



CONTACT

📍 KAMPALA

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PERSONAL INFORMATION

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Sex: MALE

Date of birth: 9TH SEPTEMBER,
1970

Marital Status: MARRIED

Nationality: UGANDAN

Yahoo: muherezam@yahoo.com

KEY SKILLS

- Exceptional organizational prowess
- Proficient public speaking abilities
- Strong counseling skills
- Outstanding writing proficiency
- Advanced computer skills
- Dynamic presentation skills
- Meticulous record-keeping abilities
- Critical Thinking Skills
- Time Management skills
- Exceptional Planning Skills
- Detail Orientation skills
- Teamwork

DR. MARTIN MUHEREZA

SUMMARY

Dynamic and versatile professional with a proven track record of success spanning eight years. With four years dedicated to the meticulous administration and management of development organizations, and another four years honing leadership skills through university lecturing and student supervision, I bring a unique blend of expertise to any role. My background in adult education, coordination, and administration is complemented by hands-on experience in civic advocacy and public relations within non-governmental organizations, educational institutions, and faith-based organizations. This exposure has equipped me with unparalleled planning and organizational prowess, coupled with a flair for effective advocacy and public relations strategies. Passionate about leveraging my skills to drive organizational success and make a meaningful impact.

CORE COMPETENCES

- Policy Analysis and Evaluation
- Policy formulation
- Planning and Scheduling:
- Risk Management:
- Impact Assessment
- Digital Literacy:
- Performance Management:
- Contract negotiation and Management:
- Inventory Management:
- Media Relations:
- Long-term Planning:
- Public Speaking and Presentation:
- Performance Metrics Development:
- Lobbying and Advocacy:
- Mediation Skills:
- Adept at building and leading high-performing teams through collaborative teamwork.

EMPLOYMENT HISTORY

Associate Consultant-Uganda Management Institute-July 2024-to date

Responsibilities

Teaching, Research, Publications
Assessment of students
Consultancy

HOBBIES AND INTERESTS

- Farming
- Singing
- Listening to inspirational spiritual music
- Reading inspirational books
- Touring and sights

PROFESSIONAL VALUES

- Transparency
- Honesty
- Accountability
- Responsibility
- Discipline
- Loyalty
- Cooperation
- Diligence

ADDITIONAL TRAININGS

- Advanced Research Methods Training from NEMRA-2023
- Project and grant proposal writing
- Human Trafficking Multi agency simulation learning
- Aviation and Airport Trafficking in persons awareness training,
- Trauma informed Care training

REFERENCES

- Dr. Juliet Kyayesimira, Faculty of Science, Department of Biology, Kyambogo University, P.O Box 1, jkyayesimira@kyu.ac.ug, 772023270
- Dr. Albert Luswata, Director, Institute of Ethics and Development Studies, Uganda Martyrs University, P.O Box 5498, Kampala, aluswata@umu.ac.ug, +256701462064
- Dr John Mary Mooka, Uganda Martyrs University, P.O Box 5498, Kampala, bbbuganda@gmail.com, 0700611066

Tutor UNICAF

01/2024 – to date

- I tutor, guide, and coach students through assigned course modules, ensuring their comprehension and mastery. This includes meticulously marking assignments, awarding marks, and promptly posting them onto the Virtual Learning Environment platform. Additionally, I adeptly address any issues that arise during the course duration with professionalism and appropriateness.

Grants and Publications Coordinator-NEMRA

01/2023 - Current

- Coordinate research products and products
- Review research tools and methodologies to ensure their validity and reliability for data collection.
- Conduct pilot testing of questionnaires and surveys to identify and address any issues or ambiguities.
- Perform data collection activities through various methods, including interviews, surveys, and observations.
- Accurately enter collected data into databases or spreadsheets, ensuring completeness and consistency.

Lecturer Uganda Martyrs University, Nkozi

01/2015 - 01/2016

- **Key Responsibilities**-Engaged in lecturing and conducting research
- **Achievements** - Led teaching and assessment for bachelor's and postgraduate students in Ethics, Public Policy, and Public Administration across all academic years. Presented research paper on Public Sector reforms at Uganda Management Institute conference in August 2015.

Lecturer Mountains of the Moon University

01/2010 - 01/2013

- **Achievements-Teaching/Assessment** –Conducted 18 hours of class contact per week over three years, delivering engaging instruction, administering coursework, tests, and exams, ensuring comprehensive student assessment and academic development.
Research - Published two research-based articles in the annual Business Yearbook at Mountains of the Moon University Business School, showcasing expertise and contributing to academic discourse in the field.
- **Community outreach** – Led the Development Partnership for Higher Education (DELPHI) program, empowering 50 out-of-school youth with entrepreneurship skills and certifications, fostering their transition into the workforce.
Chaired the Admissions Committee, overseeing the admission process and facilitating the enrollment of approximately 700 students, ensuring diverse and qualified cohorts for academic excellence.

Coordinator Development Organisations St. Francis Family Helper Program

01/2008 - 11/2009

- **Key responsibilities:** Oversaw comprehensive management and administration, including outreach programs, grant writing, and newspaper publication of activities.



Led publicity efforts through marches and awareness campaigns, serving as liaison officer and managing financial and procurement processes.

Directed human resource management, fundraising initiatives, and communication with stakeholders, ensuring effective linkages between funders and beneficiaries.

Facilitated volunteer induction, organized board meetings, and meticulously recorded minutes, ensuring transparent governance.

Conducted field visits for group counseling and psychosocial programs, overseeing counselor training initiatives for optimal program impact.

- **Achievements-** Enabled organizational stability and growth by aligning efforts with objectives, fostering financial stability, and promoting staff retention and development.

Secured funding through successful proposals, conducted impactful visits to program beneficiaries, and facilitated the graduation of 20 psycho-social trainees.

Hosted and supported 5 volunteers, organized 4 staff development programs, and facilitated 6 productive board meetings.

Contributed to fundraising efforts for a new generator acquisition and attracted a new sponsorship organization, providing full sponsorship for 10 students.

Celebrated the graduation of 20 counselor training students, marking significant achievements in program development and impact.

■ **Banking officer** Bank of Baroda

01/1994 - 06/2004

- **Key responsibilities-** Managed pre-screening of clients before accessing cashier tills, proficiently handling cash receipts, payments, cheque transactions, purchases, and deposits. Handled international money transactions, ensuring accuracy and compliance with regulatory standards.

- **Achievements-** Provided prompt service to approximately 100 customers daily for 8 years, consistently ensuring high satisfaction levels.

Contributed to the growth of the bank's deposit base and deepened knowledge of banking



PRESENTATIONS MADE AT BOTH LOCAL, REGIONAL AND INTERNATIONAL CONFERENCES

- Muhereza, M. 2013 Africa in the post crisis global economy: the role of public administration in Africa's transformation: a case of Uganda. AAPAM (Association of African Public Administration. Kigali Rwanda
- Muhereza, M. 2013. Is Emotional Intelligence a Key Attribute of Quality Leadership? AAPAM (Association of African Public Administration, Kigali, Rwanda
- Muhereza, M. 2023 Strengthening the capabilities and aspirations of African Public Administration at both Local and National Levels, Livingstone, Zambia

Publications

- 1. Muhereza, M. 2013. Prostitution: How the Ruwenzori region compares with the rest of Uganda. Mountains of the Moon Business Journal
- 2. Muhereza, M. 2013. 'Towards a solution for corruption in Uganda'. Mountains of the Moon Business Journal and Academia
- 3. Muhereza, M. 2020. Electricity Policy and Structural Reforms: Implications for Informal Settlements in Kampala, Uganda Journal of Public Policy Studies Vol.16 No.19.

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EDUCATION

■ **PhD in Management and Administration**

Uganda Management Institute - March 2024

■ **Master of Arts in Ethics and Public Management**

Makerere University - Aug 2001-Nov 2004

■ **Bachelor of Arts**

Makerere University - Oct 1991-Jun 1994

■ **Uganda advanced certificate of education (UACE)**

Bishop Comboni College, Kambuga - Feb 1988-Mar 1991

■ **Ordinary Level Certificate**

St Paul's Seminary - Dec 1984-1987

■ **Primary Leaving certificate of Education** - Jan1976 - Dec 1983

Muhereza

