

C U R R I C U L U M V I T A E

P E R S O N A L I N F O R M A T I O N

First Name: Charles
Family Name: Lahai
Other Names: Bartholomew, Peter
Date of Birth: 3rd March, 1970
Place of Birth: Bo Town, Southern Province, Sierra Leone
Nationality: Sierra Leonean
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K E Y Q U A L I F I C A T I O N S

- Master of Arts in Peace and Conflict Studies: European University Center for Peace and Conflict Studies, Stadschlaining, Austria.
- Diploma in Youth In Development Work- University of Ghana.
- Certificate of Study, Modern Languages Department - Fourah Bay College, University of Sierra Leone
- Certificate of Study, Counselling and Chaplaincy- Sierra Leone Theological College

I have also undergone the following trainings with the under-mentioned institutions:

1996: *PREMISE Africa, Kenya:* Participatory Planning, Monitoring and Evaluation
2000: Children Associated with the War (CAW) – Field study on Child Combatants
2000: *INTERIGHTS / Alliances for Africa and the Institute for Human Rights and Development (Banjul, The Gambia)* – Protecting Human Rights under the African Charter of Human and People’s Rights in Situations of Conflict in Africa. A Case Study of Sierra Leone.
2001: *Village Aid- UK* – Development of new approaches to project management, Development and facilitation of new approaches to participatory community consultations and decision making, Development and facilitation of an innovative literacy model for the empowerment of young people
2002: *Yale School of Management* – Introduction to Strategic Management Seminar
2002: *Women’s Commission for Refugee Women and Children* - Promoting the Protection and capacities of Adolescents in Sierra Leone (Research study)
2003: *WSIS National Youth Activities in Sierra Leone* – Networking of Ideas, Event and Resources

- 2004:** World Bank Institute – Access to Information Governance and Financial Management in Africa
- 2005:** British Organisation for National Development (BOND), UK: Promoting Minority Rights
- 2005:** British Organisation for National Development. UK: Project planning and Management
- 2006:** Management Accounting for NGOs (MANGO) – Practical Financial Management for NGOs: Getting the Basics Right.

S U M M A R Y O F P R O F E S S I O N A L S K I L L S A N D E X P E R I E N C E

- 10 years organisational development and management experience
- 12 years of advocacy, policy analysis and report writing experience
- 12 years of project management, financial management monitoring and evaluation and appraisal experience
- 12 years leadership and management and partnership development experience

E D U C A T I O N

- 2007 - 2010:** Master of Arts in Peace and Conflict Studies,
European University Center for Peace and Conflict Studies, Stadschlaining, Austria
- 2008** Conflict Sensitive Design - American University, Washington DC – Peace and Development Institute (A major course required as part of the requirement for my MA degree at the European University Center for Peace and Conflict Studies)
- 2001- 2003:** Diploma, Youth In Development Work- University of Ghana
- 1999- 2000:** Certificate of Study, Counselling and Chaplaincy- Sierra Leone Theological College
- 1993- 1995:** Certificate of Study, Modern Languages Department - Fourah Bay College, University of Sierra Leone
- 1990- 1992:** Costing and Estimator in Training – Atlantic Printers Ltd through the Institute of Public Administration and Management, Freetown
- 1989- 1990:** Certificate in Agriculture (Small Scale Farming and Gardening) – Young Men’s Christian Association (YMCA), Lakka Beach Camp, Freetown
- 1984-1988:** Secondary Education and General Certificate of Education, Ordinary Level St. Albert Secondary School, Sumbuya
- 1974-1980:** Primary Education and Selective Entrance Examination, District Education Committee School, Kailahun

LANGUAGE SKILLS: (1 = Excellent; 5 = basic)

Language	Reading	Speaking	Writing
English	C1	C1	C1
Krio	C1	C1	C1
Mende	C1	C1	C1

EMPLOYMENT AND WORK EXPERIENCE

Current Employer:

Employer: Peace Africa Alliance Consulting, Educating & Training Centre (PAACET)
Position: Africa Regional Director
Phone: 078-133116
Email: Charles.lahai@paacet.org / charleslaha2003@gmail.com
Residence: Freetown, Sierra Leone

Key purpose, Roles and Responsibility

Co-founder of Peace Africa Alliance Consulting, Educating & Training Centre (PAACET). His position within PAACET is to establish and manage the operations in Sierra Leone. In addition, he is responsible for implementing PAACET's Strategic Plan, fundraising, financial management, project design, implementation and reporting for all program areas.

Previous Employments:

Employer: Society for Learning and Yearning for Equal Opportunities -SLYEO
Position: Executive Director
Phone: 078-133116 / 033-247057
Email: charleslahai@slyeo.org / charleslaha2003@gmail.com
Residence: Freetown, Sierra Leone

Key purpose, Roles and Responsibility

The objective is to formulate and drive the strategic direction of SLYEO and to lead and manage staff to achieve the objectives of the strategic plan. To network and collaborate with all stakeholders, including partners and donors to identify and ensure ongoing funding for programmes are obtained and to oversee and actively participate in programme development, delivery and management.

Summary of Key Responsibilities:

- a) Strategic Development
- b) Programme Development & Management
- c) Institutional Fundraising
- d) Relationship Management
- e) Operational Management (including Administration, Human Resources and Finance) and Compliance
- f) Leadership & Management
- g) Capacity Building

Employer: National Forum for Human Rights – NFHR
Position: Executive Secretary
Date: 2003 – 2006

Summary of key duties/Responsibilities:

- Coordinate, supervise and facilitate all human rights activities of NFHR, its membership and partners across Sierra Leone and beyond
- Collaboration, networking and alliance building with other human rights institutions in Sierra Leone and beyond
- Planning, facilitating, monitoring, supervising, coordinating and implementation of all NFHR general programme activities

- Budget management and compliance
- Coordinate the general institution building process of NFHR and its membership
- Programme and organisational policy development and management
- Representing NFHR at national and international human rights and development processes
- Reporting to donors and Board of Directors
- Facilitating the mainstreaming of human rights
- Collaborating with the judiciary and other human rights organisations in and out of Sierra Leone.

Employer: Sierra Leone Youth Empowerment Organisation / Village Aid United Kingdom

Position: Executive Coordinator

Summary of duties/Responsibilities: Head of Sierra Leone programmes

- Driving and planning and implementation of general programmes/activities
- Networking with other agencies interested in youth related issues in Sierra Leone
- Overseeing expenditure
- Coordination of organisational building/development process
- Programme and organisational policy development and implementation
- Programme staff development
- Human resources development and management linking in-country chiefdom based para-legals with relevant constitutional and judicial agencies based in Freetown

S U M M A R Y O F P R O F E S S I O N A L A T T R I B U T E S / S K I L L S

- **Communication** – Ability to communicate openly and honestly with excellent written and oral communication. A good listener, approachable and positive.
- **Learning & Development** – Develop & facilitate effective one on one and group training. Design and implementation of training programs and skills development frameworks. Reviewing and monitoring training programs to ensure effectiveness.
- **Leadership** – Strong leadership skills, developing individuals, groups and teams to reach their potential. Ability to design and manage development plans for individuals and to use various leadership styles when required.
- **Change Management** – Experience working in environments with a high level of organisational change and working to facilitate the change process. Understand the importance of and embrace change to improve processes and achieve objectives.
- **Process Improvement** – Researching, analysing and identifying opportunities to improve processes. Recommending and taking action to implement new processes.
- **Time Management & Priority Management**– Ability to prioritise work under pressure to complete tasks.
- **Quality** – Take pride in working to a high quality standard in all areas of work.
- **Problem Solving** – Ability to analyse situations and look for solutions to problems.
- **Systems**–Microsoft office programs - Excel, Word, Power Point.

W O R K R E L A T E D E X P E R I E N C E

Staff Coaching, Training and Development

- Liaise with department leaders and individually work with team members to determine staff training needs across the organisation
- Design and implement training plans across the organisation.
- Facilitate training and coaching of small group and large group sessions and workshops as well as individual training to enable people to reach their potential.
- Monitor and review training, performance and improvements to ensure effectiveness of training programs is measured and analysed.
- Create and implementation of induction training schedule for head and field offices and branch staff.

Process Improvement

- Facilitate teams and individuals to analyse current processes, identify improvements and facilitate groups to implement process improvement initiatives
- Identify areas for improvement in the department and across the organisation to improve overall performance
- Work with all sector heads to review current procedures and identify areas for improvement

Leadership

- Provide on-going leadership support to all organisational team members across the four regions
- Assistance with recruitment of team members
- Provide regular feedback and coaching to team and individuals
- Conduct and attend team and manager meetings on a regular basis.

Human Resources & Occupational Health & Safety

- Consult with Board of Directors to design effective organisation structure involving job design, restructure of roles, recruitment, induction and induction training.
- Creating and implementing a performance review and development system.
- Monitoring and ensuring OH&S standards in the office environment.
- Assisting staff work cover and return to work plans.
- Implementing change management strategies to improve staff satisfaction.
- Performing human resources functions; advertising and recruitment of roles, induction, staff support, problem solving, performance management and development and effective communication.

Organisational Training & Development

- Assisting managers and leaders with coaching and developing their teams.
- Preparing and conducting formal training sessions for senior and middle level staff
- Developing, implementing and monitoring staff development plans across the organisation.
- Working with staff and managers on process improvement, communicating procedures and training in these procedures.

Process Improvement

- Communication with staff to identify needs and opportunities for improvements.
- Reviewing current procedures, processes to identify areas for improvement
- Working closely with credit assessment team to review procedures, policies and practices to identify areas for efficiency, increased business opportunities and risk reduction.

Team Management

- Manage performance of staff by leading and encouraging teams of various experiences to promote skill-share
- Ensure staff are meeting their Key Performance Indicators required for their position.
- To conduct regular performance reviews with staff to encourage development, identify areas for improvement and create an opportunity to succeed.
- Encourage teams to lead by example, including involving staff in a 'buddy' situation to train and guide new employees.
- Performance Management of staff to resolve underperformance.
- Conduct regular team meetings with staff.

F A C I L I T A T E D T R A I N I N G S

I have facilitated several trainings in and out of Sierra Leone, including among others;

- The development of new approaches to project management
- The development and facilitation of new approaches to participatory community consultations and decision making
- The development and facilitation of an innovative literacy model for the empowerment of young people
- Leadership and management skills
- Human resources management
- Project management framework
- Training and assessment framework
- Proposal writing
- Conflict prevention and management
- Mediation skills
- Participatory Rural Appraisal (PRA)
- Rights Based Approaches to human rights and development
- Adult Literacy
- REFLECT Methodology

P R O F E S S I O N A L A C H I E V M E N T S

- National Youth Representative – Commonwealth Youth Programme Africa Region
- Chairperson - Civil Society Engagement on Elections and Electoral Processes in Sierra Leone (CSEEP)
- Chairperson - Youth Alliance for Peace and Development (YAPAD)
- Former member – ENCISS Programme Board
- Vice Chairperson Board of Directors– DADA-SL
- Served in several Boards of Directors of Local NGOs and CBOs

R E F E R E N C E S :

1. Rtd. Rev. Sahr Mansa Musa
Chairperson , Board of Directors
SLYEO
13 Kingharman Road
Brookfields
Freetown
076-609450
2. Mr. Anthony A. Koroma
Commissioner
National Youth Commission of Siera Leone
National Stadium Swimming Pool
Brookfields, Freetown
076-692780