

Grace Kalua-Female

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CAREER OBJECTIVE

To work in a challenging management and/or research position involving program development and implementation that would enable me to work in the most efficient and multi-faceted manner at the same time learning and developing myself whilst achieving program objectives as part of a highly motivated team.

EDUCATION

	Institution	Year
Bachelor of Science in nursing and midwifery Degree with a credit	University of Malawi-MZUZU UNIVERSITY	2015
Certificate in clinical management Of HIV/TB in children and adults	Ministry of health	2019
Nurses and midwife licensure certificate	Nurses and midwives council	2016

EMPLOYMENT HISTORY

1	Employer	Elizabeth Glaser Pediatric AIDS Foundation, Malawi
	Position	LINKAGE NURSE-Elizabeth Glaser pediatric aids foundation BT-November. 2018-Current
	Duties	• Providing coaching and mentoring of Technical Staff in the HIV& AIDS Project including providing technical support. • Strengthening linkage to care systems at Ndirande health center by supporting expert clients and HDAs on their roles. • Providing direct care to clients who are on ART and monitoring for their suppression. Managing clients with high viral load. • Initiating newly diagnosed HIV positive clients and enrolling them in the ART system. • Conducting occupational health safety site inspections at Maselema EGPAF office and Ndirande health center. • Facilitating wellness health awareness and screening programs

- Facilitating the management of outsourced catering services especially for teen clubs.
- Supporting and conducting teen club meetings where direct service is also provided.
- Compiling and submitting monitoring/management reports (monthly, quarterly and annually) to the Supervisor.
- Developing schedules for various activities so that they do not collide with each other.
- Providing technical oversight and capacity building of Expert Clients and health facility staff to increase HIV Testing, access to treatment, viral load testing and voluntary assisted partner notification.
- Managing funds for various activities for the project, liquidating and consolidating receipts and making expense summaries for male friendly clinics and teen clubs.
- Collaborating with MOH staff and other partners on EGPAF initiatives and systems.

2	Employer	Managing Science for Health (MSH), Malawi
	Position	HIV clinical mentor- Managing Science for Health - Thyolo- 2017 – March 2018
	Duties	• Providing technical Support to the District Office in the development of District Operation Plans showing clearly activities to be implemented in light of the human and non-human resources available. • Conducting partner mapping and/or validation profiling their technical capabilities to implement the Program. • Liaising with the Design, Monitoring and Evaluation (D, M&E) Specialist at the district level, in developing the district monitoring plan. • Conducting periodic monitoring on activity implementation and preparing monitoring reports. • Facilitating the dissemination of key information from the report to the district teams, relevant stakeholders and partners. • Compiling and submitting monitoring/management reports (monthly, quarterly and annually) to the Supervisor. • Lead in the implementation of HIV projects at District level by providing technical support to staff. • Assessing capacity need/gaps for technical staff and partners related to the technical program. Planning and executing capacity building initiatives on the same. • Participating in District level technical networks with a view to profile the operations of MSH. • Identifying advocacy opportunities and engaging with the Advocacy resource person to develop tailored advocacy products at District level and escalating those that need national intervention. • Providing coaching and mentoring of Technical Staff in the HIV& AIDS Project including providing technical support.
3	Employer	Managing Science for Health (MSH), Malawi

Position	Project specialist-management sciences for health-June 2016- Dec 2016
Duties	• Facilitating and organizing project activities. • Providing support to training and mentoring activities, and assisting where necessary in the facilitation of training. • Providing general support on the administration of the project including filing and producing training materials. • Ensuring prudent project financing and expenditure. • Compiling monthly progress reports and conducting data quality assurance checks on site/at source. • Updating the MSH/MOH Program Data base on a monthly basis. • Documenting project outcomes/ best practice models. • Providing support to advocacy strategies implemented at project sites. • Ensuring proper management and use of financial and material resources of the project and organization. • Providing support to local partners and other forums in the form of mentoring and on-site support to the delivery of services for beneficiaries. • Strengthening quality improvement initiatives. • Regular mentorship support to MOH health providers. • Formulating and reviewing budgets.
4 Employer	Malawi Ministry of Health
Position	NURSING OFFICER at Queen Elizabeth Central hospital-august 2015 to June 2016
Duties	• Clinical monitoring of antenatal and laboring women. • Strengthening PMTCT and Pediatric HIV program. • Conducting deliveries. • Care for sick neonates in nursery wards. • Supervising all other nurses and support staff in Gogo Chatinkha labour ward.

REFERENCES

Mr Robert Chasweka Chief Nursing Officer Queen Elizabeth central hospital P.O box 95 cell:+265999317657 Email: robchasweka@gmail.com	Licy Khongonyowa District Team Lead Elizabeth Glaser Pediatric AIDS Foundation, Malawi Box 2543, Lilongwe. Tel: +265 992 366 228 Email: lkhongonyowa@pedaids.org	Dr Aziz Abdallah Deputy Project Director, Management for Health Sciences, Malawi Po. Box 398, Lilongwe. Tel: +265 992 724 855 Email: aabdallah@msh.org
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