

Curriculum Vitae for Tasokwa Kakota

Proposed Position: Lecturer
Name of Firm: Bunda College
Name of Staff: Tasokwa V.M. Kakota
Profession: Lecturer in Mathematics
Date of Birth : 03rd September, 1972
Years with Firm: Three (3) **Nationality:** Malawian

KEY QUALIFICATIONS

1. Mathematics teaching training- Chancellor College
2. Proposal and report writing training- Bunda college
3. Curriculum Development training - Malawi Institute of Education
4. Teaching and learning material development- Malawi Institute of Education
5. Research methodologies training – Lusaka, Zambia
6. Training of trainers - Malawi Institute of Education
7. Participatory approaches- inwent – Malawi Institute of Education

EXPERIENCE

Bunda College – Current

- Teaching mathematics to undergraduate students
- Developing curriculum and course outlines for mathematics
- Developing mathematics manuals
- Training trainers in the area of mathematics in Dowa district- Primary School Support Project (PSSP) – Funded by USAID
- Developing mathematics modules for teacher trainers in Dowa district- PSSP
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Domasi College of Education-2002-2004

- Teaching mathematics to secondary school mathematics student-teachers
- Developing mathematics modules for Secondary School Teachers Programme (SSTEP)- Residential and non- residential
- Supervising student teachers in their respective cluster centres
- Conducting cluster trainings during non-residential period
- Developing mathematics course outlines

EDUCATION

1. Masters of Arts in Mathematics Education – Virginia Tech and State University, USA- 2001-2004
2. Bachelor of Education (Science) – University of Malawi, Chancellor College, Malawi- 1990-1994
3. Malawi School Certificate of Education (MSCE)- Likuni Girls Secondary School-1986-1990

CURRENT COMPETENCES/SKILLS / KNOWLEDGE/EXPERIENCE

- Teaching Mathematics courses
- Developing training modules
- Ability to conduct research
- Ability to carry out baseline surveys
- Proposal and report writing skills
- Managing and analyzing data
- Interpersonal and communication skills
- Team working
- Ability to take challenges
- Knowledge in research methodologies
- Relationship building
- Computer skills in Microsoft word, Excel, PowerPoint, Internet and Email, Genstat, and SPSS
- Ability to organize work
- Ability in speaking, reading and writing English

EMPLOYMENT RECORD

1. Current Job from September, 2004 –University of Malawi - Lecturer in Mathematics - Bunda College

Responsibilities:

- Lecturing mathematics to undergraduate students
- Identifying researchable areas in mathematics education
- Supervising students research
- Completing all required proposals and reports on University teaching and learning
- Conducting meetings on the welfare of the academic and administrative staff
- Managing and analyzing data
- Provision of consultancies on issues concerning education and agriculture
- Presentation of research findings to stakeholders

2. 2002-2004 - Ministry of Education- Secondary School Teacher Trainer in Mathematics - Domasi College of Education

Responsibilities

- Training secondary school teachers in mathematics and mathematics education
- Facilitating mathematics modules to distance secondary school teachers from CDSS during residential period
- Training the trainers of primary school teachers
- Developing training modules
- Facilitating and supervising cluster trainings in mathematics during non residential period
- Assisting in developing mathematics curriculum for primary and secondary school
- Conducting research to analyze the education challenges (access, equity, quality, relevance, management, planning and finance) facing Malawi as outlined in the Policy and Investment Framework (PIF)

- Supervising student teachers teaching practice
- Supervising students research in areas such as students absenteeism, repetition, dropouts and many others
- Assisting Malawi National Examination Board in Formulating and Marking MSCE Mathematics Exams
- Facilitating workshops in teaching strategies and assessment

3. 2001-2002- Ministry of Education- Primary School Teacher Trainer - St Joseph Teacher Training College

Responsibilities

- Training primary school teachers
- Supervising students research in issues affecting primary schools
- Supervising students teaching practice
- Developing training materials
- Conducting research on issues affecting basic education
- Assist in formulating and marking MANEB Exams
- Assisting student teachers in formulating data collecting tools e .g questionnaires
- Conducting refresher courses in mathematics

4. 1999-2001-Malawi Defense Force -Secondary School Mathematics Teacher- Army Secondary School

Responsibilities

- a. Teaching students from form one to form four in the areas of mathematics and physical science
- b. Keeping records of students' performance, dropouts, absenteeism, gender.
- c. Writing reports and updating the head teacher time to time
- d. Assisting in developing secondary school curriculum in the area of mathematics
- e. Assisting MANEB in marking MSCE exams

5. 1995- 1999- Ministry of Education- Secondary School Mathematics Teacher - HHI Secondary School

Responsibilities

- a. Teaching students from form one to form four in the areas of mathematics and physical science
- b. Keeping records of students' performance, dropouts, absenteeism, gender.
- c. Writing reports and updating the head teacher time to time
- d. Assisting in developing secondary school curriculum in the area of mathematics
- e. Assisting MANEB in marking MSCE mathematics exams

REFEREES

Professor Peter Mumba
Bunda College

Professor James Banda
Bunda College

Dr. Susuwele Banda
Malawi Institute of Education

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