

## **NDAONA VINCENT MUYAYA ( MBA), PMP, PRINCE2 PRACTITIONER**

C/O P/Bag 261

Blantyre.

MALAWI

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### **PERSONAL GOAL.**

Focused and sterling leadership in managing complex development challenges.

### **PROFILE.**

Ndaona is a multi-skilled management and development Specialist with extensive knowledge in project development and management, finance, administration, business, corporate governance, and leadership.

Ndaona has accumulated over 22 years of work experience through positions held in various organizations demonstrating competences in the following functional areas; projects and contracts management , , monitoring and evaluation ,administration, policy formulation and development management, asset and grants management.

Over the years, Ndaona has acquired excellent managerial skills in strategic planning and management, project management, financial management and budgeting. Excellent negotiation and diplomatic skills have also been nurtured through continuous interactions with high level government officials, including government and corporate executives, development partner's executives, Members of Parliament, donors and diplomats. Ndaona works very well under minimal supervision as well as within a team setting. Ndaona adapts easily to new environment and is culturally-sensitive.

His experience above is supported by academic qualifications, which include a Masters degree in Business Administration, supported with various short- professional courses.

### **Academic Qualifications:**

- i. **Master's in business administration (MBA) (ESAMI) – 2008**
- ii. **Project Management Professional (PMP) 2021**
- iii. **Prince 2 Practitioner 2021**
- iv. **Advanced Diploma in Business Administration (ABE-UK) – 2004**
- v. **Certificate in Telecommunications Policy Regulatory Management Course - Wits University - 2015**
- vi. **CIMA Advanced Diploma (CIMA) 2016.**

### **Governance Board Appointments**

- i. Centre for Youth and Children Affairs (CEYCA) May 2009-December,2016  
*Last served as Chairperson of the board May 2015 to 2016*
- ii. Malawi Rural Development Fund (MARDEF) board January 2005 - May 2013  
*Served as Chairperson - Audit and Risk Committee*
- iii. Malawi Global Fund Coordinating Committee January 2003 -February,2005.

*Served as a member of the board*

**Short Courses Attended:**

**2018: Advanced Spectrum Management**  
GSMA-Online

**2015 : Risk management Course**

- KM Consulting Bvumbwe Thyolo

**2014 : Telecoms regulation and Policy course**

- USTTI Washington DC USA

**2014 Strategic Planning and Governance course**

- EGPYT Post Cairo in the Arab Republic of Egypt

**2010 Development Management course**

- Kambiri Lodge Family Health International

**2014 Project Management training for ICT Professionals**

- AFRALTI Lilongwe Malawi

**2014. Contracts management course**

- AFRALTI Lilongwe Malawi

**2014 Strategic Management in ICT**

- AFRALTI Lilongwe Malawi

**2015 Cyber security orientation workshop**

COMESA-MACRA Lilongwe Malawi

**2008 Balanced Scorecard course**

- Northern Ghana Development Centre Interact Worldwide UK.

**2007 Corporate Governance and Results Management**

- Birchwood Hotel Southern Africa AIDS Trust(SAT)

**2007 Community Scorecard (Civil Society Monitoring) course**

- Superior Hotel MANASO.

**2006 Project Cycle Management Course**

- Koreana Lodge Japanese International Cooperation Agency

**2005 Advocacy and Policy Analysis Course**

- Cresta Hotel Southern Africa AIDS Trust- Zimbabwe.

**2003 Micro Credit Management Course**

- Lilongwe Hotel Commonwealth Secretariat Africa Region

**2003 Management and Administration of HIV and AIDS Program Managers Course**

- Malawi Institute of Management UNICEF

**2002 Participatory Research Skills Course**

- Kambiri Lodge National Youth Council/UNICEF

**2000 Participatory Rural Appraisal Course**

- MEDI Action AID International



## **Track Record**

Ndaona is practicing and or has practiced management and administration, project management, corporate and business advisory whilst working with MACRA and other bodies on the following;

### **Organization development and Project Management**

- Practiced critical and systematic analysis of organizational needs and capacity gaps
- Comprehensive knowledge and skills in conceptual design of a project and program
- Skilled in designing evidence-based project interventions through baseline, conceptual design, implementation of a program.
- Competent in leading organizational change and restructuring processes in modern organizations.
- Comprehensive knowledge and application of organization development tools and approaches
- Conversant with top notch Project implementation that includes scheduling, resource allocation, report writing and conflict management skills.
- Team leading and motivating to build cohesive teams and achieve set goals, objectives and targets.
- Conducting organizational development, exercises that address the philosophy, goals, mission and vision of the organization.
- Skilled in Participatory Rural Appraisal methodologies.

### **Leadership and management**

- Demonstrated skills in planning, prioritizing, executing development interventions.
- Demonstrated experience of supervising and mentoring subordinate members of staff.
- Skilled in motivating and appraising staff.
- Skilled in designing and implementing staff development plans.
- Demonstrated leadership in board governance.
- Team player, leader and manager of departmental staff and resources.
- Skilled in development of organizational operating policies

### **Asset and Finance Management**

- Demonstrated competences in managing complex fixed asset register.
- Skilled in management of material, human, financial resources for an institution.
- Skilled in management of insurance portfolio for an organization
- Demonstrated expertise in interpreting, and applying policy regulations.
- Ability to understand/develop contracts in accordance with planned resources, goals, and plans.
- Ability to compose in an organized, logical, and concise manner technical asset reports, presentations, memos or other written documents based on analysis of information.
- Demonstrated expertise in development of standard operating procedures (SOPs).
- Skilled in procurement processes of goods and services for organizational use.
- Demonstrated experience in exercising discretion and judgment.
- Demonstrated skills in utilization of organizational resources to optimal best.

### **Partnership development**



- Skilled in building Strategic partnerships for effective realization of organizational goals.
- Demonstrated competences in formulating strong evidence-based partnership strategies
- Competent in leading policy analysis and change .
- Versatile skills in partnership development with sister organizations or networks, government line ministries
- Trainer, motivator, inspirer among the targeted.

### **Monitoring and Evaluation**

- Demonstrated competences in designing participatory monitoring and evaluation tools.
- Skilled in supervision ,monitoring and evaluation of project activities
- Skilled in mentoring and coaching of key program staff.
- Skilled in building expertise and knowledge of key project staff in monitoring and evaluation principles.
- Proven and demonstrated competence in undertaking monitoring and evaluation exercise to inform programming of interventions and policy change.

### **SUMMARY OF MY JOB EXPERIENCE**

1. Over five (5) years' experience designing, planning, implementing, monitoring and evaluating projects at Malawi Communications Regulatory Authority (MACRA) as Projects Manager.
2. Over five (5) years' experience in general administration working as Administration Manager with Malawi Communications Regulatory Authority (MACRA).
3. Two (2) years' experience working as Project Systems Strengthening Specialist with Family Health International in systems and capacity development.
4. Five years' experience working as Regional Development Manager with Malawi Network of AIDS Services Organization (MANASO) a national Umbrella body of AIDS Service organizations in Malawi.
5. Five years' experience working with National Youth Council of Malawi (NYCOM) as Regional Youth Development Officer responsible for developing and implementing youth development programs.
6. Extensive experience working on project management, good governance and capacity building.
7. Vast experience in team building and staff supervision as well as excellent oral and written communication skills.
8. Excellent understanding and vast experience in development and economy sectors of Malawi
9. Advanced skills in Microsoft office and statistical packages i.e. SPSS, MS office, database management.

### **EMPLOYMENT HISTORY**

**(A) Position: Projects Manager**  
**Duration : January 2018 to Present**  
**Duty Station : Blantyre**  
**Employer : Malawi Communications Regulatory Authority**

### **Summary of Responsibilities**

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I am responsible for project design, planning, implementation, monitoring and evaluation of MACRA's projects. I have also promoted stakeholder partnerships and developed communications channels to enhance efficiency in the project deliverables.

**(B) Position: Administration Manager**  
**Duration : September 2012 to December,2017**  
**Duty Station : Blantyre**  
**Employer : Malawi Communications Regulatory Authority**

### **Summary of Responsibilities**

I was responsible for effective management of resources in the Authority. I coordinated management of Fixed Asset Register, Supervision of staff in the Administration department, providing strategic leadership and mentorship to staff among others.

I was also responsible for insurance management of the Authority's assets. I also coordinated estate management of MACRA's infrastructure.

**(C) Position: Project Specialist**  
**Duration: 26<sup>th</sup> February 2010- 7<sup>th</sup> March 2012**  
**Duty Station: Salima-Malawi**  
**Employer: Family Health International (FHI360)**

**Project Donors: Funders Collaborative for Children-FCFC)- Comic Relief, Sir Elton John AIDS Foundation, Children Investment Fund Foundation (CIFF) and Princess Diana Memorial Fund.**

### **Summary of responsibilities**

I worked with Family Health International Surround the Child (Mkuta Mwana) Programme. I was responsible for Programme development using rights-based approach, developing and managing partnership, Programme Finance and Grants Management, Programme Monitoring and Evaluation and managing 8 members of staff working under the Programme and representing the organization in local/district and international meetings. The programme was mainly systems and capacity development, Education, Social development, Health and Promotion of Income generating activities and food security.

### **Detailed Responsibilities:**

#### **1.0 Programme development & management**

- I. Developed and managed food sustainable livelihoods programme using right based approach
- II. Providing technical support to field staff on programme implementation and planning.
- III. Systems development and building capacity among 18 implementing partners.
- IV. Developed learning through evaluation, accountability and planning (LEAP) programme strategy.
- V. Developed proposals for new funding opportunities using development transitional model
- VI. Developed annual and monthly budget and cash focus for the programme and projects.
- VII. Developed Community response mechanism for the programme and 360 degrees accountability strategy.
- VIII. Facilitated effective mainstreaming of HIV & AIDS, DRR, social protection (4Ps) and Gender and women's rights in all projects.



- IX. Compiled and timely submitted all monthly activity report as required by donors and FHI360 and facilitated documentation of best practices across the implementation team.

## **2.0 Capacity building and management of Partners**

- i. Facilitated partnership organizational development and capacity building mechanism.
- ii. Facilitated capacity assessment of 18 Implementing Partners and developed capacity building plans.
- iii. Developed a training programme for 18 partners and partner staff, on project cycle management, resource mobilization and strategy development.
- iv. Provided technical and capacity building support including training and mentoring to relevant Implementing partners staff and FHI360 staff.
- v. Organized meetings for partners and civil society organizations working in the area for effective learning
- vi. Developed partnership database for beneficiary and trained partners on its use.
- vii. Provided training and capacity building support to Civil society Organizations (CSOs) including organizational development

## **3.0 Programme monitoring and Evaluation**

- i. Facilitated development of Project Monitoring and Evaluation and programme baseline.
- ii. Developed annual and quarterly plans for Surround the Child (Mkuta Mwana) Programme and ensured it is followed by all programme staff.
- iii. Monitored the entire programme and regularly evaluated Programme indicators based on set indicators and Programme objectives.
- iv. Provided technical assistance to Partners for enhancement of documentation of lessons learned and assimilating them on new programmes
- v. Coordinated annual evaluation of the programme and sharing of lessons learned for quality improvements of the programme

## **4.0 Programme Advocacy**

- I. Conducted programme operational research on advocacy plan and rolled it out
- II. Linking beneficiaries to advocacy groups and building their capacities to advocate for rights of children and participation.
- III. Networking with other NGOs or government departments which deals on advocacy issues
- IV. Representing FHI360 on advocacy forums for the organizational meeting both nationally and internationally.

## **5.0 Staff management and Administration**

- i. Supervised and Managed 8 members of staff by reviewing their responsibilities in compliance with the Programme objects.
- ii. Developing Performance Development and Review (PDR) plans for community case management officers and review them periodically.
- iii. Developed and implemented and managed capacity building plans for programme staff

### **(C) Position: Regional Development Manager**

**Duration:** February 2005 – January 2010(5years)

**Duty Station:** Blantyre (Southern Region)



**Employer:** Malawi Network of AIDS Services Organization (MANASO)

**Donors:** USAID, DFID, Scottish Executive, HIVOS, EU.

### **Summary of responsibilities**

I worked with MANASO as Regional development Manager for southern region. The programme mainly focused on resource mobilization, capacity building, networking and partnerships, advocacy and policy analysis, micro credit and grants management. I was responsible for programme development and management using right based approach, management of programme Finance and Grants, developing and managing Programme Monitoring and Evaluation plans and managing staff working under southern region office.

### **Detailed Responsibilities:**

#### **1.0 Programme development & management**

- i. Developed and managed various capacity building and intervention programs for MANASO and its partners.
- ii. Developed Village savings and loans model for partner organizations affiliated to MANASO.
- iii. Facilitated implementation of programme strategy and facilitated is periodic review.
- iv. Developed annual plans, annual budgets, annual and monthly cash focus.
- v. Developed the advocacy strategy for rights of vulnerable groups i.e. HIV positive people, women, girls and very poor people.
- vi. Provided technical support and backstopping to partners 13 programme staff for effective implementation of various programs.
- vii. Represented MANASO in District Executive Committee meetings, Local Assembly meetings, national and International level meetings.
- viii. Facilitated effective mainstreaming of HIV & AIDS and Gender and women's rights in the programme and projects.
- ix. Compiling and submitted all report as required by donors and MANASO and facilitate documentation of best practices across the implementation team.

#### **2.0 Programme monitoring and Evaluation**

- i. Developed and managed Programme Monitoring and Evaluation Plans, log frame, and baseline data as well as development of data collection tools.
- ii. Facilitated analysis of programme data and documentation of lessons learned and operational research.
- iii. Coordinated annual evaluation of the programme, progress tracking and sharing of lessons learned for quality improvements of the programme
- viii. Provided training and capacity building support to civil society organizations (CSOs) including organizational development
- ix. Coordinated networking with local partners and civil society organization working on livelihood security

#### **3.0 Finance and Grant Management**

- i. Developed and managed programme finances and grants for partners up to a tune of 500,000 US Dollars.
- ii. Developed and managed programme expenditure plans against budgets and providing timely feedback to management Accounts as required by management.
- iii. Developed periodic Budgets monitoring and expenditure plans following the approved budgets.



- iv. In consultation with Finance officer, assisted 56 local partners in development of projects budgets and expenditure plans in accordance with MANASO Policies and procedures.
- v. Facilitated financial management capacity building for partners and programme staff
- vi. Produced financial reports and ensured partner compliance to expenditure Plans.

#### **4.0 Management of staff**

- i. Supervised and managed 13 Project Support Officers by reviewing their responsibilities in compliance to the Programme objects.
- ii. Developed Performance Appraisal tool (PAT) for Project Support Officers and review them periodically.
- iii. In consultation with the Programme Manager and the Human Resource Office, developed capacity building plans of project support officers.

**(D) Position: Regional Youth Development Officer.**

**Duration: April 2000 to January 2005**

**Duty Station: Lilongwe**

**Employer: National Youth Council of Malawi.**

#### **Summary of Responsibilities**

I was responsible for developing program interventions for youth organizations in the central region of Malawi. I managed capacity building programs of youth leaders and I also coordinated advocacy and policy project activities.

#### **Summary of Responsibilities**

I worked with National Youth Council as Regional Youth Coordinator for the Central Region. I was responsible for Programme development, management, Partnership development, and development of proposals for funding. The programme thematic areas were youth development, Quality basic Education, women and girls empowerment, child rights. I was also responsible for Budget development and Management, reviewing, managing strategic planning, review, sponsorship, and communications.

#### **Corporate Work**

- i. Main achievements include advising on microfinance operations in MARDEF board
- ii. Representing the Civil society in negotiation and policy meetings with government
- iii. Negotiating recipient agreements on behalf of civil society organizations with development partners.
- iv. Developing systems and procedures for an organization
- v. Performing fiduciary duty in a board as a director.

#### **Essential Skills**

- i. Excellent computer skills, including expertise in Microsoft Office, Database management, SPSS & Internet.
- ii. Ability to work both independently and cooperatively with team members
- iii. Strong organizational and prioritization skills.
- iv. Ability to interact effectively within a multicultural and multiracial team composed of international and national personnel.



Marital Status: Married.

Other interests:

- Poetry and biographies
- Tennis
- Photography
- Speech writing

Languages: Fluent in English and Chichewa (local dialect), Basic French

### **References**

1. Mr. Ben Chitsonga (Current Supervisor)  
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