

All Communications should be
Addressed to: The Secretary
for Civic Education and
National Unity



Ministry of National Unity
Private Bag B400
Lilongwe 3
Malawi

Ref: MoNU/ADMIN/1/15

4th May, 2022

ESAMI Headquarters
ARUSHA
Tanzania

RECOMMENDATION FOR CHIFUNDO KAVALA

I write to support Ms. Chifundo Kavala application to study Master's Degree in Business Administration under ESAMI.

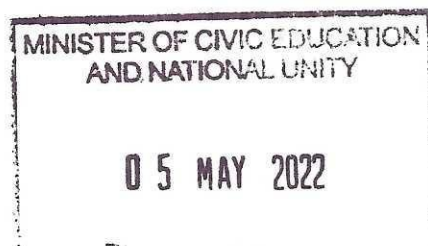
Ms. Kavala currently works as a Personal Secretary (Grade I) to the Minister in the Ministry of National Unity since August, 2020. During the period, she has been involved in a number of activities that have nurtured her technical skills in areas such as planning VIP meetings, supervising junior staff and preparation of sectional budgets.

I find Ms. Kavala to be hardworking, self-motivated, eager to learn new things and a good team player.

I am confident that she has a successful career ahead of her and I therefore recommend her to undergo this training.

Sincerely,

Chrispin Mwale
Deputy Director of administration





ShareWORLD Open University

P.O. Box 1446, Lilongwe, Malawi
Tel: (265) 01 726 751 or 726 911
Email: info@shareworld.edu.mw
Visit: www.shareworld.edu.mw

ACADEMIC TRANSCRIPT

Name of Student & ID No.: CHIFUNDO KAVALA
17BSc02/665BBA

Date of Birth: 24 NOVEMBER, 1981

Date of First Admission: JANUARY, 2017

Faculty: BUSINESS, ECONOMICS AND
MANAGEMENT SCIENCES

Programme of Study: BACHELOR OF
BUSINESS ADMINISTRATION

Academic Year: JANUARY 2018 TO
NOVEMBER, 2020

COURSES/SUBJECTS				
CODE	TITLE	MARKS	GRADE	CREDITS
YEAR 1				
ENG110	INTENSIVE ENGLISH	57%	C	11
IFA100	INTRODUCTION TO FINANCE AND ACCOUNTING	EX	-	-
COM101	BUSINESS COMMUNICATION	EX	-	-
IBM102	INTRODUCTION TO BUSINESS & MANAGEMENT PRINCIPLES	EX	-	-
STA103	BUSINESS MATHEMATICS & STATISTICS	66%	B	11
IT104	COMPUTER FUNDAMENTALS AND INFORMATION TECH.	EX	-	-
ECO105	ECONOMICS	EX	-	-
YEAR 2				
OB204	ORGANIZATIONAL BEHAVIOUR	69%	B	13
BLAW203	BUSINESS LAW	EX	-	-
MKT201	MARKETING MANAGEMENT	EX	-	-
HRD202	HUMAN RESOURCE DEVELOPMENT	69%	-	-
BFA200	BUSINESS FINANCE & ACCOUNTING	68%	-	-
CAB205	COMPUTER APPLICATIONS IN BUSINESS & FINANCE	70%	-	-
REM218	RESEARCH METHODOLOGY	61%	-	-
YEAR 3				
SM312	SERVICE MANAGEMENT	62%	C	13
MO301	MANAGEMENT ORGANISATION	71%	B	13
EPS302	ENTREPRENEURSHIP	58%	C	13
CBE303	CONSUMER BEHAVIOUR	57%	C	13
REM304	RESEARCH METHODOLOGY	68%	B	13
HRM 306	HUMAN RESOURCE MANAGEMENT	71%	B	13
YEAR 4				
BE401	BUSINESS ETHICS	65%	B	14
IMKT402	INTERNATIONAL MARKETING	57%	C	14
CST403	CORPORATE STRATEGY	73%	B	14
MIR404	MANAGING THE INFORMATION RESOURCE	57%	C	14
IBU405	INTERNATIONAL BUSINESS	71%	B	14
ESM415	EXECUTIVE SKILLS FOR MANAGERS	61%	C	14
IP406	INDEPENDENT PROJECT	70%	B	14

GRADING SYSTEM

A+ 90—100% Super Distinction
A 75—89% Distinction
B 65—74% Credit

C 50 —64% Pass
D 40 —49% Total Fail
E 39% - Below -Total Fail

COMMENTS

The above student commenced a Bachelor of Business Administration in year three due to previous qualifications obtained from other examining bodies and she has passed and completed her degree programme.

Owen Y. Mkandawire, University Registrar

DATE: 25 JUNE, 2021

THIS TRANSCRIPT IS ISSUED WITHOUT ANY ERASURES

**CERTIFIED TRUE COPY
OF ORIGINAL**

Frank Llwanda Matela
LLB (Hons) Msw, BA(Ed) Dip (Agr)
Legal Practitioner
Commissioner for Oaths
P/Bag 333, Lilongwe 3



ShareWORLD Open University

By the authourity of the Senatus Academicus through the
University Council has this day conferred the Degree of

Bachelor of Business Administration

**CERTIFIED TRUE COPY
OF ORIGINAL**

Frank Lhwanda Matsile
LLB (Hons) Mw, BA(Ed) Dip (Agr)
Legal Practitioner
Commissioner for Oaths
P/Bag 333, Lilongwe 3

Upon

KAVALA, Chifundo

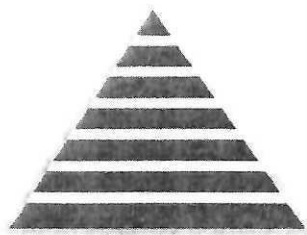
Having satisfied the conditions prescribed for the Degree

Vice Chancellor

Registrar

Student Registration No. 17BSc02/665BBA

SECURITY
GENUINE AUTH



A B M A

Association of Business Managers
and Administrators

Diploma

Business Management

is awarded with Pass to

CHIFUNDO MARTHA KAVALA

having satisfied the requirements of the ABMA's examiners in:

*Business Management
Introduction to Business Law
Introduction to Marketing
Business Finance
Synopsis*

Board Member

Issue Date: August 06, 2012

Student Number: ML91112027

CERTIFIED TRUE COPY
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Frank Liwanda Matola
LLB (Hons) Msw, BA(Ed) Dip (Agr)
Legal Practitioner
Commissioner for Oaths
P/Bag 333, Lilongwe 3





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MALAWI NATIONAL EXAMINATIONS BOARD

Malawi School Certificate of Education

This is to certify that

CHIFUNDO M KAVALA

at the Malawi School Certificate of Education Examination
at the following centre and obtained the results shown below

ST GALLEN II (Pvt)



SUBJECTS	GRADE
AGRICULTURE	7
BIBLE KNOWLEDGE	6
CHICHEWA LANGUAGE	7
CHICHEWA LITERATURE	9
ENGLISH LANGUAGE	6
GEOGRAPHY	8
SOCIAL AND DEVELOPMENT STUDIES	6



[Signature]

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[Signature]

CERTIFICATE NO.: M/2005/34733

CANDIDATE NO.: 2763/0025

DECEMBER 2005

Frank Lhwanda Matola
LLB (Hons) Mw, BA(Ed) Dip (Agn)
Legal Practitioner
Commissioner for Oaths
P/Bag 333, Lilongwe 3

[Signature]

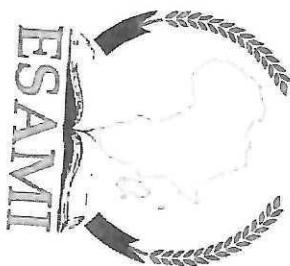
**CERTIFIED TRUE COPY
OF ORIGINAL**

**Eastern and Southern African Management Institute
Arusha, Tanzania**

Frank Liwanda Matola
LLB (Hons) Mw, BA(Ed) Dip (Agr)
Legal Practitioner
Commissioner for Oaths
P/Bag 333, Lilongwe 3



**CERTIFIED TRUE COPY
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This is to certify that

Chifundo Kavala

has attended
**MANAGEMENT DEVELOPMENT PROGRAMME FOR
EXECUTIVE ASSISTANTS II (ADVANCED)
conducted by Eastern and Southern African
Management Institute**

at **Mombasa, Kenya**

From **11th November, 2013**

To

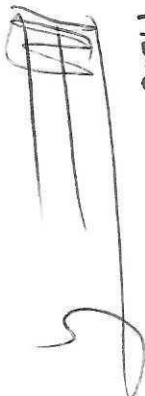
6th December, 2013

B

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DIRECTOR - GENERAL

Eastern and Southern African Management Institute

Frank Liwanda Matola Dip (Aot)
LLB (Hons) Mm, BA(Ed) Dip (Aot)
Legal Practitioner for Oaths
Commissioner for Oaths
P/Bag 333, Lilongwe 3



**CERTIFIED TRUE COPY
OF ORIGINAL**



This is to certify that

Chifundo Kavala

has attended

PROGRAMME ON EFFECTIVE SUPERVISORY MANAGEMENT

conducted by ESAMI

at **Arusha, Tanzania**

From **8th April, 2019** *To* **26th April, 2019**

D 443

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Director - General