**MUSONDA KAPAMBWE MUMBA**

CURRICULUM VITAE

**PERSONAL INFORMATION**

Address: P.O Box 31966, Lusaka

Telephone: 00-260-97-747659 /955-747659

Email: [Muzomumba@yahoo.co.uk](mailto:Muzomumba@yahoo.co.uk)

Gender: Male

Nationality: Zambian

**EDUCATION**

**DIPLOMA IN LOGISTICS AND TRANSPORT** (FORTHCOMING 2016)

Zambia Institute of Business Studies ( ZIBC), Chartered Institute of Logistics and Transport (CILT)

**DIPLOMA IN MECHANICAL ENGINEERING** (2010)

Lusaka Trades Training Institute

**GENERAL CERTIFICATE OF EDUCATION** (1989-1993)

Secondary School Education at Mporokoso High School in Northern Province

**PROFILE**

* **A dedicated and hard-working professional with 20+ years’ experience in project coordination, logistics and operations**
* Specialized expertise in international development across areas including agriculture, humanitarian relief, health, HIV/AIDS, gender equality and food security
* 9+ years’ experience working for the United Nations on high profile projects and missions
* Experience establishing logistics protocols and processes for new international programs in Zambia
* Fleet management experience, driving and logistics experience
* Overseas experience covering Africa (Zambia, South Africa, Malawi, Botswana, DRC, Zimbabwe); as well as travel in Dubai and India
* Knowledge and expertise in administrative duties, executive office management and program planning
* Able to work with computer software such as Excel, Microsoft office word, Power point and other office equipment.

**WORK EXPERIENCE**

**LOGISTICS AND TRANSPORT OFFICER (DRIVER)**

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) (APRIL 2011 – PRESENT)

*Provide project coordination and planning support in the area of logistics and transport for the UNDP Zambia Global Fund project (Budget $388 Million)*

**Key Duties**

* Provide logistical support for Capacity Development Unit, in integrated training for Capacity Development of all 10 Provincial Medical Offices(PHO).
* Provide administrative support and coordination across all aspects of program implementation including procurement, stakeholder planning and training workshops and partnership meetings
* Provide oversight of fleet management and operations across work in 10 provinces
* Coordination support to nation-wide campaigns including the distribution of 4.8 million bed-nets
* Administrative duties including but not limited to external communication, correspondence, stock maintenance and information management

**ADMINISTRATIVE ASSISTANT (DRIVER)**

UNITED NATIONS VOLUNTEER PROGRAMME (UNV) (JUNE 2008 – MARCH 2011)

*Managed logistics and transport requirements for UNV’s national office in Zambia included coordination support for emergency and medical evaluations*

**Key Duties**

* Provided administrative support and coordination across all aspects of program implementation including procurement, stakeholder planning and training workshops and partnership meetings
* Provided oversight of fleet management and operations across work in 10 provinces
* Coordination support for establishment and expansion of the UNV program in Zambia
* Administrative duties including but not limited to external communication, correspondence, stock maintenance and information management

**ADMINISTRATIVE COORDINATOR AND LOGISITICS OFFICER**

UNDP, UNV, UNFPA AND USAID (JUNE 2007 – MAY 2008)

*Provided support to a range of program scoping missions and new UN and USAID initiatives*

**Key Duties**

* Provided coordination and planning activities for UNDP’s scoping mission and proposed new Gender Program in Zambia
* Provided logistics, fleet management and transport support to UNV’s Micro Banker Trust program
* Managed vehicle procurement for an UNFPA project which included asset delivery and management to Provincial Health Offices (PHOs) and hospitals
* Provided coordination and data collection and M&E support to USAID on a 8 month research project (American Institutes for Research – CHANGES 2)

**ADMINISTRATIVE COORDINATOR AND LOGISITICS OFFICER**

UNDP WITH SECONDMENT TO FAO (FEBURARY 2006 – NOVEMBER 2006)

**Key Duties**

* Administrative duties including but not limited to external communication, correspondence, stock maintenance and information management
* Provided administrative support and coordination across all aspects of program implementation including procurement, stakeholder planning and training workshops and partnership meetings
* Supported the planning and implementation of the Mid-Zambezi Water Project between Zambia, Botswana and Zimbabwe including facilitation of FAO Headquarters Mission to Zambia

**EXECUTIVE ASSISTANT TO COUNTRY DIRECTOR**

CATHOLIC RELIEF SERVICES (March 2003 – July 2004)

*Catholic Relief Services is an international humanitarian agency of the Catholic community that provides assistance in agriculture, humanitarian relief, HIV and AIDS to 130 million people in more than 90 countries*

**Key Duties**

* Part of the core team that led the establishment of the first Catholic Relief Services country office in Zambia (including 5 field offices). Supported the administration and operations; and humanitarian relief as part of the Consortium for Southern African Food Emergency (C-SAFE)
* Provided executive support services to country headquarters and 5 field offices
* Provided logistical support in preparation of trainings and workshops for Recovery Unit
* Established and coordinated the fleet and transport management system
* Provided office management and administrative support (daily financial accounts, filing, office coordination, inventory and asset management, visa and passport liaison services, immigration management for expatriate staff, planning and logistics for trainings and workshops)

**SALES AND OPERATIONS MANAGER**

LEXY BUSINESS & MACHINE LTD, FLAGSHIP OFFICE (2001 – 2003)

**Key Duties**

* Sales and marketing executive for retail and wholesale transactions for government ministries and private sector companies (responsible for team sales of K2 million per annum)
* Project management, business development and new customer accounts and tenders
* Supervisor and manager of 4 staff (technicians, office assistant)
* Office managerial responsibilities including administration, logistics, maintenance, customer service and customer care

**FLOOR COURT SUPERVISOR**

BRITISH PETROLEUM (BP), SERVICE CENTER, LUSAKA (1999 – 2001)

**Key Duties**

* Retail sales – contributed as part of 8 person team (average sales: K1,680,000 per annum)
* Quality Assurance and recommendations to the purchasing and procurement team

**PARTNER**

MUMBA FAMILY BUSINESS (1994 – 1998)

**Key Duties**

* Business development and sales in telecommunication equipment to security companies (ARMCOR, Zambia Police, Banks other private customers)

**OTHER CERTIFICATIONS & SKILLS**

* Defensive Driving Course at Industrial Training Center (ITC) (March 2009)
* First Aid Training in November 2010 and a refresher course in October 2016.
* Languages: Fluent in English…….
* Clean driver’s license, (SADC) with experience of (18) years.
  + Cars handled include: UN security vehicles, 4X4 vehicles - Land cruiser, Hardtop, Toyota Condo, GX and Hulix. Saloon Cars – Toyota class of vehicles, Mercedes Benz, Nissan and Mazda

**VOLUNTEER EXPERIENCE**

UN Security Warden (2014)

**HOBBIES**

Sports, film and arts, travel, reading and entrepreneurship

**REFEREES**

Michael Kayira

National Operations Manager, UNDP, Lusaka - Zambia

Mobile #: +260 977 821067

Email: Michael.kayira@undp.org

Mr. Kazuhisa Yokomizo,

Acting Project Manager

UNDP Global Fund,

Lusaka-Zambia

Tel: 260 211 971254447

Email: [kazuhisa.yokomizo@undp.org](mailto:kazuhisa.yokomizo@undp.org)