

PROFESSIONAL CAREER PROFILE

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PERSONAL PROFILE

I am a married woman with three children aged 17,15 and 4 Years old. A holder of Bachelors' Degree in Procurement and Logistics Management from the University of Malawi, Professional Diploma in Procurement and Supply with the Chartered Institute of Procurement and Supply (CIPS) of United Kingdom of whom I am a chartered Member, Diploma in Business management from The Polytechnic (Board of Governors) and Financial Services Diploma (Institute of Bankers in South Africa) with a bias in Marketing.

DASHBOARD SUMMARY OF MY MAJOR ACHIEVEMENTS

20 DEC 2020 - TO DATE CASTEL MALAWI LIMITED

Successfully re-organised the Procurement organisation to fully align with the Category Management structure

Successfully developed Procurement strategies for key raw and pack materials

Successfully implemented the Supplier Due Diligence Standard in accordance with the Groupe Castel guidelines

Successfully led the development of Procurement procedures and Policy

JAN 2016 – DEC 2020 LAFARGE

Successfully reviewed and renegotiated a number of contracts resulting in savings over Chf 2.0million

Successfully developed procurement strategies to ensure assurance of supply and logistics for critical materials

Successfully re-aligned procurement function as the first point of call for all purchases. This has resulted in a reorganisation from self-procuring by departments to managed spend. 2016 baseline of 30% managed spend to 100% in 2020.

Successfully reenergised the "NO PO NO PAY" rule both internal communication to suppliers and internal communication to staff

Has successfully managed the transition into category based procurement and reporting as part of the group reorganisation Agenda

Successfully implemented the Supplier Sustainability Management Standard, including Contractor Safety Management for all suppliers

SEP 2013- DEC 2015 UNILEVER MALAWI

Successfully championed the localisation of material sources for strategic raw and packaging materials which delivered savings for the business and relieved Forex pressure during the worst hit months

As local Procurement and Logistics Team Leader, managed the transition of the business from a manufacturing approach to "Go-To-Market" approach

As local Procurement and Logistics Team Leader successfully led the Unilever Customer Service Team to set up 100% third party managed warehousing and Logistics system that successfully supported the Go-To-Market Strategy.

NOV 2011 - SEP 2013 TELEKOM NETWORKS MALAWI LIMITED

Successfully championed the development, introduction and roll out of Procurement Policies that delivered overall control of the purchasing process. The supported the increased saving drive for the business.

Successfully implemented the Framework contracts for all suppliers geared at consolidating spend and thereby generating huge savings

I was "Circle One" in procurement for the implementation of SAP that streamlined and created efficiencies in the procurement processes and reporting

2010- 2011 FIRST MERCHANT BANK

As operations Officer for the newly introduced retail Banking section in Head office, Successfully pioneered the roll out of the FAST Account ATM Card for all branches Nationwide (29 Branches and Agencies)

Successfully championed the centralised payment system for tobacco proceeds due to local farmers through the implementation of a robust system in Head office to effect the payments centrally

WORK EXPERIENCE

Castel Malawi Limited (20 January 2020 to date) - Head of Procurement

Responsibilities:

- Ensure procurement standards are clearly understood, communicated and applied in all business units
- Ensure that all local requirements are transferred to Category teams as appropriate to inform the overall Category strategy.
- Ensure effective procurement processes are in place (e.g. tendering and contracting system, supplier performance management system)
- Ensure that the supply of goods and services is according to required specifications and quality
- Conduct performance reporting and ensure data quality for local, regional, and global use
- Initiate and support the Group sourcing process (RFx) on a local level
- Ensure that reporting and tracking tools reflect tracking and status accurately
- Take ownership for individual Procurement targets on a local level
- Align internal local decision makers through focused communication
- Define and monitor efficiency, effectiveness and success of the local Procurement activities using adequate controlling tools
- Provide consultation to business units and general management of country organization to ensure support for category and process strategy implementation.
- Establish appropriate guidelines, policy and governance in line with the group across the local organization.
- Improve local Procurement systems to enhance efficiency, compliance and processes
- Identify gaps in the skills and competencies of procurement team members and establish and implement personal development plans
- Ensure that Category Management support to other countries is provided as needed

Lafarge Cement Malawi (January 2016- December 2020)- Procurement Manager

Responsibilities:

- Establish and lead a local Procurement organization, which ensures the support for the Group's global and zone Category Management process as well as operational execution.
- Drive local saving initiatives and actions as determined by global and zone strategies
- Ensure the availability of all materials and services in close cooperation with responsible Category Managers.
- Implement the Group's overall Procurement strategy in close cooperation with Global and Zone Procurement
- Ensure that the company organization supports and delivers all objectives related to OH&S and Sustainable Procurement
- Manage the Procurement department in order to maintain best in class workforce, motivation and development of technical skills, as well as integration with the Global Procurement function.
- Drive the development of talent, bench strength, and succession planning within the organization, and provide clear development and career path guidance.

- Identify and remove potential barriers to the successful implementation of category strategies, and manage internal stakeholders to ensure understanding and alignment.

Unilever Malawi Limited (September 2013 to December 2015)- Procurement Operations Manager- Direct Procurements

Responsibilities

Working capital management- Procuring both packaging and raw materials required to support production while holding optimal levels of the same

Supplier Contract Management focused on service, quality, sustainable sourcing, logistics and delivery of materials

Responsible for the integration of supplier's capabilities, logistics, and service requirements of Unilever Malawi manufacturing and packing site.

Service delivery: Responsible for supplier capacity and capability to support the business growth ambitions.

Execution of procurement activities in Innovation Projects and Management of Promotions.

Development of contingency plans and alternatives to ensure supply security

Material price forecasting: translation of price trends into local conditions (tariffs, taxes, logistics, etc) and communication of the same in its totality to the local Finance team as an input to the business plan.

Drive and support the implementation of VIP (Value Improvement Projects) savings and creditor terms

Drive material supply opportunities in alignment with the supply chain and business strategy

Efficient, timely and transparent communication to internal customers

**Telekom Networks Malawi Limited
November 2011 to September 2013:**

Procurement Specialist Responsible for local and import procurements

.Major Achievements:

Development of Goods Clearance Policy and standard operating procedures

Development of procurement procedures and provision of training to staff and suppliers in all the Regions

Assisted in the generation of savings and ensuring supply continuity during lean forex periods.

First Merchant Bank

November 2010 to November 2011: **Operations Officer**
April 2002 – November 2004)

Trainee Officer (Operations- Head Office)
Clearing Supervisor (Mzuzu Branch)
Cash Supervisor
Credit Supervisor

MALAWI COLLEGE OF ACCOUNTANCY

18th January to November 2010: **Part time lecturer – Chartered Institute of Purchasing and Supply**

INDEbank Limited- LIMBE BRANCH

December 2005- May 2008: **Operations Officer**
May2004-December 2005: **Back Office Supervisor**

Hobbies

A Christian of high integrity, I also enjoy reading Procurement blog posts, Tailoring and Design, travelling and socialising with friends.

REFEREES

Mr. Wilfred Mauluka	Mr. Peter Kadzitcha	Mrs Constance Musopole
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