

CURRICULUM VITAE

CIRHUZA MUSIKAMI Bertin

Qualifications : Human Resources Management

Specific areas of expertise:

- Management of the recruitment process
- Interpretation of the DRC labour code
- Implementation of HR procedures
- Implementation of a remuneration policy
- Team supervision
- Administration management
- Implementation of a performance management system
- Staff career management
- Management of onboarding through to separation
- Managing relations with government departments
- Employee counselling
- Staff training follow-up
- Management of disciplinary files, promotions, dismissals, etc.

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CURRICULUM VITAE

IDENTITY

Name : **CIRHUZA MUSIKAMI**
 First name First name: **Bertin**
 Date of birth 20 April 1972
 Nationality Congolese
 Marital status Married
 Languages spoken French, English, Swahili, Lingala etc.
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PROFESSION

Qualification: **Human Resources Management & Administration**
 IT: Windows, Excel, Word, Power point, Outlook, internet....

HR management software: Tria One, Arizona , Dynamic365

STUDIES AND TRAINING

UNIVERSITY STUDIES	2010 - 2011	<ul style="list-style-type: none"> • Bachelor's degree (Bac+5) in Management and Economics. • Option: Human Resources Management • At the University of Cepromade (UNIC Bukavu)
	1992 -1 995	<ul style="list-style-type: none"> • Graduate Diploma in Computer Science and Human Resources Management. • At the Institut Supérieur d'Informatique et Gestion (ISIG-Goma) • Mention: Distinction
SECONDARY EDUCATION	1983 - 1990	<ul style="list-style-type: none"> • State Diploma in Literary Section. • Option: Latin-Philosophy
POST-SCHOOL TRAINING	2019 - 2020	Training in Humanitarian Logistics at BIOFORCE in Logistics Coordination <ul style="list-style-type: none"> • Procurement • Stock management • Transport management
	2018	Certificate of participation in a Security Managers Training in ARUSHA, Tanzania. By Actionaid International.
	2012	Training seminar for Human Resources Managers of humanitarian organisations, organised by AXYOM in Bukavu and awarded a Certificate of Participation.
	2009	Training of Human Resources Specialists , in Dakar - Senegal. The training led to the award of a Certificate of Specialization in Human Resources

	2008	Specialisation course in English in CALI. Advanced level
	2006	Brevet de Formation en Ressources Humaines in the INPP (National Institute for the Preparation Professional) in Bukavu.
	1996	ICRC first aid training seminar leading to an International First Aid Certificate
	1995	First aid certificate following a training course organised by the International Federation of the Red Cross and Red Crescent in collaboration with the Red Cross of Zaire/Bukavu:

PROFESSIONAL EXPERIENCE

	October 2021 to date	<p>Institution: IFRC (International Federation of Red Cross and Red Crescent Societies) Position: Human Resources Manager for the Cluster: DRC, Rep. Du Congo, Rwanda and Burundi.</p> <p>1. Recruitment Management :</p> <ul style="list-style-type: none"> Managing the whole recruitment process for delegates and national staff - from advertisement and selection, through contract, to support and briefing for the start of employment Ensure that job descriptions are appropriate and technically relevant by liaising with the relevant technical units Carry out the classification of jobs according to the positions on the salary scale Create/advertise and manage vacancies on IFRCjobs Coordinating external vacancy announcements Reviewing applications, liaising with managers and other human resource officers regarding shortlisted candidates Liaise with Nairobi for international staff Support effective and timely recruitment processes within and outside the DRC group region, in close collaboration with the Africa region. <p>2. HR Administration</p> <ul style="list-style-type: none"> Ensure compliance with IFRC human resources management procedures and standards Ensure that all aspects of HR administration - Dynamics365 inputs, contract management, personnel files - are managed and completed efficiently. Ensure that all HR processes comply with the laws that govern us (labour law, staff regulations, code of conduct) Ensure that delegate/staff information is communicated to the Administration so that delegates/staff have identity cards and business cards on arrival Updating personnel files (physical and electronic files) Monitoring of personnel contracts (start date, end date and extension if necessary) Organise and supervise the debriefing of delegates or national staff at the end of their contract, in collaboration with other departments. Tracking insurance reimbursements for staff medical expenses <p>3. Payroll Management - Compensation and Benefits</p> <ul style="list-style-type: none"> Ensure that remuneration practices comply with the Federation's Internal Regulations and the laws of the DRC
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		<ul style="list-style-type: none"> • Manage the administration of social security and pensions for national staff and ensure their proper application • Prepare the payroll and have it validated and forwarded to the Finance Department and prepare the pay slips <p>4. Performance management</p> <ul style="list-style-type: none"> • Work alongside managers to develop and establish the highest levels of performance in their staff. • Guide managers in carrying out the full range of performance management activities (e.g. setting objectives, carrying out appraisal, identifying shortcomings and helping to define training and development actions, where appropriate) • Train staff in the use of relevant tools, such as online performance, and advocate for the highest standards of performance management • Ensure that staff are appraised in a timely manner and monitor the quality of appraisals when compiling final appraisals for HR files. <p>5. Relationship management</p> <ul style="list-style-type: none"> • Monitor personnel/management issues and support/advise management and staff as necessary to improve relations and resolve problems. • Advise delegates and national staff on human resources policies and practices, advocate staff interests to management, consult with the Legal Unit, Health Officer and Stress Advisor as appropriate on staff issues, including occupational health and stress related issues <p>6. Lateral relationships</p> <ul style="list-style-type: none"> • Ensure effective working relations with HR colleagues at all levels in the Africa Region and at the Geneva Secretariat. • To support the National Red Cross Society of the Democratic Republic of Congo in matters of human resources (recruitment, drafting of contracts, etc.)
	March 2016 - March 2019	<p>Institution : ACTION AID International - DRC Position: Administration & Human Resources Coordinator.</p> <ul style="list-style-type: none"> • <u>Administration and Human Resources Management :</u> ✓ Managing the recruitment process ; ✓ Contract drafting and integration. ✓ Plan and coordinate induction to new staff ✓ Monitoring and renewal of staff contracts ✓ Implementation of HR procedures ; ✓ Planning and monitoring of staff training ✓ Supervision of the calculation of staff salaries; ✓ End of contract management ✓ Payment of taxes to the state authorities ; ✓ Management of the staff performance appraisal process ; ✓ Management of end of contract. ✓ Supervision of the work of HR assistants and house staff ✓ Coaching and advice to managers on the HR management of their teams. ✓ Budget monitoring of the HR budget (personnel costs, training and other related costs) ✓ Establishment of a job ladder/position description ✓ Follow-up of disciplinary procedures ✓ Filing and monitoring of employee files ✓ Popularisation of the staff regulations and the various directives ✓ Advising and managing conflict between staff and/or managers.

		<ul style="list-style-type: none"> ✓ Represent the NGO in external meetings ✓ Follow-up of annual and special leave for staff ✓
	2007 - 2015	<p>Institution: ICRC (International Committee of the Red Cross). Position: Human Resources Assistant. Main responsibilities :</p> <ul style="list-style-type: none"> • <u>Administration and Human Resources Management</u> : ✓ Management of the recruitment process; contract and integration. ✓ Monitoring and renewal of contracts ✓ Implementation of HR procedures ; ✓ Payroll management ; ✓ Monitoring of national staff training ✓ Training for Admin/HR Assistants ✓ Calculation and declaration of CNSS contributions to the state services; ✓ Management of the staff performance appraisal process ; ✓ Management of end of contract. ✓ Supervision of the work of HR assistants
	2004 - 2006	<p>Institution: Agency for Technical Cooperation and Development (ACTED) Position: <u>Country Administration Officer in charge of Human Resources</u>. Main responsibilities :</p> <ul style="list-style-type: none"> • Implementation of Admin/HR procedures at national level and follow-up. • Supervision of the work of the Assistant Administrators in the provinces. • Management of all other HR aspects. • Supervision of the calculation and validation of the staff payroll • Staff training follow-up • Supervision of the recruitment process and the integration of the new recruit • Monitoring and management of the personnel budget
	1997 - 2001	<p>Institution: Action Contre la Faim (ACF/USA). Position : <u>Assistant Administrator/HR</u></p> <ul style="list-style-type: none"> • <u>Administration and Human Resources Management</u> : ✓ Development of protocols with partners ✓ Monitoring of compliance with protocols with partners ✓ Monitoring of lease contracts and payments ✓ Supervision of the work of HR assistants and house staff ✓ Follow-up of staff movements (mission orders and air ticket reservations) ✓ Management of the recruitment process; contract and integration. ✓ Monitoring and renewal of contracts ✓ Implementation of HR procedures ; ✓ Planning and monitoring of staff training ✓ Payroll management ; ✓ Payment of taxes to the state authorities ; ✓ Management of the staff performance appraisal process ; ✓ Management of end of contract. • Follow-up of annual and special leave of the staff

LANGUAGES SPOKEN

LANGUAGES	Speak				Write				Listen to			
	TB	B	PASSABLE	NOT AT ALL	TB	B	PASSABLE	NOT AT ALL	TB	B	PASSABLE	NOT AT ALL
FRENCH	X				X				X			
ENGLISH		X			x					X		
SWAHILI	x				x				X			
LINGALA		x				x				x		

PROFESSIONAL REFERENCES

	Full Name	Address	Email	Telephone	If relevant, reporting line
1	David Fisher	IFRC	david.fisher@ifrc.org	+41798206466	Direct line manager
2	YAKUBU Mohammed Saani	Action Aid International (AAI- Kinshasa)	Saani.Yakubu@actionaid.org	+243822911100	Direct line manager
3	Hervé VAUTHEY	ICRC -	hervevauthey@hotmail.com	I don't have it	Direct line manager

Done at Kinshasa, 22 August 2022

Cirhuza Musikami Bertin