

CURRICULUM VITAE

NAME: Matthews Abijah Nyapela
SEX: Male.
DATE OF BIRTH: 1969
LANGUAGE: English, Kiswahili, Luhya
STATUS: Married.
RELIGION: Christian.
ADDRESS: P.O. Box 7724 - 00300, Nairobi.
TEL: 0724899381 / 0734274355
EMAIL: matthewsnyapela@gmail.com
ID: 11018371.
KRA PIN: A004181096L

LANGUAGE SKILLS:

<i>Languages:</i>	<i>Reading:</i>	<i>Speaking:</i>	<i>Writing:</i>
English:	Excellent	Excellent	Excellent
Swahili:	Excellent	Excellent	Excellent
Luhya (Mother tongue):	Excellent	Excellent	Excellent

PROFESSIONAL ASSOCIATION MEMBERSHIP:

A member of Kenya Library Association.

EDUCATION:

2020 TO DATE: Undertaking Doctorate of Philosophy (PhD) in Information Science in the University of Nairobi.

2019 - 2020: Undertook Doctorate of Philosophy (PhD) at UNICAF University

2018: Obtained a certificate of Kenya Sign Language in Horizon Sign Language Training Centre

2018: Obtained a driving certificate at Unik Driving College for motor vehicle class GF

2017: Obtained a driving certificate at Unik Driving College for motor vehicle class BCE

2013 – 2015: Obtained a degree of Master of Library and Information Science, (MLIS), in the University of Nairobi.

2011 – 2012: Obtained Higher National Diploma (Module Two) in Library and Information Management at Sigalagala Polytechnic.

2010 – 2011: Obtained Higher National Diploma (Module One) in Library and Information Management at Sigalagala Polytechnic.

2010 – 2011: Obtained Certificate in Computer Systems and Application Packages at Sigalagala Polytechnic.

2006 – 2008: Obtained Diploma in Library and Information Studies at Sigalagala Polytechnic.

1998 – 2002: Obtained B.A. Degree in Bible and Theology at Kima International School of Theology, K.I.S.T., an affiliate with ICI University, Springfield, Missouri, USA.

1993 – 1995: Obtained Diploma in Air Transport Cargo Services (IATA FIATA) at Trans-Eastern Airlines Aviation College.

1986 – 1989: Obtained Kenya Certificate of Secondary Education, (K.C.S.E.) at Naitiri High School.

1975 – 1985: Obtained Kenya Certificate of Primary Education, (K.C.P.E.) at Shikuku and Tabani Primary Schools.

WORKING EXPERIENCE:

October 2016 to the present: Working as a Librarian in the University of Nairobi

August 2013 to the present: Working as a volunteer Christian chaplaincy assistant in the University of Nairobi

October 2016 to the present: Working as Vice-Secretary in Maktaba Welfare/Benevolence Association of the University of Nairobi

2013 to October 2016: Working as an Assistant Clergy in Kariokor Church of God

May 2012 to October 2016: Worked as a Library Assistant in the University of Nairobi

2006 to April 2012: Taught *How To Use the Library* course at Kima International School of Theology, K.I.S.T., an affiliate with ICI University, Springfield, Missouri, USA

2002 to April 2012: Worked as a librarian in Kima International School of Theology, K.I.S.T.

2002 to April 2012: Worked as a Teaching Assistant in Kima International School of Theology, K.I.S.T., an affiliate with ICI University, Springfield, Missouri, USA

2008: Worked as an Attachee in Maseno University Library

1999 – 2002: Worked as a Student Librarian in Kima International School of Theology, K.I.S.T.

1996 – 1997: Worked as a Shop Assistant in a Television Sales and Rentals Limited in Nairobi

1994: Worked at Kenya Airfreight Handling Limited in Jomo Kenyatta International Airport on industrial attachment

OCCUPATION:

2017 to the present: Serving in Tononoka Church of God as a congregational pastor

August 2013 to the present: Serving as a volunteer counselor in the University of Nairobi

2007 to May 2011: Served as a clergy in Vihiga Church of God

2010 to April 2012: Served as a chaplain as well as a part time teacher at Ebusiralo Child

2002 to April 2012: Served as a choir patron in K.I.S.T

1987 – 1989: Served as an assistant library prefect in Naitiri High School

1987 – 1989: Served as a leader of Christian Union in Naitiri High School

ACHIEVEMENTS:

- ❖ Trained many library entrepreneurs / industrial attachment students, who are now professional employees
- ❖ Wrote an article on *Library User Education Program* based on the Hekima Library of Kima International School of Theology, K.I.S.T.
- ❖ Wrote a pioneer library policy of Kima International School of Theology, K.I.S.T.
- ❖ Prepared a comprehensive lesson plan for *How to Use the Library* course, which I taught in Kima International School of Theology, K.I.S.T., an affiliate with ICI University, Springfield, Missouri, USA
- ❖ Compiled a subject authority file in the library of Kima International School of Theology, K.I.S.T.
- ❖ Chaired a self help organization (Jitegemee Self-Help Group)
- ❖ Formulated financial proposals on behalf of the vulnerable children's organization (Hemama), where I was the chairman of the board.

PROFESSIONAL DUTIES:

- ❖ Reader services.
- ❖ Data entry.
- ❖ Cataloguing and classification of books.
- ❖ Updating catalogue records.
- ❖ Maintaining computer-based records in the library.
- ❖ Bar coding.
- ❖ Sorting and shelving information materials.
- ❖ Training and assisting users to access print and electronic resources.
- ❖ Processing orders of books and periodicals.

- ❖ Issuing and discharging books and periodicals.
- ❖ Promotion and current awareness of all the library information resources among the staff and users of the library.
- ❖ Identifying the information needs of the users and responding to these needs as they arise.

JOB DESCRIPTION AS A LIBRARIAN IN THE UNIVERSITY OF NAIROBI:

- ❖ Liaison with the Director, LIS, through the College Librarian, CHSS, and the Director, Mombasa Campus concerning the management of the Campus Library
- ❖ Planning development and maintenance of Campus Library
- ❖ Allocation and coordination of duties of members of staff in the Campus Library
- ❖ Implementation of library Collection Development Policy through stock selection and acquisition
- ❖ Design and implementation of Campus Library user education program
- ❖ Provide reader services and dissemination of information
- ❖ Development and promotion of the use of ICT services in the Campus Library
- ❖ Liaison with other organizations and bodies dealing with the relevant information
- ❖ Participate in Library Management Board and Senior library staff meetings
- ❖ Participate in Campus Management, Campus Academic and other Campus Board Meetings
- ❖ Oversees the teaching of information skills to students of the campus
- ❖ Liaison with academic community on user information need

JOB DESCRIPTION AS A LIBRARY ASSISTANT IN THE UNIVERSITY OF NAIROBI:

- ❖ Teaching the access and retrieval of electronic literature resources
- ❖ Processing of orders of journals and newspapers
- ❖ Issuing and discharging books and periodicals
- ❖ Promotion and current awareness of all the library information resources among the staff and users of the library
- ❖ Identifying the information needs of the users and responding to these needs as they arise
- ❖ Registering and clearing students
- ❖ Any other official duty that may be assigned to me by the College Librarian.

DUTIES AND RESPONSIBILITIES AS AN ASSISTANT LIBRARIAN IN KIMA INTERNATIONAL SCHOOL OF THEOLOGY, (KIST):

- ❖ Selection, acquisition, processing of library information material (these includes accessioning classification and cataloguing).
- ❖ Conducting library orientation to new library users.
- ❖ Taking library attendance statistics.
- ❖ Shelving library materials.
- ❖ Shelf-labeling.
- ❖ Shelf-reading of library materials.
- ❖ Stock taking.
- ❖ Minor book repairs.
- ❖ Charging in/out library materials to the clientele.
- ❖ Sending out Overdue demand note.

- ❖ Organizing book fairs.
- ❖ Maintaining a data bank of information materials for easy and quick retrieval.
- ❖ Supervising cleaning services.

DUTIES AND RESPONSIBILITIES AS KIST TEACHING ASSISTANT:

- ❖ Dependently teaching BA students.
- ❖ Independently teaching Diploma students.
- ❖ Undertaking Academic Advisor duties.
- ❖ Facilitation of mentoring group discussions/projects.
- ❖ Attending faculty meetings and faculty in-service.
- ❖ Serving in Academic / Administrative committees.
- ❖ Participation in the graduation ceremonies.
- ❖ Serve as master on duty as scheduled by the Dean of Students through the Academic Dean's office.

DUTIES AND RESPONSIBILITIES AS A PASTOR IN THE CHURCH OF GOD IN E. AFRICA (K) FRATERNITY

- ❖ Being the chief officer of the church with the general oversight of all spiritual, business, financial, and administrative affairs of the congregation.
- ❖ Being an ex-official member of all standing and adhoc committees of the church
- ❖ Chairing all business meetings of the church congregation, including the pastor's (pulpit) committee
- ❖ Being in charge of all preaching and pastoral ministries of the congregation including regular visitations of church members, praying for the sick, evangelism and dedications of houses, children(Mark 10:13-16), vehicles and anything else that a congregant wants to be dedicated.
- ❖ Being the signatory mandatory of church account
- ❖ Doing my work in accordance with the Apostle Peters administration in 1 pet.5:1-4, i.e, doing the work of a shepherd of God, willingly without greed for money, but with eagerness to serve out of love and commitment as a servant of all; being a worthy example of Christ.
- ❖ Organizing and presiding over Holy Communion, teaching baptism classes, baptism, Lords Super, foot washing, burial and memorial services.
- ❖ To create cell groups, prayer groups, Bible classes, and any other groups
- ❖ To disciple leaders in the church (Matthew 28:18-20) and to teach and educate the congregants (2 Timothy 2:14-26)

DUTIES AND RESPONSIBILITIES AS A PART TIME TEACHER IN EBUSIRALO CHILD DEVELOPMENT CENTRE PROJECT IN EMUHAYA.

- ❖ Teaching project children/students.

- ❖ Counseling, encouraging and advising the vulnerable children.
- ❖ Being the treasurer of the project's staff welfare.
- ❖ Served as master on duty as scheduled by the Project Director.
- ❖ Liaison with parents of project children.

DUTIES AND RESPONSIBILITIES AS CHAIRMAN OF THE BOARD OF GOVERNORS OF A VULNERABLE CHILDREN ORGANIZATION EMUHAYA DISTRICT (HEMAMA CHILDREN'S MEMORIAL LIBRARY AND FEEDING PROGRAM):

- ❖ Advising the secretary to convene meetings.
- ❖ Presiding over board meetings.
- ❖ Liaison with program coordinator and other officials.
- ❖ Chairing discussions and signing of minutes.

DUTIES AND RESPONSIBILITIES AS THE CHAIRMAN OF THE BOARD OF GOVERNORS OF SAINTS EDUCATION SCHOOL IN EMUHAYA DISTRICT.:

- ❖ Advising the secretary to convene board meetings, executive meetings and parents (PTA) meetings.
- ❖ Preside over meetings.
- ❖ Liaison with school manager, school director and school teachers.

DUTIES AND RESPONSIBILITIES AS THE SECRETARY OF A SELF HELP ORGANIZATION (UJIRANI MWEMA SELF-HELP GROUP)

- ❖ Write, receive and keep all records of the group.
- ❖ Convene meetings.
- ❖ Prepare agenda and draft minutes of the group.

DUTIES AND RESPONSIBILITIES AS A TREASURER OF EBUSIRALO CHILD DEVELOPMENT CENTRE PROJECT STAFF WELFARE:

- ❖ Record monthly contributions and updating savings accounts of all members.
- ❖ Prepare the annual financial report for the project's staff welfare.

OTHER SKILLS:

- ❖ Computer literate.
- ❖ Minor book binding and repair.

PROFESSIONAL COURSES, CONFERENCES AND WORKSHOPS ATTENDED:

Year and Month		Institution/College	Courses	Details (Subjects/Topics Covered)
From	To			
2016 September 6th	2016 September 6th	University of Nairobi's College of Agriculture and Veterinary Sciences, (CAVS), Library Computer Lab	The Essential Electronic Agricultural Library (TEEAL) Workshop	Workshop on How to search and retrieve electronic information from TEEAL database. Facilitated by TEEAL Publishers from South Africa.
2016 June 29th	2016 June 29th	University of Nairobi's JKML Library Maktaba Hall	Team Building Workshop	Drug and Substance Abuse, Disaster Preparedness.
2015 May	14 th May	University of Nairobi's College of Agriculture and Veterinary Sciences, (CAVS), Computer Lab	Plagiarism Detection	Training on 'Turnitin' software to be used for plagiarism detection
2015 May	13 th May	University of Nairobi's JKML Library Computer Lab	New Helpdesk System	Library staff follow-up training on digitally enhanced efficiency in serving library users

April 2016	20 th & 21 st April 2016	University of Nairobi	Vsmart Software for Cataloguing, Classification and Book Selection Workshop	<ul style="list-style-type: none"> ■ V-Smart Cataloguing Module ■ Searching ■ Data Entry ■ Online Sites (Subject Headings / Classification) ■ Subject Cataloguing / Subject Headings ■ Classification / L.C. Schedules ■ Book Selection Tools.
2015 April	23 rd April	University of Nairobi's JKML Library Computer Lab	New Helpdesk System	Library staff training on digitally enhanced efficiency in serving library users
2015 February	18 th Feb.	University of Nairobi's Central Catering Unit	Records Management	Seminar on Records Management
2015 February	12 th Feb. 01:00 p.m. to 04:00 p.m.	University of Nairobi JKML Library boardroom.	Retrieval of Electronic Books	Demonstration on the retrieval of electronic books covering, political science, philosophy, conflict and Diplomatic, Development and Security studies.
2015 February	12 th Feb. 10:00 a.m. to 12:00 noon	University of Nairobi JKML Library boardroom.	EduDonor index and HEPSEU databases	A demonstration which enable universities all over the world to link to other research groups, education programs, grants and scholarships.
2015 January	26 th Jan.	University of Nairobi's College of Agriculture and Veterinary Sciences, (CAVS), Main Agriculture Faculty, room 205	Qualities of Leadership in Research	Qualities of Leadership in Research, by Dr. Ed Rege

2014 November	18 th Nov.	Africa International University	Web 3.0	Enhancement of librarianship by increasing technology
2014 November	5 th Nov.	University of Nairobi	UN E-Resources training	Searching and retrieving United Nation's electronic information materials
2002 July	13 th to 20 th July	Daystar University	CALA/ACTEA Library Staff Training Workshop	Effective Librarianship

PUBLICATIONS:

Nyapela, M.A. (2019). Efficacy of information science in bridging the digital divide in Kenyan institutions of higher education and learning. *International Journal of Research and Innovation in Social Science (IJRISS)* |Volume III, Issue IX, September 29th 2019|ISSN 2454-6186.

<https://www.rsisinternational.org/journals/ijriss/digital-library/volume-iii-issue-ix/>

Nyapela, M.A. (2020). The role of knowledge management in life-saving initiatives: The case of COVID-19 pandemic. *Research, Innovation and Enterprise Blog*. Nairobi, Kenya: University of Nairobi. April 30th 2020.

<https://uonresearch.org/blog/the-role-of-knowledge-management-in-life-saving-initiatives-case-of-covid-19-pandemic/>

REFEREES:**Dr. Dorothy M. Njiraine,**

Chairperson,

Library and Information Studies,

University of Nairobi,

P.O. Box 30197 – 00100, Nairobi.

Tel: +254722649860

Email: dnjiraine@gmail.com / dnjiraine@yahoo.co.uk

Dr. Willis Otuya (Lecturer)

Masinde Muliro University of Science and Technology

P.O. Box 190, Kakamega 50100.

Tel: 0721577566. Email: willisotuya@yahoo.com

Dr. Elisha Ondieki Makori,
University of Nairobi
Lecturer
College of Humanities and Social Sciences
Department of Library and Information Science
P. O. Box 30197–00100 Nairobi, Kenya
Cell phone: +254722926456
Email: elishaondieki@uonbi.ac.ke
elishaondieki@gmail.com
Website: Dr. Elisha Ondieki Makori

Mr. Moses Siboi Okonda

P.O. Box 75, Maseno 40105.
Tel: 0725206664.
Email: msokonda2007@yahoo.co.uk