



Mc Donald Godbless Mhango

DISTRICT PROCUREMENT AND LOGISTICS OFFICER

Chikwawa District Council
Private Bag 1, Chikwawa – Malawi
Malawi

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ABOUT ME

Proactive, Result-Oriented Procurement and Logistics Professional with over 8years of experience in Public Procurement, administrative management and Logistic Management. Decorated with delivering outstanding schools and health Facilities construction projects under the World Bank- Governance to Enable Service Delivery Project(GESD) 2020-2021, 2022-2023, 2023-2024 Financial Years

WORK EXPERIENCE

MINISTRY OF LOCAL GOVERNMENT, UNITY & CULTURE

CHIKWAWA DISTRICT COUNCIL
Chikwawa-Malawi
Sep 2020 - Present

District Procurement and Logistics Officer

- Preparing procurement plans in consultation with user department and Accounts head based on the approved annual budget.
- Preparing bidding documents for the procurement of various Good, Works and Services at Chikwawa District Council.
- Managing the receipt, opening and closing of bids
- Managing the evaluation of bids and preparing the bid evaluation reports for the for IPDC deliberations and approval
- Managing all other procurement processes leading to the awarding of procurement contract in line the Public Procurement Act of 2017.
- Managing the contracts awarded to vendors in liaison with user department to ensure delivery of good/services and completion of works is in accordance with the contract terms and conditions to achieve value for money
- Checking delivery notes and invoices payments in accordance with the Chikwawa District council-accounts department procedures and guidelines.
- Working closely with suppliers and customers to improve operations and reduce cost.
- Preparing quarterly and monthly procurement reports for management perusal approved copies of with are sent to PPDA (Public Procurement and disposal of Assets Authority)
- Monitoring data management to keep accurate product, contract, pricing and invoicing information.
- Preparing and updating the office procurement database and making sure that there in an efficient good record keeping on all procurements and disposal transactions.
- Supervising and appraising vendors' performance within the office catchment area
- Providing secretarial services to the Internal procurement and disposal committee(IPDC) meetings
- Fleet management (vehicle Insurance purchases, Fuel management, and Motor vehicle maintenance)
- Accurately calculating total supply chain costs in relation to proposed new projects.

PROJECT SOLUTIONS COMPANY LIMITED
Blantyre - Malawi
Jan 2014 - Aug 2020

Procurement and Administrative Officer

- Preparing procurement plans in consultation with user department and Accounts head based on the approved annual budget.
- Preparing bidding documents for the procurement of various Good, Works and Services for the Chikwawa District Council.
- Managing the receipt, opening and closing of bids
- Managing the evaluation of bids and preparing the bid evaluation reports for the for IPDC deliberations and approval
- Managing all other procurement processes leading to the awarding of procurement contract in line the Public Procurement Act of 2017
- Human Resources Management-Recruitment, Payroll Management, Trainings, Job allocation, Appraisals

- Payment of Institutional Water Bills, Electricity Bills, Communication Bills
- Management of Petty Cash

Fleet Management

- Managing transport requests and transport allocations, in coordination with Head Driver.
- Reviewing vehicle log sheets.
- Reviewing fuel liquidations and fuel purchases.
- Ensure vehicle inspections occur as planned.
- In liaison with Head Driver, ensuring an up to date vehicle certifications (COF, Insurance) and timely vehicle servicing and maintenance, vehicle safety and security, fuel management reconciliations and reporting, and vehicle tracking.
- Managing Head Drivers - Ensuring timely submission of monthly vehicle performance reports.

EDUCATION

UNIVERSITY OF MALAWI-THE POLYTECHNIC

Blantyre-Malawi
2010-2013

Bachelor of Procurement and Logistics Management

MAJOR MODULES COVERED

- International Purchasing
- Negotiation Skills
- Public Procurement
- E - Procurement
- Needs Specification and Supplier Management
- Strategic Procurement/Sourcing
- Supply Chain Management
- Ethics in procurement
- Logistics and Distribution Management
- Project and Contract Management
- Strategic Management
- Operations Management
- Marketing Fundamentals
- Retail Merchandise Management
- Quantitative Methods
- Financial Management
- Human Resources Management
- Research Methodology
- Entrepreneurship
- Business Law
- Project Research

My Project work was "Harmonizing green procurement in public procurement and Disposal systems"

STAFF DEVELOPMENT INSTITUTE

Blantyre-Malawi
2002-2004

Institute of Administrative Management (IAM) Diploma

MAJOR MODULES COVERED

- Business Administration
- The Individual and Organization
- Financial Management
- Organization Behavior
- Accounting level 1
- Human Resources Management
- Management Information
- Effective Management
- Organization Systems and Procedures
- Retail Shops Management

SKILLS

- Product and Service Researching Skills
- Negotiation Skills
- Inventory Management and control
- Analytical Skills
- Relationship Management
- Technology aptitude
- Financial acumen
- Strategic Management Skills
- Project Management Skills
- Logistics Management Skills

REFERENCES

Miss Lusungu Matuta
(Head of Human Resources Planning
and Development)
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Chikwawa

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