

CURRICULUM VITEA

First Name: Moses
Middle Name: Sahr
Surname: Fayiah
Sex: Male
Marital Status: Married
No. of Children: Two Girls (2)
Languages Spoken: English, Krio, & Kissi
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Profile

Competent and organized individual who can manage several priorities at all times. Have a positive attitude, strong work ethics, and a keen desire to learn and grow within a firm. Possesses superb communications skills and always treats people with respect and according to their individual needs.

Career History

Sierra Leone Agricultural Research Institute (SLARI) – Head of Communications Unit — 2020 - Present

- i. Responsible to ensure that SLARI has effective internal and external communications processes which maintain coherence inside the organisation and raise the profile of the organisation externally in ways that project a consistent image;
- ii. Responsible to write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicate the Agency's activities;
- iii. Liaise with the government, the media and the public (Local Farmers);
- iv. Establish and maintain effective relationships with journalists, and maintain a media database;
- v. Collaborate with management to develop and implement an effective communications strategy based on target audience.

Redemption Outreach Ministries for All Nations - Secretary 2022 - Present

- i. Develop content for the quarterly News bulletin.
- ii. Responsible with all church financial activities;
- iii. Responsible to disburse money for all church activities;
- iv. Responsible to take minutes during church meetings;

SLARI Staffs' Welfare Scheme - Chairman — 2021 - Present

- i. Responsible to monitor all the committees making sure that they do their job on time;
- ii. Responsible to give a monthly report in the Welfare Scheme Forums;
- iii. Responsible to summon a committee(s) or general membership meeting(s) as and when necessary;
- iv. Responsible to give the final report during the December Annual General Meeting (AGM) on the agreed date by the committees;
- v. Responsible to initiate ideas and edit the agreement to match up with the trend in the business;
- vi. The principal signatory to all Welfare Schemes' Bank Accounts.

Bear Holding Group Inc. – Office Manager - April 2018 - Aug 2019

- i. Responsible to conduct training for staffs on marketing, administration and customer service;
- ii. Responsible to negotiating with candidates, employees and related third parties;
- iii. Responsible to develop procedures, policies & standards for recruitment;
- iv. Responsible to resolve disputes between different parties.

Democracy Sierra Leone – Western Area Supervisor Aug 2017 - March 2018

- i. Responsible to organize the activities of the organization;
- ii. Responsible to coordinate with the leadership of the disable persons within Western Area;
- iii. Responsible to work directly with the disables within Western Areas.

Kissi Sustainable Development Organization (KISDO) – Founder 2016 – Present

- i. Responsible to develop content and update all the communication platforms of the organization;
- ii. Responsible to monitor the activities of the organization making sure that they are achievable;
- iii. The principal signatory to all the organizations' bank accounts.

Makona River Organization (MRO) Secretary General Jan 2012 – Dec 2016

- i. Responsible for writing minutes during official meetings;
- ii. Responsible for signing and receiving of all outgoing and incoming mails from partners or individuals;
- iii. Responsible for coordinating all radio and television discussion programs to achieve the aims and objectives of the organization.

Romans International Academy – Class Teacher - Oct 2011 – Dec 2012

- i. Ensured that the pupils do their course work all times;
- ii. Record daily pupil's attendance;
- iii. Prepare report cards at the end of the academic year.

Culture Radio – Presenter - Sept 2010- May 2017

- i. Responsible to host interviews and talk shows;
- ii. Responsible to voice and produce adverts and promotions for radio station clients;
- iii. Responsible for hosting the Kissi radio program.

Professional Skills

- i. Ability to use Microsoft Word, Excel, PowerPoint and Internet;
- ii. Ability to train others within and outside the team.;
- iii. Good Public Speaker and motivator;
- iv. Knowledge of monitoring progress in employee's career;
- v. Completing all tasks in a timely, organized and professional manner;
- vi. Ability to communicate effectively in English, both orally and in writing;
- vii. Able to work on multiple projects simultaneously;
- viii. Interpreted from English to Kissi.

Personal Skills

- i. Able to work closely with other professionals as part of a team;
- ii. Strong influencing and communication skills;
- iii. Ability to pick up new skills and knowledge quickly;
- iv. Can function in a fast-paced environment;
- v. Positive 'can do' attitude towards work;
- vi. Never give up on anything that has to do with my career.

Hobbies

- i. Traveling
- ii. Cooking
- iii. Reading

Academic Qualifications

- ◆ **Fourah Bay College, University of Sierra Leone 2021 - 2023 (Continuing Student)**
Masters in Diplomacy and International Relations
- ◆ **Fourah Bay College, University of Sierra Leone 2012-2016**
Bachelor of Arts Degree (General)
- ◆ **Alison Online College 2013 - 2015**
Diploma in Project Management
- ◆ **Romans International Academy 2009-2012**
West African Senior Secondary School Examination (**WASSCE Certificate**)

Referees

- ◆ Dr. Matthew L. S. Gboku Acting Director General - Sierra Leone Agricultural Research Institute (SLARI)
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- ◆ Esq. Ibrahim Chernor Monorma Bah Barrister, Monorma Bah & Sons Firm
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Relationship: **Family Lawyer**
- ◆ Rev. Dr. Morris Durman - Pastor - Redemption Outreach Ministries for All Nations (**ROMANS**)
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