 2019 *Effective Project Management Certificate, Project Management for Development Org, ATL, USA*

May 2019 *Safeguarding, Village Enterprise, Kampala, UG*

Sept 2018 *Human Centered Design Training, Village Enterprise, Kampala, UG*

Aug 2014 *Identification of Fraud Training, UNHCR, Kampala, UG*

#### References/Referees

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