

Mbuyu Bilga Omari

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Education

2025 – Present
Erfurt, Germany
Master of Business Administration
IU International University of Applied Sciences
Specialization : IT Management

2020 – 2022
Kampala, Uganda
Bachelor of Information Technology
International University of East Africa
GPA 4.12/5.0

2013 – 2019
Beni, Democratic
Republic of the Congo
Secondary School Diploma in Business Administration
Institut Bungulu Beni

Work Experience

06/2026 – Present
Vienna, Austria
Programme and Communications Expert | Deputy Director General Office
International Atomic Energy Agency (IAEA)

- Lead the coordination of inputs from divisional focal points to synthesize high-level briefing packages for the Deputy Director General (DDG).
- Manage the end-to-end preparation of institutional profiles, biographical notes, and documentation for the DGM (Director General's Meetings), ensuring accuracy and strategic alignment.
- Serve as the primary liaison with the UN-Nutrition Secretariat, facilitating high-level coordination for the DDG's role as Chair.
- Drive the drafting of substantive speeches, technical talking points, and presentation materials for Board and Steering Committee meetings, ensuring executive-level quality and tone.
- Lead the development of comprehensive communication assets, including infographics, motion graphics, and video content.
- Provide high-level visual communication strategy to the Laboratory Coordination Group (LCG) and other cross-functional teams to enhance programmatic visibility and outreach effectiveness.
- Orchestrate the communication and logistical framework for high-level conferences and interagency meetings.
- Provide technical leadership in the configuration and operation of complex conference equipment to ensure seamless execution of official proceedings.
 - Act as the primary lead for visual documentation, providing professional photography coverage for key events.
- Direct the creation and distribution of high-impact multimedia outreach content across digital platforms to elevate the department's public profile.

06/2025 – 06/2026
Vienna, Austria
Executive and Communications Support | Deputy Director General Office
International Atomic Energy Agency (IAEA) ☑

- Assist in the collection, analysis, and synthesis of background information to support the drafting of reports, meeting briefs, and technical documentation for high-level stakeholders.
- Support the development of speeches, talking points, and PowerPoint presentations for senior leadership, including the Deputy Director General (DDG) of the Nuclear Sciences and Applications (NA) Department.

- Contribute to the planning and coordination of internal and external events, including high-level conferences, interagency meetings, and cross-departmental briefings.
- Support the design and layout of the quarterly newsletter, incorporating visual storytelling and data visualization.
- Draft, review, and publish articles, and design communication and visibility materials, such as infographics, banners, posters, and event-related visuals.
- Manage and schedule social media content for thematic campaigns and news items relevant to the NA's work, in close collaboration with the communications team.
- Liaise with internal and external stakeholders, including Member State representatives, partner institutions, and technical divisions to ensure timely information flow and collaboration.
- Provide support to the DDG in her capacity as Chair of UN-Nutrition, including the preparation of speeches, presentations, and meeting notes.
- Provide assistance to cross-functional teams including the communications team, laboratory coordination units, and technical program staff to support programmatic implementation and outreach efforts.

01/2026 – 04/2026
Geneva, Switzerland

Communications Specialist (Remote)

International Trade Centre (ITC/UNWTO)

- Lead the creation of a comprehensive catalogue to visualize key data for over 130 beneficiaries under the GTEX/MENATEX programme phase 2.
- Identify missing data points and coordinate additional data collection with country teams across Egypt, Jordan, Morocco, Sri Lanka, and Tunisia.
- Manage the collection of beneficiary photos and videos in a common repository in coordination with regional project teams.
- Develop tailored communication content for social media, including quote cards and reels based on testimonials from SME manufacturers and Business Support Organizations.
- Strengthen the visibility of Fibres, Textiles and Clothing (FTC) Unit projects by developing weekly social media posts, and other visual assets.
- Provide strategic recommendations and develop content to improve the "look and feel" of the unit's monthly newsletter, focusing on the visualization of project calendars.

02/2025 – 06/2025
Geneva, Switzerland

Project Coordination Support

International Trade Centre (ITC/UNWTO) 

- Provide support in the planning, coordination and implementation of the ATO project.
- Assist in the organization and execution of workshops (online and physical) in selected countries including supporting correspondence with speakers and participants.
- Support the creation of online and offline products such as presentations, social media content, infographics, flyers in multiple languages.
- Organize and promote webinars, ensuring effective outreach and participation.
- Collaborate with the African Union Commission communications team to create compelling visual materials.
- Facilitate stakeholder engagement through testimonial collection and coordination with policymakers, businesses, and donors to gather valuable feedback.
- Contribute to the ITC` newsletter and web news, featuring case studies, updates from African Trade Observatories (ATOs), and event recaps.
- Develop and implement an academic engagement strategy, including the organization of online research workshops.
- Identify and establish partnerships with African universities, focusing on business schools and trade research centers (e.g., the COMESA network).
- Provide comprehensive assistance to the team involved in website design and development.

08/2024 – 02/2025
Seattle, United States of
America

Communications Specialist (Remote)

Ecologists Without Borders 

- Collaborate with the Marketing and Communications committee to create and execute effective communication and marketing strategies that promote EcoWb's mission and initiatives.

- Draft, edit, and publish engaging content for various platforms, including social media, newsletters, and the organization's website, ensuring alignment with EcoWb's goals and voice.
- Drafting press releases and other media materials.
- Assist in the design of promotional materials, including flyers, social media graphics, and event invitations, using design software to enhance visual communication.
- Support the planning and execution of marketing campaigns and outreach efforts, tracking their impact and effectiveness through metrics and feedback.
- Engage with members, partners, and the public to build and maintain strong relationships, addressing inquiries and fostering community involvement.
- Help organize and promote events, webinars, and workshops, ensuring smooth operations and effective communication of event details.

04/2024 – 09/2024
Washington, United
States of America

Communications and Graphic Design Specialist

Torture Abolition and Survivors Support Coalition International

- Designing posters, flyers, and graphics for TASSC's publications, events, and social media platforms.
- Collaborating with the communications team to create visually appealing and impactful designs that align with TASSC's branding and messaging.
- Ensuring that all designs are delivered in a timely manner and meet the specified requirements.
- Incorporating feedback from team members to refine and improve designs as needed.
- Develop targeted strategies to increase the organization's visibility, boost engagement, and increase social media reach.
- Manage TASSC's social media platforms, creating compelling content and fostering audience interaction.
- Manage the organization's website, ensuring it serves as a key platform for messaging and information dissemination, and maintain a user-friendly and visually appealing website.
- Assist in the preparation of digital campaigns and in-person and online events, including developing creative assets and providing logistical support.

02/2024 – 08/2024
Kinshasa, Democratic
Republic of Congo

Manager of Digital and Communications Operations

ERRU Group

- Implement a comprehensive support system across IT, communications, administration, and logistics, improving efficiency for the ERRU Group and national attorneys' offices.
- Create high-quality visual materials like business cards, presentations, and videos, resulting in a more cohesive and professional brand image.
- Manage IT resources effectively by drafting detailed budgets, ensuring optimal equipment procurement, and collaborating with vendors to secure favorable pricing.
- Streamline the procurement process by assisting with proformas, managing vendor relationships, and building a centralized database for improved purchasing decisions.
- Provide valuable mentorship to interns, equipping them with essential skills and knowledge for successful careers.

01/2023 – 07/2024
Malaysia & Singapur

IT and Communications Consultant (Remote)

Asian Women's Leadership University College ☑

- Create accounts, content (animations, videos, posters, flyers, etc.) and manage social media accounts / platforms
- Contribute to the development and implementation of a comprehensive communications strategy to enhance the institution's visibility
- Analyze company data, IT systems, and infrastructure
- Provide technical support to staff based in Malaysia, Singapore, and other locations
- Ensure the maintenance and migration of the institution's website to an official domain name (.edu.my) as required in Malaysia
- Diagnose and resolve problems, inefficiencies, and weaknesses in the computer system
- Determine the requirements of the information system and define the objectives of the projects and plan a timetable for carrying out the projects

- Implement technology solutions to meet business needs
- Provide advice on technology best practices and make recommendations, such as suggesting appropriate hardware, software, and systems
- Design, install and test new systems and software, and troubleshoot problems that arise
- Train staff in the use of new computer systems
- Write detailed reports and documentation

07/2023 – 01/2024
Addis Ababa, Ethiopia

Public Information Intern

United Nations Conference on Trade and Development (UNCTAD) 

- Assist in organizing dissemination activities for UNCTAD's research
- Assist in preparation of news items and updating the social media accounts in English and French
- Update and improving information contained in the office databases, perform internet-based research and catalogue information related to the work of UNCTAD;
- Assist with the maintenance of the Regional Office for Africa (RoA)'s electronic communications dispatched to stakeholders, including UNCTAD communications and outreach products
- Draft information communications products for target audiences, to include press releases, communications and social media campaigns, reports, brochures or flyers, briefings, prepare short video/animated clips, newsletters, websites.
- Contribute to the implementation of the RoA's communication strategy, including through the production and distribution of information material for a variety of media and social media channels.
- In consultation with the relevant senior officials, prepare initial drafts of articles or chapters for inclusion in UN newsletters, periodicals, reports and books.
- Identify key contacts/constituencies and opportunities for strategic partnerships to facilitate and enhance communication efforts.
- Organize or participate in the organization of conferences, seminars, press briefings, interviews, etc.; prepares briefing materials for senior officials prior to their participation in such events.

08/2022 – 09/2023
Chicago, United States
of America

Director of IT & Project Manager (Remote)

Consumer Power Initiative 

- Provide strategic leadership and support for the entire IT and Media team
- Coordinate all technical projects and teams working on the projects
- Organize weekly technical meetings with the technical team (such as the web development and design team) to follow the progress of the projects
- Decide on technological or IT projects
- Create engaging communication and outreach materials, including posters, flyers, and videos, tailored for social media platforms
- Maintain clear and consistent communication with partners on ongoing projects to ensure alignment and address any emerging issues
- Provide troubleshooting for the organization's website
- Lead the creation and distribution of newsletters by collaborating with the Social Media team to gather and integrate engaging content
- Ensure the design of certificates and letters of recommendation for volunteers and issue them after the end of the period their assignments
- Propose the best recommendations and solutions to be implemented
- Draft and finalize an official document outlining the organization's IT strategies and policies.

07/2021 – 08/2022
Goma, Democratic
Republic of Congo

Chief Technology Officer

Dynamique des Jeunes Artisans de la Paix

- Lead and coordinate cross-functional teams to ensure successful execution and completion of all IT projects
- Manage and schedule Zoom webinars for various organizational activities, ensuring seamless logistics and smooth execution

- Create compelling visuals (graphics, presentations, videos) for all organizational events and activities (webinars, conferences, etc.)
- Regularly back up critical project files and documents to Google Drive for secure cloud storage.
- Administer the network infrastructure and ensure the maintenance of computer equipment
- Ensure the installation, configuration, and maintenance of servers
- Ensure the inventory and audit of all IT equipment (Computers, Routers, Switches, etc.) and ensure the purchase of equipment when needed
- Technical staff support
- Ensure the hardware maintenance of the organization's computers

09/2020 – 08/2022
Kampala, Uganda

Co-Leads

Google Developer Student Club at The International University of East Africa 

- Contribute to the Chapter's IT open-source projects
- Help the GDSC Leads in the organization of events such as webinar, conference, workshops, hackathons, etc.
- Mobilize university students to join the Google Developer Student Club (GDSC) community
- Provide technical support during club events.
- Perform the functions of the GDSC Leads in his absence

Skills

Microsoft Office Suite

Word, Excel, PowerPoint, Outlook, and Access

Office365

SharePoint, Teams, Outlook, OneNote, OneDrive, Word, Excel, PowerPoint, etc

Google Workspace

Gmail, Calendar, Meet, Chat, Drive, etc

Data Analysis and Visualization Tools

Power BI, Excel & Piktochart

Database Development & Administration

SQL, SQL Server Management Studio, MySQL Workbench

Web Development & Content Management Tools

HTML5, CSS, PHP, WordPress

ERP, CRM

HubSpot, Salesforce, Bitrix24 & BambooHR

Email Marketing Platforms / Newsletter Design

MailChimp, Adobe Marketo & Sendinblue

Graphic Design & Video Editing Tools

Canva, Adobe Illustrator, Photoshop, InDesign, Lightroom, XD, Figma, Premiere Pro, After Effects, Sony Vegas, Final Cut Pro & Camtasia

Soft skills

- Good communication skills
- Problem-solving abilities
- Organizational proficiency
- Teamwork
- Attention to detail
- Multi-tasking skills

Languages

English

Fluent in Speaking and Writing

French

Native / Full working proficiency

Lingala

Native / Full working proficiency

Swahili

Native / Full working proficiency

Certificates

Project Management

Google

Public Relations

Saylor Academy

Data Analytics

Cornell University

Humanitarian Information Management, Communications and Media

Humanitarian Leadership Academy

University of Colorado Boulder

*Effective Communication: Writing, Design, and Presentation
Specialization*

Microsoft 365 Certified: Fundamentals

Microsoft

Google IT Support

Google

Fundamentals of Digital Marketing

Google

References

Diane Sayinzoga, *Chief of the Regional Office for Africa*,
United Nations Conference on Trade and Development (UNCTAD)
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Gustavo Barreto De Campos, *Public Information Officer*, UN Trade and Development (UNCTAD)
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