

MCDAPHRAIN BANGO

OFFICE OF THE PRESIDENT AND CABINET
P/BAG 391,
LILONGWE 3

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BIO DATA

NAME : MCDAPHRAIN
SURNAME : BANGO
MARITAL STATUS : MARRIED
DATE OF BIRTH : 25TH DECEMBER, 1970
CONTACT ADDRESS : OFFICE OF THE PRESIDENT AND CABINET
PRIVATE BAG 391
LILONGWE 3

PERSONAL PROFILE

A highly-motivated man with twenty years' experience in Human Resource Management and Development, who enjoys being part of a successful and productive team. Possesses excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial relationships and thrives in highly pressurised and challenging working environments. Currently, looking for a new and challenging position which will make best use of existing skills and experience acquired in government while enabling further personal and professional development

EDUCATION QUALIFICATIONS

2019 BSC in Human Resource Management and Development, graduated on 28th May, 2021

2008 Diploma in Human Resource Development (ICM)
(*Human Resource Development 1, International Business Communications, Business Law and Business Management and Administration*)

2007 Certificate in Payroll Management (MIM)

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| 2002 | Certificate in National Security Intelligence
(National Security Bureau - Republic of China) |
| 1993 | T2 Certificate in teaching in primary schools
(Mzuzu Teacher Training College) |
| 1989 | Malawi School Certificate of Education
(Mitundu Secondary School) |

TRAINING

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| MAY 2007 | Management Information systems (Malawi Institute of Management) |
| OCT 2006 | Induction - Common government operations (Staff Development Institute) |

WORKSHOPS ATTENDED

- | | |
|------|---|
| 2002 | Malawi Mozambique border security forum |
| 2004 | Malawi Zambia Intelligence forum |
| 2006 | Government Operations and Record management– Staff Development Institute |
| 2007 | Payroll management – Malawi Institute of Management |
| 2008 | Payroll Electronic Management – Staff Development Institute |
| 2012 | Payroll, Human Resource Management Information System Integration - ESAME |

WORK DETAILS

- | | |
|--------|---|
| 2018 - | Office of the President and Cabinet (PHRMO) |
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DUTIES

- Recruitment and selection

- Payroll management
- Enforcing government policies
- Attending to management meetings
- Organizing trainings and workshops for employees
- Needs assessment
- Conducting performance appraisals.

2015 -2018

Ministry of Defence (AHRMO)

DUTIES

- Payroll Management
- Registry Management
- Recruitment and selection Management
- Attending to discipline cases
- Policy implementation
- Monitoring, evaluation and performance management
- Training and development management

2014

Ministry of Information, Civic Education and Tourism (AHRMO)

DUTIES

- Payroll management
- Recruitment and selection

2013

Ministry of Labour (AHRMO)

DUTIES

- Superintending duties
- Registry duties

2006 - 2012

**Ministry of Education – Assistant Human Resource
Management Officer (AHRMO)**

Duties

- Payroll management
- Attending to discipline matters in connection with payroll
- Processing salary arrears
- Attending to recruitment matters of the Ministry

**2000-2005 Office of the President and Cabinet (OPC) -National
Intelligence Bureau**

- **2000 -2003** Intelligence Assistant (Grade M)
- **2004-2005** Assistant Intelligence Officer (Grade K)

DUTIES

- Special assigned duties
- Gathering and reporting intelligence
- Analysing intelligence reports

**1993-1999 Ministry of Education Science and Technology
Primary School Teacher**

DUTIES

- Teaching pupils in various Primary Schools

HOBBIES

: Sports
Reading
Writing

NAMES OF REFEREES :

1. Mr. Simwaka
Department of Human Resource
Management and Development, P.O
Box 30227, Lilongwe 3.

Phone Number: 088 8 853248
2. Mr. H. Chisakaniza
Office of the President and Cabinet,
P/B 391, Lilongwe 3.
Phone Numbers: 0888861750 /
0999642976
3. Mrs M.Namulu,
Ministry of Education, P/Bag 328,
Lilongwe 3.

Phone Number: 099 9 258 328