

## Curriculum Vitae

**Palinji John Mungoni**

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**Date of Birth: 20<sup>th</sup> February 1985**

**Sex: Male**

**Marital Status: Married**

**Nationality: Malawian**

### **Professional achievements**

- Assisted the Director for the Research Support Center in collaboration with a consultant on the development of the center's strategic plan and business plan.
- Assisted the Director for the Research Support Center and led the development and deployment of an internally developed computer application for managing research (electronic grants management system).
- Developed several forms like the asset transfer form at project close-out, and the budget tracking form.
- Developed easy to follow work flows summarizing the grants management process summarized from the University of Malawi Research Policy and College of Medicine Research Guidelines.
- Developed a budget template to be used when applying for grants.

### **Professional experience**

**January 2014 – Present, Finance/Research Support Centre, College of Medicine, University of Malawi**

**Position: Grants Compliance Officer**

**Duties:** This position is based in finance and deals with compliance to donor and regulatory requirements in terms of financial and grants management. My involvement starts in the pre award phase where I assist in budgeting for proposals taking into consideration project deliverables and institutional requirements. I am also part of the post award processes where my office is key in maintaining communication with partners, contract negotiations and financial processes. I review transaction requests for all grants in the Research Support Center and ensure compliance. I am also responsible for treasury management and also lead in audits. I close out projects ensuring reports are sent to donor and assets disposed according to requirements. Overall my function is to provide stewardship to donor funds which in the end reduce financial and reputation risk of my employer. I have also been part of the team reviewing the strategy for the University of Malawi, for the College of Medicine and for the Research Support Center. And I have also implemented some changes through development of standard operating procedures and forms for tracking and updating projects' information.

**January 2011 – December 2013, Research Support Centre, College of Medicine, University of Malawi**

**Position: Grants Accountant**

**Duties:** I am responsible for processing all payments for projects that fall under my portfolio; assisting in budget preparation and tracking, and ensuring transactions are accounted for according to UNIMA, donor and international regulations, payroll administration. Other responsibilities include maintenance and updating of ledgers (SAGE, ACCPAC) and reconciling balance sheet items at month end, other general duties as support in procuring, and clearance of goods, lead in audits for grants managed by me, reporting on activities versus budget (monitoring expenditure against work plan) to meet timeline.

**January 2008 – December 2010, Masada Enterprises**

**Position: Administrator**

**Duties:** Maintaining accounting records and preparing final accounts; payroll, stock control, buying office supplies, management of MASM Account (development and maintenance of database of patients)

**June 2007, KCC Finance Associates**

**Position: Audit Assistant**

**Duties:** Vouching and detailed testing; physical verification; compiling audit file and reporting findings on working papers.

**2000, Community Health Department, College of Medicine**

**Position: Research Assistant**

**Duties:** Data collection from households in Bangwe.

**Professional Qualifications**

- CIMA– Operational level.
- **Msc Financial Services Management**, University of Salford
- **Bachelor of Business Administration majoring Accounting**, University of Eastern Africa, Baraton.

**Training done**

- Training in Grants Administration for Grantees of US Government funds by NPI for Centers for Disease Control and Prevention, Grants and financial management training by Health Research Capacity Strengthening Initiative (HRSCI) which is under National Commission for Science and Technology funded by Wellcome Trust and DFID. Training by Michigan State on US Government grants management, EDCTP Financial Management Training in South Africa. Attended a workshop in Uganda at Makerere University on Research Costing.

- Certificate in Advanced Financial Modeling using Excel, Marcus Evans in Nairobi, Kenya. Advance Microsoft office Excel 2010 in Johannesburg, South Africa.
- SAGE ACCPAC ERP Training – system administration, cash book, nominal ledger, accounts payable, accounts receivable, fixed asset register, purchase orders, inventory control and crystal reports.

### **Projects and presentations done**

- A paper looking at the “**Effects of Monetary Policy on Commercial Banks Balance Sheets – focus on lending behavior**” (2012).
- Final year dissertation paper for first degree on “**The Inherent Nature of Non-Profit Making Organizations and the effect on their Performance**” (2008).
- Research in first year of College of Medicine on “**Food Security in Mangochi District**” (2001).
- Provide financial management and grants management training to faculty and staff of the College of Medicine (conducted 2 trainings and trained approximately 20 people).
- I participated in the regional proposal writing and grants management training at University of Rwanda where I presented on SF424 NIH application
- Conducted a close out training for Wellcome Trust grants for University of Malawi, University of Zambia and University of Zimbabwe in Johannesburg January 2016.

### **References**

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