

# Curriculum Vitae: RAMDIN, Madhawi

## Personal Details

**Ms. RAMDIN Madhawi**

Second Name: **Soerayadebie**

Gender: **Female**

Civil Status: **Cohabitation**

Country & Place of Birth: **Suriname, Paramaribo**

Date of Birth: **4-Sep-1982**

First nationality: **Suriname**

Permanent Address:

**Hendrikstraat no 21  
Mottonshoop  
Paramaribo  
Suriname**

Telephone *Home telephone* **+597.680.1034**

*Professional telephone* **+597.47.1108**

*Mobile telephone* **+597.881.1446**

*Fax* **+597.49.7522**

Other details

*E-mail for correspondence*  
**madhawiramdin@yahoo.com**

*Other e-mail address:*  
**madhawiramdin@gmail.com**

## Contract Information

Employment Length Preference **Any** If you wish to work less than full time, please indicate percentage **100%**

Availability **1 month's notice**

## Areas of Expertise

**Advocacy and Partnership Building** 3 to 5 years **Procurement** 1 to 2 years **Programme Evaluation and Analysis** 3 to 5 years

**Project / Program Management** 3 to 5 years **Public Administration** 3 to 5 years

## Language Skills

Mother Tongue 1 : **Dutch**

Mother Tongue 2 : **Sarnami Hindi**

<i>Working Languages</i>	<i>Speaking</i>	<i>Reading</i>	<i>Writing</i>
<b>English</b>	<b>Advanced</b>	<b>Advanced</b>	<b>Advanced</b>
<b>Spanish</b>	<b>Intermediate</b>	<b>Intermediate</b>	<b>Intermediate</b>
<i>Other languages</i>			
<b>Hindi</b>	<b>Intermediate</b>	<b>None</b>	<b>None</b>
<b>Sranan Tongo</b>	<b>Intermediate</b>	<b>Intermediate</b>	<b>Intermediate</b>

## Education

### *Highest Educational Degree*

Master's Degree

#### **Educational details**

<i>Year</i>	<i>Name of Education Institution</i>	<i>Degree / Diploma</i>	<i>Title of degree/diploma and description of studies</i>
2009	Sunecon n.v.	Certificate	<b>Procurement Training. Procedures and legislation regarding the acquisition of goods and/or services through fair and open competition.</b>
2009	Dr. S. Redmondstraat 118, Paramaribo Suriname		
2008	International Institute of Social Studies and FHR Institute for Social Sciences Lim a Postreet 8-10, Paramaribo Suriname	M. A.	<b>Masters in Public Administration Specialization: Governance. (Highest grades for the courses 'Contemporary Geographical Patterns', 'Public Private Partnerships' and 'Economics for Governance'.) Theoretical and practical principles regarding the combination of processes and structures implemented by development partners in order to inform, direct, manage and monitor the activities of the State toward the achievement of its objectives.</b>
2007	International Training Center of the International Labour Organization (ILO) Viale Maestro del Lavoro 10, Turin Italy	Diploma	<b>Management of Local Development (Distance Education Course). Design, implementation and evaluation of sustainable local development strategies and policies appropriate to the local socio-economic context and designed to improve the quality of life in a given territory.</b>
2007	University of the West Indies St. Augustine campus, St. Augustine Trinidad and Tobago	Certificate	<b>Demographic Analyses Use of calculations, software and analysis methods to measure the dimensions and dynamics of populations.</b>
2005	Anton de Kom University of	Certificate	<b>Training 'Business Start-ups and Business Planning'. Tools to assist businesses with</b>

Suriname Leysweg, Paramaribo Suriname		planning for a start-up, starting-up, managing and operating, and exiting the marketplace.
2001 Anton de Kom 2007 University of Suriname Leysweg, Paramaribo Suriname	B. Sc.	Bachelor of Science in Agricultural Production (Graduated with distinction). Sustainable and environmentally responsible production of food and goods through farming.

*Other educational details*

**'Partnerships among the Ministry of Health, NGOs and Donors in the Sexual and Reproductive Health Sector in Suriname', Dissertation Masters of Public Administration in Governance, May 2010**

## International Experience

Do you have professional experience outside of your home country (e.g., short-term assignments, management responsibility, extensive business travel)? **Yes**

Please specify the country and field of work: **1. Volunteer work: Member of the Third Chamber 2015; a shadow parliament of the Dutch Parliament regarding Development Cooperation; Netherlands (10/2009 - 05/2010). 2. Participant at the 'Women Deliver Conference 2010' on MDG 5 Maternal Mortality, Child Mortality and investment in girls and women, Washington D.C.; U.S.A. (06/2010). 3. Representative of the Ministry of Planning and Development Cooperation at the Twelfth Americas Project Colloquium 'Urban Migration in the Americas: Planning for the Future'; Houston - Texas; U.S.A. (12/2008). 4. Representative of the Ministry of Planning and Development Cooperation of Suriname in the working group on the 'Strategic Plan for Regional Development', Barbados (12/2007). 5. Representative of the Ministry of Planning and Development Cooperation of Suriname on the workshop on 'Preparatory Activities, Analysis and Exchange of Experiences for the Successful Implementation of the 2010 Round of Population and Housing Censuses in Latin America and the Caribbean'; Panama City, Panama (10/2007). 6. Representative of Anton de Kom University of Suriname on the 42nd Annual Meeting of the Caribbean Food Crops Society; San Juan; Puerto Rico (07/2006). 7. Representative of Anton de Kom University of Suriname on the "Second Exchange Program for Students and Professors from Agricultural Facilities from the Caribbean Region" by Caribbean Agricultural Council of Higher Education (Cache), Inter-American Institute for Cooperation on Agriculture (IICA) and University of Puerto Rico (UPR); Puerto Rico (06/2005).**

A number of jobs in international organizations require that you travel extensively or are prepared to relocate. Are you willing and able to travel during the course of your duties? **Yes**

## Present and previous employment

*4 listed currently*

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*Exact Title of Position held:* **UN Policy Officer**  
*From:-To:* **7/2007 - Present**  
*Name and title of supervisor(s):* **Drs. I. Sandel MPA ; Acting Director**  
*Name/address of employer:* **Ministry of Planning and Development Coordination Dr. S. Redmondstraat no. 118, Paramaribo Suriname**

*Description of duties and responsibilities:*

**Under the direct supervision of the Director of Planning and Development Cooperation and in coordination with other staff from Ministries and United Nations Organizations, the Policy Officer carries out the following duties and responsibilities:**

- 1. Analyze and interpret new policy developments and strategies and identify opportunities for assistance and intervention by United Nations Agencies.**
- 2. In collaboration with counterparts, contribute to the formulation and design of the country program components of the Common Country Programme Action Plan (C-CPAP) and the Annual Work Plans (AWP), in particular AWP 1 'Evidence-based Policy Planning and Monitoring', 8 'Health' and 11 'HIV as part of Health'.**
- 3. Prepare memos and input for policy dialogue, technical assistance coordination and development frameworks. Assist further in advocacy and resource mobilization efforts by preparing relevant documentation, i.e. project proposals, terms of reference, speeches, and participating in donor meetings and public information events.**
- 4. Execute (i.e. 'Strengthening National Capacities for Aid Coordination and Monitoring of Development Plans and MDG Achievements' and 'Drafting of a Population Policy'), expedite and coordinate project implementation assisting through collaborative relationships with executing agencies, experts, government counterparts and UN agencies. Facilitate timely and efficient delivery of project inputs.**
- 5. Establishing and utilizing appropriate execution and monitoring mechanisms and systems in order to ensure the quality of program by incorporating lessons learned, newly developed policies and best practices.**
- 6. Monitor projects expenditures and disbursements to ensure delivery is in line with approved project budgets and realize targeted delivery levels.**
- 7. Analyze and report on progress made, identify constraints and resource deficiencies and recommend corrective action.**
- 8. Support the office and attend, as needed, meetings and events under the themes of the United Nations Development Assistance Framework (UNDAF).**

*Key achievements:*

- 1. Contribution to the design and implementation of the C-CPAP**
- 2. Drafting, Coordination of implementation, Monitoring and Evaluation and Steering of 03 AWP's for 2008, 2009 and 2010**

**3. Contribution to the Publication on Population Projections for the Population Policy**  
**4. Contribution to the approval of the Aid Coordination Project**

*May we contact your employer as a reference?* **Yes**

*Reason for leaving:* **Career advancement**

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*Exact Title of Position held:* **Member of the Third Chamber 2015**

*From:-To:* **10/2009 - 6/2010**

*Name and title of supervisor(s):* **Ms. M. van der Veen**

*Name/address of employer:* **National Commission for Sustainable Development (NCDO);  
Programme Politics Mauritskade no. 63 1092 AD Amsterdam  
Netherlands**

*Brief description of duties and responsibilities:*

**As a the Member of the Third Chamber 2015, the incumbent carried out the following duties and responsibilities:**

- 1. As part of the working group on Business give input for innovative proposals to improve International Cooperation on this theme.**
- 2. Give feedback and input to the other working groups on Health, Education, Climate Change and Food and Agriculture.**  
**The feedback helped the Dutch to assess the importance and realization of the proposals.**
- 3. Help design and execute a campaign in order to share the ideas with Dutch politicians and public and involve them in development cooperation.**

*Key achievements:*

- 1. Proposal to improve transparency in development cooperation.**
- 2. Informing public and politicians esp. in Suriname on new systems of Dutch development cooperation.**

*May we contact your employer as a reference?* **Yes**

*Reason for leaving:* **end of program**

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*Exact Title of Position held:* **Entrepreneurial Apprentice**

*From:-To:* **8/2005 - 10/2006**

*Name and title of supervisor(s):* **Drs. C. Elmont; Project Coordinator**

*Name/address of employer:* **Chamber of Commerce and Industries - Entrepreneurship Support Center Kernkampweg, Beursterrein, Paramaribo Suriname**

*Brief description of duties and responsibilities:*

**Under the supervision of the Project Coordinator, the incumbent carried out the following duties and responsibilities:**

- 1. Researched and provided practical and personalized information to potential and new entrepreneurs in all aspects related to starting, running and improving a small business.**
- 2. Worked with individuals on dealing with specific entrepreneurial issues they are facing. These issues included legal and logistical advice on how to establish a new business, how to improve initiative and creativity, defining goals for the business, assessing what needs to be done to achieve the goals, and setting up action plans to move forward.**
- 3. Arranged opportunities for networking between the entrepreneurs that seek assistance and served as a broker of information and contact for its clients.**
- 4. Supported the Project Coordinator in organizing trainings on the formulation of business plans.**
- 5. Supported the Project Coordinator with reporting to the Inter-American Development Bank and the Chamber of Commerce and Industries.**
- 6. Performed other administrative duties as required in benefit of the Project.**

*Key achievements:*

- 1. Creation of database of about eighty clients and provision of information to these entrepreneurs on business start-ups.**
- 2. Assisted with organizing three 'Business Start-ups and Business Planning' trainings.**
- 3. Assisted twice with reporting according to the requirements of the Inter-american Development Bank.**

*May we contact your employer as a reference?*                      **After offer, Subject to references**

*Reason for leaving:*                              **Completion of Studies**

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*Exact Title of Position held:*                      **Administrative Assistant**

*From:-To:*    **4/2001 - 11/2001**

*Name and title of supervisor(s):*                      **Mrs. E. Pahladsingh; Company Director**

*Name/address of employer:*                      **Radio- and Televisionstations Trishul Flocislaan no. 4,  
Paramaribo Suriname**

*Brief description of duties and responsibilities:*

**Under the supervision of the Company Director, the following functions were performed:**

- 1. Opening, screening and organizing incoming correspondence to the company and ensuring its distribution.**
- 2. Preparing general correspondence and taking notes at meetings and transcribing using word-processing equipment.**
- 3. Assisting in coordinating with clients with regard to award implementation and progress**

of assignments.

**4. Placing telephone calls and answering queries with discretion.**

**Providing administrative support to organize collect from and pay to debtors and creditors.**

**5. Daily financial accounting.**

*Key achievements:*

**1. Increasing number of sponsors to the company through networking.**

**2. Satisfaction of management with the incumbent's performance regarding meeting the responsibilities of the job.**

*May we contact your employer as a reference?*      **After offer, Subject to references**

*Reason for leaving:*      **Completion of studies**

## Computer Skills

Wordprocessor:	<b>Microsoft Word 2007</b>	<b>Proficient</b>
Database:	<b>SPSS, Mortpak 3.0</b>	<b>Fair</b>
Spreadsheet:	<b>Microsoft Excel 2007</b>	<b>Proficient</b>
Operating Systems:	<b>Windows XP, Windows Vista</b>	<b>Working Knowledge</b>
Internet & e-mail:	<b>Microsoft Outlook, Internet Explorer, Opera</b>	<b>Working Knowledge</b>
Presentation:	<b>Microsoft Office Powerpoint 2007, Prezi</b>	<b>Proficient</b>
Other software:	<b>Microsoft Project 2007</b>	

## References

In addition to those listed under 'Employment'.

<i>Name:</i>	<i>Address: Telephone: Fax:</i>	<i>E-mail: Occupation, business title:</i>	<i>Briefly indicate how you know this person:</i>
Mr. H. Lim A Po	Lim A Postraat no 8, Paramaribo, Suriname +597 422501	hanslimapo@fhr.institute.org Chairperson Social-Economic Council of Suriname	Dean of the FHR Institute for Social Studies
Dr. R. Eersel	Burenstraat no 33, Paramaribo, Suriname +597 471676	eerselra@sur.paho.org Public Health Advisor HIV/STI at PAHO Suriname	Working relationship with counterpart

Mrs. L. Brewster	Dr. S. Redmondstraat no 118, Paramaribo, Suriname +597 471108	lybre25@hotmail.com Policy Advisor at the Ministry of Planning	Higher-level manager at current employer
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