

Chers Messieurs,

En réponse à votre publication des postes à pourvoir au sein du nouvel Office des Recettes du Burundi (**OBR**), et conformément aux instructions qui y figurent, j'ai l'honneur de vous proposer ma candidature pour les deux postes ci après :

- **Référence OBR 4000** : Commissaire chargé des douanes et Accise
- **Référence OBR 2004** : Directeur de l'Administration, des Ressources Humaines et de la Passation des Marchés.

Compte tenu de ma formation et de ma longue expérience dans différents domaines de l'activité économique, je suis convaincu que mes compétences correspondent bien à l'un ou l'autre poste indiqué ci-dessus.

Je joins en annexe à la présente lettre de motivation mon curriculum vitae.

Je vous prie de recevoir Chers Messieurs les assurances de ma considération très distinguée.

Méthode SHIRAMBERE

CURRICULUM VITAE

Méthode SHIRAMBERE

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1. Education

Institution and dates	Diploma
Univesity of Bujumbura ,Burundi 1974 - 1980	Law Degree
Univesity of Lyon ,France July 1993	Vocational Training Qualification in transport economics
Institut Supérieur de Gestion des Entreprises, Univesity of Bujumbura,Burundi ,1992-1993	Certificate of accountancy one year

2. Knowledge of languages : in the scale of 1 to 5 (1 Excellent,5 rudimentary level)

Language	Speaking	Writing	Reading
French	1	1	1
English	1	1	1
Swahili	1	1	1
Spanish	4	4	4

3. Member of professional Society

- **Member of National Labour Council**
- **Member of the national Commission in charge fo reviewing the labour code of Burundi**
- **Member of Amis de la Montagne (A sport Association)**

4. Other skills

- Computer Literacy: spreadsheets and word processing software Word Excel, Power Point and statistics software
- Internet :Proficient in navigating in internet for retrieval of documents and creation of homes pages
- Bilingual professional (French , English and Swahili if needed),with an extensive experience in **international transport on East and southern africa corridors** ,and its transport infrastructures.
- As manager of the Port of Bujumbura of a landlocked country for more than 8 years ,I have been in permanent contact with different managers of Ports in the region for follow up , monitoring ,analyse and compare the traffic of cargo in transit on different corridors in the region.

5. Current position

Independent Consultant and member of the board of Directors of the Port of Bujumbura.

6. Vocational Training

6.1. From 1981 – today : Participation in many international conferences on transport and infrastructures : United Nations , CNUCED, CEAC, au Ministère français de l'Equipement, du Logement et de l'Espace. Sujet : "**Le réseau, les transports en commun et les constructions publiques**".

6.2. From september 1992 to may 1993: General notions of accountancy at Institut Supérieur de Gestion des Entreprises (**ISGE**), University of Bujumbura ,Burundi .

6.3. From june to july 1993 : Etudes supérieures en Economie des transports à l'Université Lumière de Lyon (**France**). Certificate of Vocational Training in transport economics.

6.4. From 1994 to 2002 : Certificate in computer literacy

7. Professional Expérience

7.1. From august 2004 to 09 December 9th 2009: General Director of the Port of Bujumbura (**EPB**), Member of the board of Directors.

The Company **EPB** is a private company which has received from the Government of Burundi the Concession to manage the Port of Bujumbura, under customs regulations.

The main objectives of the Company are:

- Assistance to vessels
- Handling ,loading , offloading , storage and delivery ,
- Maintenance of port's equipments and all port's facilities e.g.: bridge, warehouses, yards, cranes etc.
- Initiate and conduct various studies on international transport, especially as a **dry port** (located in a landlocked country, without access to the sea).
- Organize security for goods and all the Port of Bujumbura.

Major skills as General Manager of the Company:

- Manage the company EPB as stated by the status of the Company and national regulations,

- Initiate and prepare for the board of the Directors any kind of documents needed or requested by the board in the field of finance ,technique, admnistration , investment projects or studies,
- Hire or fire members of the staff of the company ,with respect of national or ILO regulations,
- Prepare for the board provisional budget and the balance sheet at the end of the year
- Sign any documents on the name of the company
- In case of emergency, take any measure and inform the board of Directors.
- Represent and defend the interests of the company towards the public and third parties.

7.2. From November 1st 2001 to August 2004: Deputy General Director of the Port of Bujumbura (EPB), and Member of the board of Directors of the same Company

Major skills as General Manager of the Company:

- Assist daily the Director General in his mission of managing the company,
- Prepare all requested documents for the board of Directors ,
- Prepare the budgets and assure their execution,
- Organize and prepare terms of reference for internal audit,
- Rapporteur of meeting of the committee Directorate,
- Assure the interim of direction of the company in case of absence of General Director.

7.3. From 1996 to 2001: Jurist, Counsellor, Minister of Transports, Posts, and Telecommunications, Department of Lake transport and International Transport.

- **Deputy Chairman of the board of Directors** of ” Régie des Services Aéronautiques” (Department of Civil Aviation :RSA).

Main skills :

- Initiate studies and strategies for promotion and development of international Transport (by lake , air ,rail and road),
- Follow up and monitor the flows of international transport in or out to Burundi,(from or to neighbouring countries :Tanzania ,Uganda ,Kenya ,Rwanda ,DRC, and Zambia).
- Monitor the respect of international (multi and bilateral) in the field of transit and transport (Northern Corridor Agreement, COMESA Treaty, bilateral agreement between Burundi and Tanzania, etc...).

7.4. From 1994 to 1996: Head of Procurement Department for the company ARNO LAC.

ARNOLAC is a private company which running vessels, barges and tugs on Lake Tanganyika. Those vessels have from 50 to 1 200 tons of capacity each.

Main skills:

- Responsible of all procurements for vessels and other equipments
- Manager of stocks of spare parts

- Prospection Gestion des stocks des pièces de rechange pour les bateaux (barges et bateaux automoteurs)

7.5. From 1991 to 1994: Jurist, Counsellor of the Minister of Transports, Posts and Telecommunications.

Main skills in that position :

- Supervise public transport (by buses).
- Participation in various studies for the promotion and development of public transport (buses),with a french consultant (BCEOM).
- With my colleagues ,participation in preparation elaboration of pubic investment and expenditure programmes for the minister of Transport, Posts and Telecommunications..

7.6. From 1987 to 1991 : Director of the staff of the office of the Minister of Transports, Posts and Telecommunications.

Main skills :

- Coordination of all activities of the Ministry of Transport ,Posts and Telecommunications (Central administration and parastatals companies under the responsibility of the Ministry : Office des Transports en Commun ,**transport by bus (OTRACO)**, Office National des **Télécommunications (ONATEL)**, Office des Transports du Burundi, **transport by tracks (OTRABU)**, Régie des Services Aéronautiques ,**Civile Aviation (RSA)**,Régie Nationale des Postes,**Posts (RNP)**.
- Assure permanente liaison with other ministries and any public department.
- **Chairman of the board of Directors of companies of transport by bus.**

Other ponctual skills :

- **1990 :** Member of the National Commission in charge of the Welcoming Pope John Paul II
- **1991:** Member of the Electoral Commission fo Nationale Unity .

7.7. From 1985 to 1987 : First Secretary ,Mission of the Republic of Burundi to the United Nations ,NEW YORK

Main skills :

- Administration and financial management
- Participation in various meetings held by different committees and organs of the headquarters of United Nations.

7.8. From 1982 to 1985: Counsellor in Foreign affairs Ministry, in charge of International Organization

Main skills :

- In charge of General Assembly ,Security Council ,and UNDP
- In charge of south – south cooperation

7.9. From January to May 1981: Counsellor, Ministry in charge of Planning. Office of the President of the Republic of Burundi.

Main skills :

Collect and analyse data in the field of human resources at the national level.

7.10. Countries visited for professional reasons :

Belgium, Cameroun, Centrafrique ,Djibouti, Democratic Republic of Congo ,France Gabon, Kenya, Malawi, Maurice Island, Nigeria, Uganda ,Rwanda ,Soudan, Spain, South Africa,Tanzania ,Tunisia and United States of America, Zambia.

Bujumbura, December 19th 2010.

Méthode SHIRAMBERE