

## CURRICULUM VITAE-

KONDWANI KAMANGA

MINISTRY OF HOMELAND SECURITY, P.O BOX 331,  
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### Objective

To be a knowledgeable management professional seeking to work management position in an advanced and dynamic organisation that utilizes my Management and procurement experience in Public service.

### Professional Summary

Highly experienced, performance-oriented and efficient in management and Procurement Officer with over ten (10) years career experience both Procurement and supply chain and Management/Administration in Public.

### Procurement and Supply Chain Management

Possesses excellent time management interpersonal and problem-solving skills. Expert procurement officer with experience in a wide variety of good, works, consultancy and non-consultancy services as well as procurement methodologies. Able to be multitask and learn quickly, with an excellent work ethic and dedicated to accuracy. Hold extensive knowledge of business and supply chain practices. Prioritize strong communication skills to delegate tasks and lead employees effectively. Developed analytical and evaluation skills to make the best acquisition and investment decisions.

### Management and Administration:

- **Problem Solving and Decision Making:** Ability of solving problems and making right decisions to foster good employer/ employee relationship which reduces conflict and the business resources and avoid waste or overspending.

- **Planning:** Ability to organize and set strategic goals, event or activity in line with predefined vision and considering available resources including planning activities, scheduling events, allocating resources and setting up projects.
- **Delegation:** Excellent team leader, allowing tasks to be re-assigned and re-allocated better, considering current workload while providing direction and support to the junior employees
- **Excellent Interpersonal skills:** Strong ability of reaching mutual understanding so that the employees not only exchange information efficiently but also create and share right meaning, prevent conflicts, resolve issues and ensure smooth information flows.

### **Human Resources Management:**

- **Multi-tasking:** Flexible and adaptive to dynamic environment with multitasking capability to handle many tasks at a single time.
- **Recruitment and hiring:** Possess strong interpersonal skills as well as decision-making skills. Able to communicate in an effective manner and present the company as well as assist in training other HR managers so that they are consistent in hiring process across divisions.
- **Compensation and benefits:** An effective compensation system and benefit structures is essential in order to obtain new talents and retain them in the organization, compensation and benefits must be framed in the right way. Kondwani Kamanga has bring with him to AKI excellent negotiation, analytical and problem-solving skills.
- **Performance evaluation:** Performance improvement process is challenging but is considered as a rewarding role for human resources as they assist in ongoing professional development. Kondwani Kamanga has great performance skills and



making sure the evaluation is done in a productive manner, developments are framed in a positive manner with assessment skills and versatile communication.

- **Training and development:** Possess the capability to develop training programs which would be one that solves human performance aspects and also reap good benefits to the organization.

## **Experience**

### **1. ADMINISTRATION OFFICER – (2018-Present)**

#### **Key Duties**

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities and logistics
- Organize and supervise other office activities
- Ensure operations adhere to policies and regulation

### **2. SENIOR PROCUREMENT OFFICER ▪ (Dec 2009 -2018)**

- **Department of Human Resource Management and Development (DHRMD)**
- **Department of E-Government**
- **Central Government Store**

### **Key Duties**

- Conducting procurement process of organization's goods, works and services
- Solicitation of document (Request for Quotation, Evaluation Reports and draft orders and Contracts)
- Drafting tender documents for various procurements (Goods, Works, Consultancies)
- Preparation of procurement and award notices, drafting contract documents.
- Checking invoices for payment in accordance with the Contract terms and conditions following Government legal requirements
- Provide technical guidance and secretarial support to evaluation committees during evaluation process
- Procurement Planning and Implementation
- Provide technical advice during negotiation with prospective bidders

### **Skills and Attributes**

- High level of integrity
- Self-motivated and ability to work with minimal supervision
- Good procurement and supply chain management skills
- Good Management and Administration skills
- Excellent analytical skills
- Excellent interpersonal skills
- Fluent in oral and written English Communication
- Performance Oriented
- Excellent team work
- Ability to manage difficult situations
- Flexibility and adaptability
- Diplomatic, patient, attention to detail and meticulous with procedures

### **Education**

#### **Shareworld Open University of Malawi**

2015 ▪ Bachelor of Science Degree in Business Administration (**Pass with Distinction**)

#### **Blantyre Business College**

2006: Graduate Diploma in Business Administration (ABE) UK

**2017: Certificate of competence in Public Procurement**

Level of achievement: **(Distinction) (95%)**

**2016: Certificate in Procurement, Supply and Stores Management**

Institution: Mananga Institute of Management and Regional Integration (Swaziland)

**References**

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