


CURRICULUM VITAE

<u>PERSONAL DETAILS:</u>	
NAME: DOROTHY BERTHA MBEWE	
Profession:	WASH Specialist
Date of Birth:	06 th December, 1992
Marital Status:	Married
Contact Details:	Phone: +265 881 358 805
	Email Address: dorrothymbeweb@gmail.com
Experience:	6 years of professional experience
Key Competencies:	Good Communication and Interpersonal Skills, strong organizational and multi-tasking skills, Creative and Strategic Thinking, Training Skills, Open Mindedness, People-Oriented, Team Spirit, Research Skills, High Capacity to Accommodate Criticism, Strategic Planning, Team Management and Leadership Skills, able to work with minimum supervision, excellent analytical and Problem-Solving Abilities. Capable of maintaining strong relationships making people at ease, even after disagreements.
<p>I hold a Bachelors' degree of Science in Environmental Science and Technology (Environmental Management).</p> <p>I am an enthusiastic person, self-motivated, self-starter, result-oriented, with knowledge and skills in project planning and management, stakeholder engagement, capacity building, community development; mobilization and engagement, budgeting, facilitation skills and report writing. I am a frequent and competent computer user and conversant with:</p> <p>Microsoft Word, Excel, Power Point, and Internet, excellent communicator even when interacting with non-English speakers.</p> <p>Fluent speaker and writer of English and good at Chichewa.</p>	

<u>EDUCATION BACKGROUND:</u>	
2011-2014	<p>Bachelor of Science in Environmental Science and Technology (Environmental Management)- University of Malawi The Polytechnic.</p> <p>The program focused on environmental protection, Water resources management, Occupational Health and Safety, Innovative Research, Environmental Impact Assessments, Solid Waste Management Techniques, and general scientific theories. It was based on scientific theories and how they relate to the day-to-day environmental aspects of the world and how human activities directly affect the environment and ecosystem in general; how policies and laws govern environmental protection and sustainability of every aspect of the ecosystem and resources such as water. Special focus was on transitioning societies in the development, management, and implementation of policies to foster sustainable environmental protection and human safety.</p>
2008-2009	Malawi School Certificate of Education – Domasi Mission PVT Secondary School.
2006-2007	Malawi Junior Certificate of Education- Domasi Mission PVT Secondary School.
<u>PUBLICATIONS AND BLOGS:</u>	
<ul style="list-style-type: none"> Mbewe, D. (2018) Sustainable Water Services through Borehole Banking. It can be accessed Here. Magelegele, C and Bandawe, D (2021) Sustainable Water Services Provision through Sustainable Management Models. Can be accessed using this link  Sustainable Management Models in Malawi - Joint Blog - May 2021.pdf 	
<u>EMPLOYMENT RECORD AND WORK EXPERIENCE:</u>	
January 2022- Present	<p><u>District Coordinator- Water For People</u></p> <p>Lead in the development of memorandum of understandings (MoU) with District Councils and or local NGOs (Implementing partners) detailing each partner obligation and responsibilities and performance targets based on different projects.</p> <p>Provide technical leadership at district level in the implementation of Water For People Everyone Forever model.</p> <p>Ensure proactive program management of WASH projects through strong adherence to program quality standards, monitoring, evaluation and learning and evidence-based decisions.</p>

	<p>Lead in the development and delivery of the Multi Year Plans (MOP) and budgets and other related documents</p> <p>Support partners in the development of Specific District Operation Plans showing clearly activities to be implemented in light of the MOP and grants that Water For People is supporting.</p> <p>Participate in District level technical networks with a view to profiling and sharing of Water For People contribution to district level WASH targets.</p> <p>Liaise with the Monitoring Specialist, in developing the district specific monitoring plan clearly showing relevant indicators, data sources, data collection tools, frequency of data collection, use of the data and clear feedback loop to the Programs Manager, Technical Staff and the Technical Manager.</p> <p>Support in the coordination of annual monitoring at district level such as the Sustainable Services Checklist (SSC) interviews and Reflection sessions for the district. This will include leading in the compilation of the reflection reports for the EF district.</p> <p>Responsible to follow through the action plan and recommendations derived from the reports and reflection sessions.</p> <p>Identify advocacy opportunities and engage with the Advocacy resource person to develop tailored advocacy products at District level and escalate those that need national intervention.</p> <p>Take leadership in development and updating of internal reports and documents such as the Tracking Spreadsheet (TSS), Cost to Reach Everyone, the Forever Planning tool and the Bi-annual</p>
January 2017 – December 2021	<p><u>WASH Project Officer –Water For People</u></p> <p>Liaising with District Coordinating team on behalf of Water For People in tracking progress towards achievement of Chikwawa District Universal WASH (Everyone Forever) Coverage</p> <p>Participating in the development of strategic plans for the expansion of water and sanitation in the targeted areas with Water For People staff, Chikwawa District Coordinating team and stakeholders.</p> <p>Working closely with local implementing partners (NGOs, private sector, and CBOs) in the targeted areas to enhance the efficiency and effectiveness in the implementation of activities through supervision and participating in coordination meetings.</p>

	<p>Leading in the development of messages relating to sanitation and hygiene and development of IEC materials to assist in the promotion of sanitation and hygiene.</p> <p>Leading teams conducting baseline surveys particularly in determining the baseline for hygiene, sanitation, and diseases occurrences in the target areas.</p> <p>Participating and contributing to the development of Joint Action Plans and Reviews of interventions in the target areas with other district stakeholders</p> <p>Review the hygiene and sanitation promotion manuals and train relevant stakeholders in its use.</p> <p>Facilitate capacity building of Mother groups in Schools on Menstrual Hygiene Management.</p> <p>Ensure that the training manual for small scale sanitation services operators have health and hygiene promotion issues.</p> <p>Coordinating, facilitating implementation, and monitoring of WASH projects within Chikwawa District through capacity building, networking, partnership, and participation of the communities.</p> <p>Developing training manuals for implementing partners and other small-scale operators.</p> <p>Develop strategic frameworks for scaling and promotion of Community Health and Education for all the Targeted Areas.</p> <p>Leading in the development of Monitoring and Evaluation plan for sanitation and hygiene component of the program.</p> <p>Facilitating and reporting monthly, quarterly, and annually on WASH activities, outputs, and outcomes in program communities.</p> <p>Supporting in the development of internal documents such as Tracking Spread Sheets (TSS), Operational Plans and Bi-annual.</p>
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<p>May 2016 – December 2016</p>	<p><u>Quality Assurance Trainee- Dairibord Malawi Limited.</u></p> <p>Chemical and physical Raw milk testing.</p> <p>In process analysis of dairy products.</p> <p>Analysis of finished products based on standards.</p> <p>Conducting sensory evaluation.</p> <p>Recording and reporting of test results.</p> <p>Stock rotation.</p> <p>Hygiene auditing.</p> <p>Factory and warehouse hygiene inspection.</p> <p>Dealing with customer complaints- route cause corrective actions closure.</p> <p>Updating milk producer's template daily.</p> <p>Shelf-life samples analysis and reporting microbiology results interpretation.</p>
<p>July 2015 – October 2015</p>	<p><u>WASH Intern- Water For People- Blantyre</u></p> <p>Facilitating School Led Total Sanitation and game-based hygiene promotion activities in collaboration with the Blantyre Education Office- Urban</p> <p>Sanitation Marketing through production and distribution of IEC materials, roadshows, identification of sanitation entrepreneurs.</p> <p>Conducting hygiene promotion through door-to-door visits.</p> <p>Monitoring and working with sanitation entrepreneurs in building their capacity.</p> <p>Working with Village Savings and Loans in promoting sanitation.</p>

	<p>Solid waste management and capacity building; engaging with entrepreneurs.</p> <p>Report Writing, presenting fortnight and monthly field work reports. Also participated outside and staff meetings in workplan development with team members and entrepreneurs.</p>
May 2014 – July 2014	<p><u>WASH Intern- Water For People- Chikwawa</u></p> <p>Facilitating Community-Led Total Sanitation (CLTS) in coordination with District Health Office.</p> <p>Conducting follow ups on triggered villages.</p> <p>Conducting sanitation and hygiene promotion through door to door visits, open day campaigns.</p> <p>Participating in meetings with stakeholders at community and District level.</p> <p>Monitoring and supervising borehole drilling works based on standards set by Water For People.</p>
<u>MANAGERIAL SKILLS:</u>	
<ul style="list-style-type: none"> • Supervisory and Partnership building skills • Leadership, Management, Communication, Negotiation, Interpersonal, Team building, Presentation, Planning and Organizing • Effective management of financial resources • Active listening skills, attentive to details. • Time management skills to manage company's time most effectively 	

REFEREES

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CERTIFICATION:

I, Dorothy Bertha Mbewe hereby declare and certify to the best of my knowledge that all information provided herein clearly defines my qualifications, professional experience, and my abilities.

Signature: _____  _____ Date: _____ 29th November 2021 _____