

PERSONAL INFORMATION

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WORK EXPERIENCE

September 2017 – Present

Project Officer

Dutch International Business Development Cooperative (DIB Coop). Wageningen, Netherlands

- Proposal development in liaison with local partners in Africa. This has included developing proposals for mobilizing resources to improve smallholder farmers marketing, productivity and livelihoods. Value chains worked in include high value fruits (avocado, litchi) and maize.
- Country experiences: Mozambique, Malawi

August 2014 – May 2017

Organizational Capacity Development (OCD) Specialist

Counterpart International. Lilongwe, Malawi

- Working with 27 different local NGOs that receive funding from USAID to build their capacity to implement their programs under the USAID funded 'Supporting the Efforts of Partners' (STEPS) project.
- STEPS project is a 5-year project worth \$16.5 million
- Providing technical support to selected local NGOs in the area of institutional capacity development using different innovative tools including the Organizational Performance Index (OPI) and the Participatory Organizational Capacity Assessment tool (PODA).
- Carrying out organizational assessments, action planning, strategic planning and monitoring of implementation for local NGOs that are USAID funded in the agriculture, environment, democracy and governance, water and sanitation, education and health sub-sectors.
- Co facilitating organizational development trainings such as Leadership and Board Governance, Advocacy, Resource Mobilization, Project Cycle Management and Strategic Plan Development.
- Facilitating development of organizational manuals such as Advocacy strategy, Financial and Procurement Manual, Human Resource Manual and Community Mobilization Manual.
- Facilitating logistics for local partner trainings, meeting, seminars and workshops.
- Acting as liaison between consultants and local partners; and between USAID and Counterpart International.
- Coordination and networking with other prime partners (donors) that were funding the 27 partners
- Facilitating partnerships among partners that do have common objectives

July 2013 – July 2014

Proposal Development Specialist

Development Aid People-to-People (DAPP). Lilongwe, Malawi

- Development of sectoral proposals including developing winning proposals for Total Control of the Epidemic – HIV/AIDS and Malaria, Food Security- Farmers clubs, humanitarian emergency affairs, Education - Teacher training colleges and Child Aid programs – Water and Sanitation.
- Working with Grants Acquisition and Management Department within DAPP.
- Facilitating partnership in all sectors of DAPP with the Government, Diplomatic offices, UN Agencies, Private Companies and other NGOs
- Contributing to development of proposals to realize an annual target of \$ 12 million that was reached by a team of 4 people.

Achievement: Developed a winning proposal for Chiradzulu DAPP MVAC-Malawi Emergency Operation (EMOP) work USD449, 323 with targeting 8972 beneficiaries. Donor: World Food Programme.

September 2008 – June 2013

Program Manager

World Vision Malawi. Various locations in Malawi

- For nearly 5 years, I worked in different capacities within World Vision Malawi. The core of my work included programme management, with specific focus on livelihoods and disaster programmes, capacity building and community empowerment.
- Involved in managing an integrated rural development capacity building project – this involved partner and community mobilization, grants management, stakeholder consultation and facilitation as well as report writing and communication of project outcomes to other programmes country wide. I was amongst the first to manage a pilot integrated rural development programme under a cluster.
- Liaising and engagement with different with stakeholders including development partners, private sector, government and UN Agencies.
- In my last position, I worked as Chikwawa District Relief and Livelihoods Programme Manager in which I managed about 50 staff members.

Achievement: i) Piloted and managed the first Area Development Program (ADP) for World Vision to use an Integrated Programming Model approach that empowered communities (local structures) to be the drivers of development in their areas; ii) participated in designing of projects for Onga ADP; and managed the phase out activities of Mpanda ADP.

July 2002 – August 2008

Regional Manager (Central Region) / Program Officer (M&E)/ Program Officer (Relief and Disaster/Management Preparedness – Southern Region)/ Communications Officer

Evangelical Association of Malawi. Various locations in Malawi

- Facilitated church mobilization, development and implementation of relief and social development programs and carried out all administrative work.
- Engaged in project coordination, grant management, budgeting, designing and overseeing the implementation of the monitoring and evaluation system.
- Facilitating procurement.
- Developing communication materials for sharing with key stakeholders including community members and traditional authorities.
- Mobilization of the church to take an active stand on HIV/AIDs related issues using the media and innovation communication strategies – i.e. radio programming and production of newspaper articles.
- Establishing district level HIV/AIDS advocacy consortiums comprising of a cross section of different stakeholders at community and district level.
- Facilitation of trainings in HIV/AIDS programming and management.
- Development of monitoring and evaluation frameworks for various programs.
- Conducting capacity-building activities for the Social Development Departments for the member churches in issues of food security, Disaster Risk Management, health and nutrition, education and HIV/AIDS.

Achievement: i) Participated in designing and developing a winning proposal of a food security program worth £1 Million. Donor: Tearfund UK; ii) facilitated the establishment of EAM District committees in 29 districts in Malawi; iii) participated in resource mobilization for Water and Sanitation in Malawi in Oslo and Kristiansand (Norway) under Norwegian Church Aid.

EDUCATION AND TRAINING

1998 -2002

Bachelor of Arts – Biblical Studies and Mass Communication

African Bible College (ABC), Lilongwe, Malawi

PERSONAL SKILLS

Mother tongue(s)

Chichewa

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C1	C2	C2	C1
Dutch	A1	-	A1	A1	-
IELTS overall level - C1					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Computer skills

I am a highly skilled user of word processing (MS Word), presentation (MS PowerPoint), spreadsheets (MS Excel), Outlook, Publisher and the Internet.

PROFESSIONAL ON-JOB TRAININGS

- 2017 February – Integrated Disaster Risk Management and Resilience Capacity Building. Counterpart International (CI). Mangochi, Malawi
- 2016, August - Resource Mobilization training. CI. Liwonde, Malawi
- 2016, July – Financial Management for Non-Finance Managers. CI. Liwonde, Malawi
- 2016, March - Monitoring and Evaluation training. CI. Lilongwe, Malawi
- 2016, January – Advocacy Training. CI. Liwonde, Malawi
- 2015, December - Data Quality and Management training. CI. Liwonde, Malawi
- 2015, November – Project Cycle Management Training. CI. Lilongwe, Malawi
- 2015, November – Documentation and Report Writing. CI. Lilongwe, Malawi
- 2015, July - Leadership and Board Governance Training. CI. Mangochi, Malawi
- 2011 April - Organizational Capacity Building and Self-Assessment. World Vision International, Malawi
- 2010 November - Project Management for Development Professionals. World Vision International, Malawi
- 2010 January - Program Management Information System (PMIS). World Vision International. Lilongwe, Malawi
- 2009 November - Transformational Livelihood Approach and Learning through Evaluation with Accountability and Planning. World Vision International. Lilongwe, Malawi
- 2009 October - Sponsorship Basic Training. World Vision International. Lilongwe, Malawi
- 2009 May - Mother – Child Interventions, World Vision Malawi. Mangochi, Malawi
- 2008 September - Integrated Programming Model, World Vision US. Mombasa - Kenya
- 2007 June - Ecological Sanitation, Livingstonia Synod. Mzuzu, Malawi
- 2007 March - HIV/AIDS, Health and Hygiene in Food security and water and sanitation, Samaritans Purse (Canada). Lilongwe, Malawi
- 2006 September - Bio Sand ater Filter, Samaritans Purse (Canada). Lilongwe, Malawi
- 2005 August - HIV/AIDS Management, Centre for Capacity Building. Kampala, Uganda
- 2005 April - Financial Management, Mango Consultants (UK). Lilongwe, Malawi
- 2004 October - Community Based Management, Ministry of Water and supplies. Lilongwe, Malawi
- 2004 September - Project Cycle Management, Tearfund. Zomba, Malawi
- 2004 February - Church and Community Mobilization Process, Tearfund. Mangochi, Malawi
- 2003 November - Practical Disaster Risk Reduction Program, C4L, Nespruit, South Africa
- 2003 October - Billy Graham School of Evangelism, BGT-US, NRC, Lilongwe
- 2003 March - Resource Mobilization, Kirkens Nodjelp, Oslo, Norway
- 2002 August - Project Cycle Management, C4L, Nespruit, South Africa
- July 2002 - Resource Mobilisation and Proposal writing, Tearfund UK, Lilongwe

REFEREES

Available upon request