

CURRICULUM VITAE

Proposed role in the project:

Family name: Roque Ramos

First names: Isabel Maria

Date of birth: 22 May 1961

Nationality: Mozambican, Passport 12AC68851, valid 26 December 2018
Portuguese, M937143, 7 January 2019

Civil status: Divorced

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
Instituto Superior de Economia, 1984 - 1994	MA in Economics
British Council, 1980	First Certificate, Grade B
Alliance Française, 1982	5 th Grade

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Portuguese	Mother tongue		
English	1	1	1
French	1	1	1
Spanish	3	3	3
Italian	3	3	3

Membership of professional bodies: n/a

Other skills:

- Options, Futures and Swaps, Short term professional training, European University, 1994;
- Industrial Management Just-In-Time, Short term professional training, European University, 1994;
- Human Resources Management, Change Management, Training of trainers in Management and Corporate issues, Short term professional training, Coopers & Lybrand, 1992-1994;
- Cathedra en Gestion de Conflits Internationaux, Cours de Court Terme, Universidade Politecnica, 2008 ;
- UNDP certifications: ICT, Prince 2, Procurement, Safety and Defensive Driving, Human Resources Management, 2000-2009;
- Local Development, Short Term professional training, on line, Universidad de Madrid, 2007.

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Present position:

Years within the firm:

Key qualifications: (Relevant to the project)

- a. Strong leadership and human resources management at leading and motivating teams oriented to results and client/beneficiaries satisfaction;
- b. Strong organization and motivation skills;
- c. Good information sharing approach to unify and motivate teams;
- d. Enormous experience at working under stress and deadlines;
- e. Sound experience in resource mobilization and reporting with Governments, multi-lateral institutions, Embassies and the private sector;
- f. Large experience at working with Governments, multi-lateral institutions and development partners. Often successful at bringing them together around a common project;
- g. Oriented and focused at working efficiently and results oriented. Motivated to work for a common satisfaction and towards the institutional principles and guidelines;
- h. Excellent experience in conflict and stressful situations;
- i. Excellent skills in IT and design.

Specific experience in the region:

Country	Date from - Date to
Mozambique	1999-2003 ; 2006 - 2014
Congo Democratic Republic	2003 - 2005
Malawi	2009-2013
Europe, USA and the Middle East	1980 - 1996

Professional experience

Date – from/to	Location	Company & reference person ¹ (name & contact details)	Position	Description
1980 - 1996	Maceira, Portugal	Granitos de Maceira, S.A. Francisco Ramos +351 21 9678600 comercial@granitos-maceira.com (mining and construction works)	Administrator	Administrator, responsible for the export markets and financial reporting. Annual sales of E 20,000.000.00. 180 employees. Responsible for the overall exports, commercial and trading areas, including market research, client design oriented products and sector Trade Fairs in Europe, USA and the Middle East.
1999 - 2003	Maputo, Mozambique	UNV/UNDP Aeneas Chapinga Chuma +251-11-544-4480 chumaac@ilo.org	Programme Officer	Programme officer, head of UNV Unit. Support to GoM programme activities and project development: UN head of the response to the Zambezi floods 2001 (coordination with INGC of 500.000 IDPs, 2 armies, 1 civil protection, over 60 humanitarian agencies); member of the developing teams for a) the 1 st National Strategic Plan on HIV and AIDS, b) UNDP support project for the decentralization of the national finance and planning programmes, c) National ICT Strategy and Implementation Plans/ CPINFO, d) training of NGOs and CBOs on ICTs for development, HIV prevention and on project development and management. Head of the UN AU summit secretariat (Maputo 2002) with the responsibility to organize and supervise the delegations of the UN SG and the Heads of Agencies.
2003 - 2005	Bunia, Ituri,RDC	PNUD Dominique AitOuyahia-McAdams +27 71 5992255 daitouyahiamcadams@yahoo.com Azul Munoz Leira azulbolaextra@yahoo.com	DDR Sub Office Manager	Head of UNDP sub-office for the Disarmament, Demobilization and Reinsertion Programme (BCPR). Co-development of the disarmament of the Ituri Pilot Disarmament Project and implementation of the disarmament programme for the 5 identified militia groups. Focus on identification of 5 DDR sites and respective host communities, development and implementation of 53 micro projects resettlement projects, setup of 7 local consultative communities and intra and inter community/armed groups conflict resolution and peace building committees. Target beneficiaries: 15.000 armed men, 3.000 child soldiers and 200.000 community members.

¹ The Contracting Authority reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.

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2005 - 2009	Maputo, Mozambique	PNUD Marylene Spezzati +258 82 3007550 marylene.spezzati@gmail.com	UN RC Advisor on MDGs	United Nations Mozambique - Special Advisor (Economics and Planning) to the UN Resident Coordinator. Responsible for developing policy and partnership strategies, between the Government of Mozambique (MPD) and the development partners community, for the achievement of the MDGs, from upstream planning to downstream community activities, including support to the development and monitoring of the PARPA II (MPD) Head of the MDG Advocacy and Information Campaign implementation team and manager of the UN Millennium project and Millennium Villages (MCT). Responsible for the organization and management of UN high level events and missions, focal point for their relations and agenda with MoFA and MPD. UN focal point for civil society issues (CS Committee, advocacy, training and CD programmes). Support extended particularly to the Ministries of Foreign Affairs and Cooperation, Planning and Development and Science and Technology. In this position I have worked directly with a number of Ministers and national directors, having contributed to the actual status of MDG planning and donor concurrence, integrated national planning, UN/GoM dialogue with civil society for its empowerment and responsible participation in service delivery. Team member for the development of the UNDAF and UNDP CPD and respective M&E frameworks. CMT support team member for the implementation of the UN Reform (DaO/jUNtos), implying the support to the development of joint programmes, of which Mozambique is considered a success.
2009 - 2011	Mozambique, Malawi	VALE Moçambique Sergio Chitara +258 82 3016099 sergio.chitara@vale.com	Team Leader	Head of the Environmental and Socioeconomic team. Responsible for the development and approval of 5 Environmental Impact Assessments (EIA) for a mine expansion, a deep sea port and 1000 Km of railway line projects (covering Mozambique and Malawi and impacting 1 200 families to be resettled. Projects approved by the 2 countries.
2011 - 2014	Mozambique, Malawi	Mota e Engil; Joao Neto +265 88 8845061 joao.neto@mota-engil.mw	Advisor	Advisor for the development and implementation of the environment and socioeconomic projects along the Malawi coal railway project (part of the above mentioned project, known as Corredor de Desenvolvimento do Norte).
2014	Maputo, Mozambique	UNDP and EU Bela Matias bela.matias@ec.europa.eu Ilaria Carnevali ilaria.carnevali@cv.jo.un.org	Coordinator	Coordinator for the organization of the Ottawa Convention “Maputo Summit on a land mine free world”. Responsible for the organization, logistics, accommodation, agenda and transportation of 800 delegates from 120 countries. Focal Point for the Ministry of Foreign Affairs for all diplomatic and institutional issues.

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1999 - 2014	Mozambique and the Congo Democratic Republic	Summary of Conference related organization and secretariat:	Coordinator	<ul style="list-style-type: none"> • 1999: FIRST MEETING OF STATES PARTIES TO CONVENTION ON PROHIBITION OF ANTI-PERSONNEL MINES, Headed by DSG Mme Louise Fréchette. Coordinator of the Cultural Event; • 2001: Post 2000 Floods follow up UN/GoM Meeting, lead by UNDP Administrator, Mr. Malloch Brown. Coordinator of the social and cultural events; • 2003: African Union Summit. UNDP Organization Committee Team Member. Co-responsible for venue, logistics and equipment, transportation and accommodation of SG and UNDP delegations and facilitator for the local meetings. Focal point for the accreditation of all UN participants; • 2004: Meeting of the DRC/Great Lakes partners in support of DDR, DRC/Bunia, headed by AA and BCPR Director. Field Coordinator, organizing and supervising, in close collaboration with MONUC local representative, the contents, the visits and the logistics; • 2006. UN High Level Panel on System-Wide Coherence. Team member of the UN Committee; • 2007. Visit of USG Administrator Mr. Kemal Dervis. RCO focal point. Organization of the field visits and agenda facilitator; • 2009. UNDP RBA Meeting. Focal point for the organization of venue, accommodation and logistics; • 2014. General Coordinator for the Maputo Summit on a Mine Free World, Hosted by the GoM and coordinated by the APMine Ban Convention, UNODA and the EU. Maputo, June 2014.
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Other relevant information (e.g., Publications). Participation in the elaboration of:

- a. National ICT Strategy and Implementation Policy – Mozambique, 1999;
- b. National HIV/AIDS Strategy – Mozambique, 1999 – 2001;
- c. National Volunteers Law – Mozambique, 2002
- d. National Local Development Framework (PDHL) – Mozambique, 2009 ;
- e. National Human Resettlement Framework, Mozambique, 2010;
- f. Agenda 2025 Revision – Mozambique, 2013