

CURRICULUM VITAE

For

ROBERT MPOPO GREVULO

Contact Address

C/O Blantyre City Council

Private Bag 67

BLANTYRE

r.grevulo@bccmw.com

Robert Grevulo

Assistant Director of Administrative Services

Blantyre City Council
Private Bag 67
BLANTYRE
+265999607425
r.grevulo@bccmw.com

SUMMARY

17 Years' experience in administrative and support services, plus 5 years' experience in microfinance industry with excellent communication skills and ability to work with a team to ensure goals are met and exceeded. Currently managing seven sections namely: General Administration, Security and Enforcement, Public Relations, Committee Services, Procurement, Fleet and Engineering workshop with a total workforce of over 350.

SKILLS

Executive Support, Staff Management, Budgeting, Fixed Asset management

WORK EXPERIENCE

POSITION: Assistant Director of Administrative Services

COMPANY: Blantyre City Council: March 1, 2005 – Present

Responsibilities:

1. Supporting all directorates on administrative matters.
2. Managing day-to-day operational activities of the Directorate.
3. Supporting the initiation and implementation of all programs of the Directorate.
4. Coordinating the operations and meetings of Standing/Service Committees in liaison with the Director of Administrative Services.
5. Leading the preparation of Annual Draft Estimates for the Directorate.
6. Monitoring the Budget implementation for the Directorate.

Note: worked as a Director of Administrative Services from 2005 to 2006 on an acting capacity

POSITION: Operations Officer

COMPANY: ECLOF-Malawi: October 1, 2002 – February 28, 2005

Responsibilities:

- Manage a team of 3 staff members ensuring proper training and development of current and new institutions employees
- Credit Planning, Supervision in loan processing, disbursement and recoveries
- Interpretation and Implementation of Credit Policies and Procedures
- Conducting Annual Performance Appraisal for Junior Staff
- Coordinating Staff motivation programmes and Training
- Formulating Business Plans and budgets

POSITION: Zone Manager

COMPANY: FINCA - Malawi: July 1, 2000 – September 30, 2002

Responsibilities

- Provided support and loan processing assistance
- Inventory Management
- Ensuring that office equipment, furniture and surroundings are always in good usable condition
- Maintaining adequate inventory of office supplies
- Formulating Budgets and Work plans

Education

University of Malawi – The Polytechnic

Bachelor of Business Administration: 1994-1998

Trainings Attended

- 2010: Orientation to Public Procurement (Office of the Director of Public Procurement)
- 2009: Finance for Non Finance Managers (Malawi College of Accountancy)
- 2009: Grassroots Economic Development(Kasetsart University/Thailand)
- 2007: Project Management (University of Malawi-The Polytechnic)
- 2004: The Role of ICT in Microfinance (ECLOF- India)
- 2004: Marketing and Market Research for NGOs (SAMCAF)
- 2004: Credit Appraisal and Delinquency Management (SAMCAF)

Seminars Attended

- 2018: *Innovation, Resourcefulness, Integration and Inclusivity; Fundamentals for the Transformation of Governance and Public Administration in Africa to achieve the Agenda 2063.* (AAPAM/BOTSWANA)

- 2017A *Transformed Leadership: Managing National Resources to achieve the objectives of Africa Agenda 2063 and Sustainable Development Goals.* (AAPAM/Morocco)
- 2013: *Quality Leadership for Effective and Efficient Management of Public Service in Africa.* (AAPAM/RWANDA)

Major Accomplishments

- Reduced expenditure in communication by 30% through the introduction of prepaid services as compared to post-paid system in place before my joining of the council
- Introduction in the use of bidding documents in procurement of goods and services at Blantyre City Council in 2005
- Coordinated a well successful Operation "Dongosolo" (Street vending relocation) in 2006
- Coordinated the formulation and production of Strategic Plan in 2008
- Coordinated the formulation and production of Blantyre City Council's Service Charter 2011- 2017
- Serving as a Secretary to the Board of Survey for the Council since 2010
- Coordinating Civic functions and Committees through Committee Services: 2005 to date
- Coordinating functions of general administration at Civic and subsidiary offices: 2005 to date
- Coordinated functions of One Village One Product as Desk Officer for Blantyre City Council: 2008 -2009
- Coordinating the formulation and production of Blantyre City Council's Service Charter 2011- 2017
- Overseeing procurement of 26 vehicles for Blantyre City Council in 2010
- Served as a Secretary to the Board of Survey for Blantyre City Council from 2010 to date
- Coordinating production of printed materials: 2005 to date
- Coordinating functions of the public Library: 2005 to date
- Coordinating functions of Security and Community Policing at Urban level in liaison with Station Executive Committees: 2006 to date.

SKILLS, COMPETENCES & KNOWLEDGE

- Good Communication skills (both written and oral)
- In possession of negotiation, advisory, leadership and supervisory skills
- Strategic thinker, dynamic, innovative, proactive and have a high degree of independence and good judgement
- Practices good Corporate Governance Principles
- Promotes subordinates to achieve the best out of them and their career
- Able to communicate at all levels
- Team player