



Pedro Mondlhane Júnior

Date of birth: 13 Feb 1993

Nationality: Mozambican

CONTACT

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WORK EXPERIENCE

1 JUN 2020 – CURRENT – Maputo, Mozambique

Communications Technician/Translator

Translator

Sworn translator at the Communications Office of the Banco de Moçambique (central bank of Mozambique). My main duties are as follows:

- Translating contents from the central bank's website from Portuguese to English and vice-versa;
- Assisting in foreign communications;
- Translating regular documents produced by the central bank, such as the Monetary Policy Report, Newsletters, among others;
- When needed and feasible, assisting other central bank departments on matters concerning translation and foreign communications;
- Website management.

31 MAY 2020 – 1 JUN 2021 – Maputo, Mozambique

Consultant/Translator

Imovisa

Responsible for assisting the Communications Office of the Banco de Moçambique on translation matters. I was specifically tasked with translating several types of documents, namely reports, circulars, communiqués, among others, on request, as well ensuring the implementation of the bank's internal and external communications policy.

1 APR 2016 – 1 APR 2020 – Maputo, Mozambique

Administrative Assistant/ Translator and Interpreter

JICA/Ministry of Education

Administrative Assistant/ Translator and Interpreter at the PENCIFOP - JICA project aimed at strengthening the education system in Mozambique via the development of new Mathematics and Natural Sciences textbooks for teacher training institutes (IFPs). I was the first project assistant, and assisted in leading the project's kick-off process, alongside Japanese experts, and received an average score of 90/100 in all annual performance assessments. In this regard, my duties were as follows:

- Translating written documents from English to Portuguese and vice-versa;
- Interpreting discussions between JICA experts, government officials, and other stakeholders;
- Interpreting presentations and discussions during capacity-building sessions and workshops across Mozambique;
- Assisting and ensuring the progress of the Mathematics materials development team, mainly via proper management;
- When feasible, drawing up minutes of the Joint Coordination Meetings, involving all local and foreign project stakeholders;
- When feasible, assisted data entering and management activities;
- Servicing project equipment;
- Providing general assistance to project and government staff members from the Ministry of Education.

1 JAN 2015 – 1 JAN 2020 – Maputo, Mozambique

Freelancer working with the Pedagogical University of Mozambique

Pedagogical University of Mozambique (UP)

I started working with Sarita Henriksen on translating several kinds of documents in about 2011. Our work, individual and joint, included websites and other various text formats for various customers, such as Clinton Health Access Initiative, International Organization for Migration, World Health Organization, Ministry of Health of Mozambique, World Trade Organization, UNICEF, PATH, Hollard Insurance, Norconsult Mozambique, among others. Sarita was, at the time, a Professor at the Faculty of Language, Communications and Arts Sciences, sworn translator and PhD. in translation from English to Portuguese.

1 MAR 2015 – 1 MAR 2016 – Maputo, Mozambique

Stock and Cash Manager

Avroy Shlain

I served as a Stock and Cash Manager for a Distribution Area of Avroy Shlain. Given the context, my responsibilities were as follows:

- Receiving and screening goods according to customer and registered seller invoices;
- Managing complaints against the company;
- Managing customer and seller payments and debts;
- Organizing meetings, including the preparation and translation of materials.

1 APR 2015 – 1 OCT 2015 – Maputo, Mozambique

Magazine editor

Revista MaisMz (Pop Magazine)

I held the office of magazine editor for two editions of the MaisMz magazine, and fulfilled the following duties:

- Writing articles on Mozambican and international celebrities, as well as Mozambican pop culture;
- Evaluating and revising existing articles from coworkers;
- Public relations, and content screening;
- Providing technical assistance to designers, so as to obtain suitable graphic material.

EDUCATION AND TRAINING

1 JAN 2010 – 7 NOV 2014

Undergraduate Degree in Translation and Interpreting (English/Portuguese)

Universidade Eduardo Mondlane

<https://www.uem.mz/>

1 APR 2022 – 18 MAY 2022 – Mozambique

Fundamentals of Digital Marketing

Google

<https://learndigital.withgoogle.com/link/1ar27gu2qdc>

JUN 2022 – JUN 2022 – Mozambique

Business Finance Foundations

Great Learning Academy

https://olympus1.mygreatlearning.com/course_certificate/ZVJKZQCC

LANGUAGE SKILLS

MOTHER TONGUE(S): Portuguese

OTHER LANGUAGE(S):

English

Listening
C2

Reading
C2

**Spoken
production**
C2

**Spoken
interaction**
C2

Writing
C2

DIGITAL SKILLS

My Digital Skills

Microsoft Office / Decision-making / Basic design skills / CAT tools / Computer Skills / Social Media/
Social Network

DRIVING LICENCE

- **Driving Licence:** B
- **Driving Licence:** BE

RECOMMENDATIONS

- Miho Ota – Translator/Interpreter at MINEDH/JICA's Project – a6281@n-koei.co.jp – (+258) 849547275
I received a letter of recommendation for my work at MINEDH/JICA's Project for the Expansion of the New Curriculum in Teacher Training Institutes of Mozambique (PENCIFOP): *"We pride ourselves on hiring the best employees, a stringent evaluation process, and an absolute necessity of professionalism. I am proud to say that Mr. Pedro Mondlhane Júnior fulfills all of these qualities and more."*