

Biosketch

Palinji John Mungoni
P.O. Box 32003 – Chichiri - Blantyre 3 - Malawi
Tel: +265 999 782 393, Email: palmungoni@yahoo.com

Date of Birth: 20th February 1985
Sex: Male
Marital Status: Married
Nationality: Malawian

Professional experience

January 2014 – Present, Finance/Research Support Centre, College of Medicine,
University of Malawi
Position: Grants Compliance Officer

Duties: My office handles compliance matters relating to donor and regulatory requirements in both financial and grants management. I am involved in the proposal writing teams in the pre award phase where I am responsible for budgeting taking into consideration project deliverables and institutional requirements. In the post award processes, my office is key in maintaining communication with relevant parties, contract negotiations and transactional processes. On a day to day basis I review transaction requests for all grants in the Research Support Center and ensure compliance. Treasury management is another duty performed regularly ensuring funds are available (this involves communicating with banks, donors and accounting staff to ensure cash flows are up to date and sponsors are invoiced and the operating local accounts and foreign currency accounts are regulated). Audits are another compliance element that my office coordinates and ensures these are done according to requirements, and leading to the audits internal controls are reviewed to meet both institutional and sponsor requirements.

Finally, I close out projects ensuring reports are sent to donor and assets disposed according to specific sponsor and institutional guidelines. Overall my function is to provide stewardship to donor funds which in the end reduce the financial liability and reputation risk of my employer. As a Compliance Officer I am part of the management team of the College and as such I have been involved in reviewing the strategy for the University of Malawi, for the College of Medicine and for the Research Support Center. I provide training to staff on different aspects of grants management and orient them on compliance issues such as fraud and conflict of interest. I have implemented some changes through development of standard operating procedures for transaction processing, and developed forms for tracking and updating projects' information/expenditure and asset transfer between different projects. I am currently working on the Grants Management Booklet which will summarize the important elements in grants management which will be made available to staff together with the more detailed Grants Management Guidelines.

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

Position: Grants Accountant

Duties: I was responsible for processing payments for projects that fell under my portfolio; assisted in budget preparation and tracking expenditure against budget. I daily ensured transactions were accounted for according to UNIMA, donor and international regulations, and I assisted in payroll administration. Other responsibilities had also included maintenance and updating of ledgers (cash book, Accounts payable, accounts receivable) in SAGE ACCPAC and reconciling balance sheet items at month end. other general duties were supporting in procuring, and clearance of goods, leading in audits for grants that were in my portfolio, reporting and providing management information on project expenditure (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.

Bachelor of Business Administration majoring Accounting, University of Eastern Africa, Baraton (Cum Laude).

MSc Financial Services Management, University of Salford (with Merit)

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 (full cost recovery for research projects).
- 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.
- NIAID (NIH) training for post award management done by NIAID Grants management staff in Johannesburg, South Africa 2016

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.
- Development of an in house grants management system (a system for managing compliance of donor funded projects).
- Updating of College of Medicine grants management guidelines and Standard Operating Procedures.

References

THE DIRECTOR, RESEARCH SUPPORT CENTER DR C MALWICHI NYIRENDA PRIVATE BAG 360 CHICHIRI BLANTYRE 3 cmnyirenda@medcol.mw +265 871 911	DEAN, POST GRADUATE STUDIES PROF V MWAPASA PRIVATE BAG 360 CHICHIRI BLANTYRE 3 vmwapasa@medcol.mw +265 871 911	MRS N KAUNDA nyasinga.kauda@gmail.com +265 888 825 960
--	---	--

