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| Current address: **Juba, South Sudan**  Mobile: **+211 927 631981 / +447986 505569**  Email: **annarowett@gmail.com** | | **Anna Charlotte ROWETT** | Nationality: **British**  Date of Birth: **16/09/1984** |
| **WORK HISTORY** | | | |
| DATE | POSITION AND DUTIES | | |
| Dec 2015 – date  Jan 2017 – August 2023  Dec 2015 – Sep 2017  Nov 2015 – Jul 2016  Nov 2012 – Sep 2015 | **Managing Director, Imatong Employment Solutions Ltd, Juba**  Established, developed and managed this Human Resources company in South Sudan to provide fair and respectful recruitment services and HR support to NGOs, businesses, government and job seekers.  Key achievements:   * Conducted successful recruitment of candidates for clients across NGOs, Embassies and the private sector in South Sudan. * Set up systems for payroll and contract management for key clients including the European Union. * Conducted HR trainings, HR audits and tailored consultancies for a range of clients. * Led salary surveys across international and national NGO markets.   **Head of South Sudan office, Rift Valley Institute**  Successfully led the implementation and development of RVI’s research, training, public events and partnerships in South Sudan, and for key projects within the region. Managed a team of +/-15 staff and consultants and led all donor and partner relations, relevant context analysis, operational compliance and organisational security in the country.  Key achievements:   * Effectively communicated RVI’s work externally to grow the South Sudan office from one donor funded project ($200k) in 2017 to a multi-donor, multi-programme office in 2022 (>$1million). * Secured a $1.5million project from the EU for development of women’s research. * Established and strengthened working relations with strategic partners at senior level including the Catholic University (Juba and Wau), Juba University and the Ministry of Culture, Museums and National Heritage / National Archives.   **Culture Programme Consultant, UNESCO, Juba**  Ran and led UNESCO’s Culture Programme in South Sudan covering a wide portfolio of culture and sports projects funded by a variety of donors, and exploring new opportunities for future work.  Key achievements:   * Worked alongside the Ministries of Culture and of Wildlife in South Sudan to prepare submissions for South Sudan’s Tentative List to the World Heritage Committee. * Organised consultant and UNESCO staff visits to Boma and Nimule National Parks. * Represented UNESCO externally to donors and in public events, increasing visibility.   **HR and Admin development consultant, Norwegian Refugee Council, Juba**  Supported NRC to implement a new global HR structure, strengthen organisational procedures, and build capacity of staff in HR and Admin departments  Key achievements:   * Took the lead in full recruitment cycle for 40 new staff in Leer, Unity State. * Developed a new salary structure for NRC SS in line with NRC global principles.   **Capacity Development Advisor, SOS Sahel South Sudan, Juba (secondment from SOS UK)**  Capacity building support to SOS Sahel South Sudan (NNGO) with a focus on peace building, natural resource management, pastoralism and livelihoods.  Provided capacity building for all aspects of organisational and programme development including: strategic development; governance; leadership and management; HR; policy development; proposal writing and programme development; financial management; grant management and donor compliance (eg. EC, DFID); activity implementation; M&E; communications; external relationships and partnerships with NGOs, UN and government.  Key achievements:   * Established a fully functioning office with a team of staff and a Board of Trustees. * Developed successful proposals to scale up SOS Sahel South Sudan’s work from zero to 3 successful projects of over $1million in under 2 years. | | |

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| Jan 2011 – Dec 2013 | **Programme Officer, SOS Sahel UK**  Senior management of all operations for an international development organisation working to develop the capacity of local partners in Sudan, South Sudan and Ethiopia. | |
| May 2010 – Jan 2011 | **Intern, SOS Sahel UK**  Office administration; fundraising; programme support; database and website management; communications including publication writing/mail outs. | |
| May 2010 – Feb 2012 | **Researcher and HR consultant, Oxford HR Consultants Ltd**  Supported the recruitment of candidates into senior international development jobs. | |
| Nov 2009 – Apr 2010 | **Support Brokerage Project Manager, Oxfordshire County Council (OCC)**  Led the development and implementation of the support brokerage process for OCC. | |
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| Jan 2008 – Apr 2008 | **Flexible Respite / Direct Payments Project Manager, Oxfordshire County Council**  Managed the distribution £135k to 250 carers across Oxfordshire for social care needs. | |
| **VOLUNTEERING** | | |
| DATE  Sep 2022 – date  Jan 2018 – date  Nov 2014 – date | ACTIVITY  **Member, South Sudan British Business Association, Juba, South Sudan**  **Board member, Likikiri Collective, Juba, South Sudan**  **Technical Advisor, SSIDO, Juba, South Sudan**  Provide advice and support on strengthening organisational governance and operations, resource mobilisation and programme implementation. | |
| Jan 2012 – Apr 2013 | **Participatory Monitoring and Evaluation consultant, Architects Sans Frontières (ASF)-UK, Cameroon** | |
| Feb 2009 – Jun 2009 | **Researcher, Plan Benin, Couffo, Benin**  MSc thesis: Study into the impacts of food (in)security on primary school education. | |
| Sep 2005 – Nov 2014 | **Various**  Volunteered in various roles within charities and universities globally. | |
| **EDUCATION HISTORY** | | | |
| DATE | | STUDY | |
| Sep 2008 – Apr 2010 | | **University of Utrecht, The Netherlands**  MSc International Development Studies | |
| Sep 2004 – Jun 2007 | | **University of Leeds, UK**  BA Honours Geography (2.1) | |
| Sep 1994 – Jun 2003 | | **Oxford High School, UK**  A-levels (3) and GCSEs (10) | |
| **OTHER QUALIFICATIONS/COURSES** | | | |
| DATE | | COURSE | |
| 2017 – 2019 | | Rift Valley Institute Annual Sudans Course | |
| Jan/Nov 2016  Jul 2013 | | Basic and Advanced Security in the Field/SSAFE training (UNDSS), Juba, South Sudan  Gender mainstreaming in programmes (Rising Dawn/Oxfam Novib), Juba, South Sudan | |
| Jan 2013 | | Conflict analysis and conflict sensitive programming (Transition International), Juba | |
| Jun 2012 | | Impact Assessment (INTRAC), Oxford, UK | |
| Jul 2012  Jan 2012 | | Facilitation course (RedR), London, UK  HR management and leadership training (Oxford HR), Oxford, UK | |
| Jan 2011 | | Managing EC contracts (BOND), London, UK | |
| Oct 2010 – Mar 2011 | | Book-keeping and accounts – City and Guilds Level 1 and 2 (1st Class Passes) | |
| **SKILLS** | | |
| **Languages** | English: Mother tongue | French: Advanced – DELF B2 | Juba Arabic: Basic | |
| **IT skills**  **Driving** | Experience with Microsoft office package; variety of databases (inc. Advantage Fundraiser, SWIFT, Access); QuickBooks; SPSS; GIS; and Map Info.  UK and South Sudan driving licences. | |

**References on request.**