

MARGRET MANNAH (NEE KHOZI)

MINISTRY OF FINANCE AND ECONOMIC PLANNING

P.O.BOX 30049

LILONGWE 3

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PERSONAL DETAILS:

Date of Birth : 12th April 1986

Marital status : Widowed

Sex : Female

PROFESSIONAL QUALIFICATIONS

January 2017- December 2019: Degree in Human Resource Management and Development

July- December 2011: Advanced Diploma in Human Resources development

July- December 2008- Diploma in Human Resources Development

ACADEMIC QUALIFICATIONS

2004 – Malawi School Certificate of Education (MSCE)

WORKING EXPERIENCE:

2017 TO DATE: Ministry of Finance and Economic Planning (CIAU)- AHRMO

2009 - 2017 – Ministry of Agriculture - Assistant Human Resource Management and Development

Responsibilities:

Human Resources:

- Assist the HR Department in ensuring proper filing of all paperwork associated with Ministry staff including receipt of job applications; updating and distributing job descriptions as necessary; and maintaining all HR files in a locked cabinet.
- Maintain strict confidentiality of all HR information at all times.
- Assist in scheduling interviews
- Providing social welfare services.
- Handling dispute cases regarding junior staff.
- Supervise Junior staff for those aspects directly related to the HR Office.
- Drafts and type letters, memos, notices and announcements and other communication within the ministry.

Administrative Support

- Responsible for logistics related to events such as formal training activities and meetings, including planning, arranging delivery of items, coordinating transport, invitations, field visits.
- Performing administrative and clerical tasks including photocopying, filling and organizing documents
- Facilitating verbal and written communications including sending and delivering memos, proofreading documents, sending emails, making phone calls and following up on all communications.

2007-2009 – Clerical Officer

Duties

- Filling of Ministry's correspondence and ensure that up to date information is available for office use.
- Welcoming and sorting out incoming and outgoing mail to different ministry departments
- Keeping of employee records
- Taking Files Morning List
- Any other duties as assigned from time to time

Computer literacy:

- Microsoft word
- Microsoft excel

Referees

Ms. DalitsaChikopa

Ministry of Agriculture, Irrigation and Water Development

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Mkondana Chimbali Matupi

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Southern Africa Tuberculosis and Health Systems.

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