JOEL CHIRWA
CURRICULUM VITAE

<u>Personal Information</u>

Name: Joe Chirwa

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in https://www.linkedin.com/in/joel-chirwa-199308209/

🐙 https://github.com/JoelChirwa

Date of birth	: 16th June 1995.
Nationality	: Malawian
Residential District	: Lilongwe
Languages	: English & Chichewa

PROFESSIONAL EXPERIENCE

ICT & Resource Mobilisation Officer

Mthunzi Trust (Part-Time) (October 2025-todate)

- Developing and managing website
- Coordinating online campaigns and digital fundraising initiative
- Supporting project teams with technology-driven solutions
- Identifying funding opportunities and preparing project concept notes
- Managing donor relations and maintaining a grants database
- Developing social media content to promote the organisation's programs and activities
- Training staff on digital tools, website content management and ICT best practices

Elections Management Device Operator

Malawi Electoral Commission (October 2024 -September 2025)

- Capturing and printing of Voter information
- Verifying voter information
- Transferring voters to their desired polling station according to set procedure.
- Producing reports daily and at the end of each phase and making sure that reports are signed for by the party representatives.

- Making sure all information gets stored and backed up according to set rules and regulations

- Facilitating elections candidates' nominations by capturing details into the Elections Management Device

- Facilitating results management at District Tally Centre by uploading results into the Elections Management Device and transmitting to the National Tally Centre.

Assistant Programs Manager (Volunteer)

DataTech Consult (Jan 2024 – August 2024)

- Analysing project Terms of Reference (TORs) and developed comprehensive Monitoring and Evaluation (M&E) plans

- Preparing high-quality project proposals and expressions of interest for potential clients and partners

- Compiling detailed Monitoring and Evaluation reports for clients, organisations, and key stakeholders

- Tracking project implementation progress and ensured alignment with M&E frameworks

- Conducting capacity-building sessions and trainings for M&E officers and field staff

- Supported data collection, validation, and analysis to inform evidence-based decision-making

- Coordinating communication between project teams and stakeholders to ensure timely reporting and feedback

- Assisting in the design of project indicators, performance frameworks, and impact assessments

- Contributing to knowledge management by documenting best practices and lessons learned

Director of Programs

Centre for Transformation & Entrepreneurship (August 2023- December 2024)

- Providing strategic leadership in the design, development and implementation of programs across multiple teams and thematic areas

- Oversee program budgets, ensuring efficient resource allocation and financial accountability

- Developing and maintained partnerships with stakeholders, donors and implementing partners to strengthen program impact

- Monitoring and evaluating program outcomes, using data and reports to inform evidence-based decision-making

- Leading in proposal writing, donor reporting, and resource mobilization efforts to sustain program activities

- Representing the organization in stakeholder meetings, community engagements and partnership forums

Operations Coordinator

PRO-Telligent Global South Ltd (2021-2022)

- Coordinating logistics and daily operations for field supervisors and security teams across multiple sites

- Recording attendance registers and shift updates using a 4-way radio communication system

- Allocating security officers to designated duty posts and ensured adequate staffing levels

- Deploying emergency vehicles promptly in response to critical incidents or client emergencies

- Receiving, documenting and escalating client complaints and emergency calls for swift resolution

- Providing logistical and technical support to field operations and emergency response teams

- Tracking rapid response vehicles

Enumerator, National Statistical Office (2018 Population and Housing Census)

- Collecting data from households and individuals using CSPro
- Ensuring that materials used for Census are safe and managed properly
- Synchronising data with the field supervisor

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EDUCATION

a) **Associate Degree in Computer Science**
   University of the People (2025)

b) **Bachelor Business Administration**
   Monarch Business School Switzerland (Pending, 2027)

c) **Malawi School Certificate of Education**
   Dowa Secondary School (2013)

TECHNICAL SKILLS

- Full-Stack Web Development (HTML, CSS, Bootstrap, flask JavaScript, React, Python, Django)
- Version Control & Collaboration (Git, GitHub)
- Microsoft Office Packages (Word, Excel, PowerPoint, Outlook)
- Data Entry and Information Management
- Grant Proposal Writing Including Workplan, Budgeting and Monitoring & Evaluation Frameworks

OTHER CERTIFICATES

- Project Management Essentials
  DisasterReady.Org (2023)
- Certificate of Attendance Virtual Digital Marketing Training
  Unicaf University (Malawi, March 2025)

REFEREES

- **Mr. Gift Mpopo**
  Human Resource and
  Administration Manager,
  Malawi Electoral Commission
  Phone: +265 997 650 693

- **Mr. Felix Thom**
  Business development Manager
  DataTech Consult
  Phone: +265 881 658 248

- **Mr. Robert Mkandawire**
  Assistant Branch Operations
  Manager,
  Centenary Bank (Malangalanga
  Branch)
  Phone: +265 991 200 127