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## 1. PERSONAL INFORMATION

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<b>Name</b>	<b>Dr. Anne Wairimu Ndiritu</b>
<b>Sex</b>	<b>Female</b>
<b>Age</b>	<b>Born 3<sup>rd</sup> October 1963 (57 years)</b>
<b>Nationality</b>	<b>Kenyan</b>
<b>Address</b>	<b>92-00902 Kikuyu</b>
<b>Telephone</b>	<b>+254722643244</b>
<b>E-mail</b>	<b><a href="mailto:anne.ndiritu@uonbi.ac.ke">anne.ndiritu@uonbi.ac.ke</a>; <a href="mailto:anniendiritu@yahoo.com">anniendiritu@yahoo.com</a></b>

## 2. SHORT PROFILE

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I am currently a senior lecturer in the Faculty of Education, Department of Educational and Distance Studies, at the university of Nairobi. I was a chairman of the department of Distance Studies, in the school of continuing and Distance Education in the college of Education and External until this post was abolished. I am in charge of Bachelor of Adult Education and Community Development programmes in the Department. I am also responsible for all the educational administration units in the department. I have over 12 years of teaching experience in university. Four of these years as a senior lecturer. I hold a PhD degree in Educational Administration from the University of Nairobi. I also hold a Master of Education in Educational Administration and Planning from the same university. I have also done a higher Diploma in Guidance and counseling Accounting section two and three of KASNEB CPA courses. I am also trained in Community Development from the Hebrew University of Jerusalem, Israel. I am also trained in ICT integration in teaching and learning from Kenya Technical Teachers' College. I have been a Researcher with the Pan African Research Agenda on the Pedagogical Integration of ICT in Education. I have published over 20 journal papers in peer reviewed journals on transformational leadership and ICT integration of Education which are my two major areas of interest. I have also disseminated findings in both local and international workshops.

## 3. CAREER OBJECTIVES

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- i) Attain associate professor position by 2021
- ii) Engage in further researches in transformational leadership and ICT integration in teaching and learning
- iii) Disseminate findings through conferences and publications in referred journals both locally and internationally.
- iv) Mentor at least 3 academic members of staff and 5 students every year.

#### 4. EDUCATIONAL BACKGROUND

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- i) 2007-2012: PhD in Educational Administration - University of Nairobi.
- ii) 1998-1999: Master of Education (Administration and Planning), University of Nairobi.
- iii) 2005-2006: Higher Diploma in Guidance and Psychological Counselling, Kenya Methodist University
- iv) 1985-1988: Bachelor of Education Honors, Kenyatta University (majored in Business and Economics)
- v) 1982-1983: Kenya Advanced Certificate of Education at Machakos Girls High school
- vi) 1978-1981: KCE., Nakuru Day Secondary School
- vii) 1971-1977: Certificate of Primary Education. At Uhuru Primary School Nakuru

#### 5. REGISTRATION BY PROFESSIONAL BODIES

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- Member of Educational Management Society of Kenya
- Alumni Association of University of Nairobi, Member
- A member of Africa for Research in comparative Education Society (AFRICE-KEN)
- Member of Weitz Centre Friends Network and promoter of The Rehovot approach of integrated Development.

#### 6. MEMBERSHIP OF BOARDS AND COMMITTEES

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- i) 2013-2017: Member of College Academic Board
- ii) 2013-date: Member, School Board of Examiners
- iii) 2013-2017: Member of Senate, University of Nairobi
- iv) 2018: Member of security committee, University of Nairobi
- v) 2019: Member of anti-corruption committee, School of Open Learning
- vi) 2011-2013: Senate Representative- School of Continuing and Distance Education, University of Nairobi

- vii) Date: Member of Postgraduate committee in ODeI Campus
- viii) Board of Management member, Utumishi Academy

## 7. TEACHING EXPERIENCE IN THE UNIVERSITY

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- i) 2015-Date: Senior Lecture, University of Nairobi
- ii) 2007-Date a lecturer in the department of distance studies in the University of Nairobi
- iii) 2006-2007 lecturer of postgraduate diploma in human Resource-University of Nairobi (extra mural studies)-fundamentals of management
- iv) 2005-2007 Lecturer of B.Ed. sc –chiromo campus-measurement and evaluation-University of Nairobi (external studies)
- v) 2000-2007 Lecturer of higher diploma in educational management- Kenya Technical Teachers College (planning and policy in education)
- vi) 2000-2007 Lecturer of diploma in teacher education-curriculum studies, measurement and evaluation, guidance and counseling, research methods
- vii) 2000-2007 Lecturer of diploma in human resource and diploma in Sales and marketing (fundamentals of Management)
- viii) 1988-1993 Secondary school Teacher-Teachers Service Commission
- ix) 1994-1998 Lecturer, Kabete Technical Institute- Teachers Service Commission

## 8. POSTGRADUATE SUPERVISION

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### 8.1 PhD supervision since 2015 to completion

1. Odhiambo Wagude (2015). Influence of transformational leadership and conflict resolution on projects implementation: a case of Constituency Development Fund construction projects in public secondary schools in Kisumu County, Kenya. Reg. L83/81861/2011: University of Nairobi. Supervised by Prof. Charles Rambo and Dr. Anne Ndiritu
2. Solomon Muriungi Mburung'a (2015) Influence of capital structure on sustainability of community water projects, in Kieni Constituency, Nyeri County, Kenya. Reg. Number Reg. No.: L83/80901/2011. University of Nairobi, Supervised by Dr. Lilian Otieno Omutoko, Prof. Pokhariyal Ganesh and Dr. Anne Wairimu Ndiritu
3. Oyieyo Pamela Akinyi (2020) Construction risks, managerial skills and completion of public private partnership project in Kenya: a case of Sondu-miriu hydroelectric power, project, Kisumu county Reg. Number L83/80865/2011. University of Nairobi. Supervised by Prof Charles Rambo and Dr. Anne Wairimu Ndiritu. Correcting Thesis after final defense

### 8.1.1 Ongoing

1. Rogito Ogiki Douglas. (2020). Influence of participatory monitoring and evaluation on sustainability of food security projects: a case of Wajir County, Kenya. Reg. Number L83/80036/2011. University of Nairobi. Supervised by Prof Timothy Maitho and Dr. Anne Ndiritu. Collecting data.
2. John Gatimu (2020): Monitoring and evaluation practices, contextual and behavioural determinants and performance of county maternal health programmes: A case of county governments in Kenya. Reg. Number L83/94317/2014. Supervised by Prof. Christopher Gakuu and Dr. Anne Ndiritu: collecting data.
3. Wycliffe Ndege (2021) LEARNER SUPPORT SERVICES, LEARNER INTERACTIONS AND RETENTION AMONG STUDENTS TAKING DISTANCE EDUCATION PROGRAMMES IN SELECTED UNIVERSITIES IN KENYA. Reg Number L80/54960/2019 .Supervised by Dr. Anne Ndiritu and Dr. Augustine Mwangi

### 8.2 Masters Degree Supervision since 2015

1. Samson Opata Muyanda(2019). Role of procurement on the completion of public projects in the energy sector in Kenya: the case of Kenya electricity generating company. Reg. No. L50/85877/2016. Supervised by Dr. Anne Ndiritu.
2. Karanga Benson Kariuki. (2019). Influence of stakeholders' participation on implementation of constituency development fund projects: a case of Kiambu Constituency, Kiambu County, Kenya. Reg. Number L50/76510/2014. Supervised by Dr. Anne Ndiritu.
3. Dorice Machuma Masinde 2019 influence of learner characteristics on information communication technology integration in distance education programmes .a case of masinde muliro university of science and technology, Kakamega County, Kenya. Reg. NO.L45/9707/2018. Supervised by Dr. Anne Ndiritu.
4. Benson Mutunga Muasa(2018). Factors influencing the integration of information communication technology in training teachers in public training colleges in Kenya. A study of Kilimambogo, Machakos and Kitui teachers training college. Reg. Number L45/6031/2017. Supervised by Dr. Anne Ndiritu
5. Kaudo Isdore (2018)Influence of learner support services on learners' retention in bachelor of education students by open, distance and electronic learning in Kisii campus, Mount Kenya University. Reg. Number L45/80655/2015
6. Kamondo jane (2018) Influence of teacher feedback on students' academic performance in public secondary schools: a case of English homework in Naivasha sub-county, Kenya. Reg Number. L45/66742/2011

7. Kissinger John (2018) Influence of stakeholders' participation on performance of charitable children institutions in Kisumu East sub-county, Kisumu County, Kenya. Reg No. 1.50/84561/2016
8. Mike Muyovo Indangasi (2019). Factors influencing women participation in community development projects of Ikolomani constituency, Kakamega County, Kenya. Reg. no 150/84564/2016
9. Mark Mwiwawi Mwakesi (2019). Influence of monitoring and evaluation systems on performance of non-governmental organizations: a selection of non-governmental organizations in the health sector in Nairobi County, Kenya. Reg. no: 150/79905/2015.
10. Karen Kagwiria Kiogora (2017). Factors influencing the performance of women-owned micro and small enterprises in Meru town, Imenti North sub-county, Meru County, Kenya. Reg. Number L50/71328/2014

#### 8.2.1 Masters Degree Supervision Before 2015

1. Susan Wangui Mugo (2013). The strengthening of mathematics and science education (smase) training project on KCPE performance in mathematics: a case of public primary schools in Embu West District, Embu County, Kenya. Reg. Number: L50/75014/2012
2. Karen Kagwiria Kiogora (2014). Factors determining demand of government funds by women. A case of Imenti North sub-county in Meru County, Kenya. Reg. Number L50/71328/2014
3. Habiba Godana Hilama (2014). Influence of voter education approaches on elections outcome in Isiolo North constituency of Isiolo County, Kenya. Reg. Number L50/66328/2013
4. Muviri Nancy Muthon (2013). Factors influencing academic performance of students in Kenya Certificate of Primary Education in Runyenjes division Embu County, Kenya. Reg. Number: L50/66240/2010
5. Michael K. Ndegwa (2013). Factors that influence the adoption of metal silo business among the trained artisans: a case of CIMMYT trained artisans. Reg. Number: L50/65002/2010
6. Esther Wawira Mbogo (2013) Factors influencing implementation of peace education programme in primary schools. A case of Tharaka North District. Reg. Number: L50/71917/2011
7. Edward Oduor Obiero (2013) Social economic factors affecting farm yield in Siaya District, Siaya County. Reg. Number: L50/63828/2010.
8. Kitua Dorothy. Factors influencing the use of the internet in learning among Bachelor of Education (arts) distance learners-: A case of the Meru extra mural centre, University of Nairobi. Reg. Number: L45/61317/2010



9. Mwit, Esther.J(2012)Factors that affect learners with visual impairment learning through distance education; A case of Kenya Institute of Special Education.Reg Number: L45/62396/2010
10. Olando Sitati. Factors influencing selection of rural financial services in pastoral communities of Kenya: the case of Loita Maasai of Narok Country. Reg. Number: L50/65282/2010
11. Kamau Nancy(2012). Factors affecting career development of women employees in the banking industry in Kenya. Reg. Number: L50/65027/2010
12. Netia Willimina. M. The influence of management style on organizational performance: a case of University of Nairobi. Reg. Number: L50/60897/2010
13. Abdi Ibrahim, H (2012). Influence of employers' non-excusable compensable delays on completion of road projects in Nairobi Metropolitan: A case of Ministry of Roads. Reg. Number: L50/76431/09
14. Kimani, Jane.N. (2012) Factors influencing implementation of strategic plans: The case of Caritas Nyeri, Kenya. Reg. Number: L50/64975/2010
15. Musau, Frederick.M.(2012) Factors influencing repayment of constituency youth enterprise scheme loans: a case of Kaiti Constituency. Reg. Number: L50/76603/2009
16. Kikwatha, R.W (2012) Factors that influence the performance of self help groups in managing microfinance funds for development. Reg. Number: L50/76441/2009
17. Ndegwa Michael, (2012) Assessment of adoption of the entrepreneurial opportunities provided by the metal silo project among CIMMYT-trained artisans in Kenya. Reg Number: L50/65002/2010
18. Nancy N. Kamau(2012) Factors affecting women career advancement in the banking industry in Kenya: A case of Kenya commercial bank branches in Nairobi county. Reg. Number: L50/65027/2010
19. Kagutha, D.M (2011) Teacher preparedness to adopt E-learning in teaching:-a study of secondary schools in Kilifi District, Kenya. Reg. Number: .L45/7939/06
20. King'ori Agatha (2014). The role of community participation in completion of development projects. Reg. Number: L50/68751/2011
21. Ibuathu jacob gituma. (2013) Influence of emerging new religious movements on the membership enrollment in methodist church in Kenya: a case of Kaaga synod, Meru, Kenya. Reg Number: L50/78825/09
22. Joseph Chege(2013). Influence of humanitarian accountability partnership (hap) on beneficiary accountability in delivery of humanitarian aid by NGOS. Reg. Number: L50/65192/2010

## 9. RESEARCH AND PUBLICATIONS

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### 9.1. Research and publications Since 2015

#### 9.1.1 Policy Paper 2021

1. Naomi Gikonyo & Anne Ndiritu (2021) Transformational Leadership in Adopting Online Learning. Kenya policy briefs .Volume 2 No. 1

#### 9.1.2 Papers in referred journals

1. Ndiritu A.W., Gikonyo N. W and Kimani G.N (2015) Preaching and drinking wine: a necessity for transformational leaders in effective schools. Journal of Education and Practice. , ISSN: 2201-6333 (Print), ISSN: 2201-6740 (Online)
2. Ndiritu A.W., Gikonyo N. W and Kimani G.N (2015) Inspiring a shared Vision: Getting all the Teachers in the Bandwagon. Journal of Education Practice, ISSN (Paper)2222-1735 ISSN (Online)2222-288X
3. Janet Wagude, Ann Ndiritu.(2015).Influence of Intellectual Stimulation and Conflict Resolution on Project Implementation: A case of Constituency Development Fund Construction Projects in Public Secondary Schools in Kisumu County, Kenya. TEM Journal – Volume 4 / Number 4 / 2015. 373-381 373www.temjournal.com
4. Wagude Janet, Charles Rambo, Anne Ndiritu, Maria Onyango (2015). Influence of idealized behaviour on the implementation of CDF construction projects in public secondary schools in kisumu county, kenya. European scientific journal vol 11 no 22(5) 2015. EUROPEAN SCIENTIFIC JOURNAL FEBRUARY 2016 EDITION VOL.12, NO.4 ISSN: 1857 – 7881 (PRINT) E - ISSN 1857- 7431
5. Caroline, N., Anne, N., & Harriet, K. (2016). Small And Medium Enterprises Training For Survival In A Competitive World. European Scientific Journal, ESJ, 12(19), 181. <https://doi.org/10.19044/esj.2016.v12n19p181>
6. Ndiritu Caroline, Kidombo Harriet, & Ndiritu Anne (2016): Top Management Commitment for successful Small and Medium Enterprises: A hoax or a reality. European scientific Journal, <https://eujournal.org/index.php/esj/issue/view/219> February 2016 edition vol.12, No.4 ISSN: 1857 – 7881 (Print) e - ISSN 1857- 7431
7. Solomon Muriungi, Anne Ndiritu and Jane Kieru Njeri (2017): Influence of grant financing on sustainability of community water projects in Kieni constituency, Nyeri county, Kenya. International Journal of Innovative Research and Knowledge Volume 2 Issue 5, May-2017: ISSN-2213-1356
8. Anne wairimu Ndiritu, Willy Kimani Gichimu and Caroline Njoki Ndiritu (2018): "Transformational School principals: the missing piece of puzzle in ICT integration in teaching and learning". International Journal for Innovation Education and Research, ISSN: online 2411-2933 Print 2411-3123

9. Anne Ndiritu, Solomon Muriungi and Caroline Njoki (2018): Pay as You Drink for Sustainability of Community Water Projects Pay as You Drink for Sustainability of Community Water Projects European Scientific Journal April 2018 edition Vol.14, No.11 ISSN: 1857 – 7881 (Print) e - ISSN 1857- 7431
10. Ndiritu A. Mwaure J. & Ndiritu C. (2019) "Rowing The Boat in The Same Direction: A Must for Transformational Leaders." IOSR Journal of Research & Method in Education (IOSR-JRME) e- ISSN: 2320–7388, p-ISSN: 2320–737X Volume 9, Issue 1 Ser. II. (Jan. – Feb. 2019), PP 32-36. www.iosrjournals.org
11. Ndiritu A., Mbugua J & Ndiritu C. (2019) Lessons for school principals from transformational leadership characteristics. IISTE journal of Education and Practice. Vol 10, No. 10, 2019, ISSN 2222-1735 (Paper) ISSN 2222-288X (Online)
12. Ndiritu, A., & Gatotoh, A. (2020). Information and Communication Technology skills for Effective Competence Based Curriculum Implementation in Kenya. Advances in Social Sciences Research Journal, 7(6), 712-721. <https://doi.org/10.14738/assrj.76.8544>
13. Mbuthia Nyambura & Ndiritu Anne (2020) Mobilization of Domestic Savings in Formal Financial Institutions: The Missing Link to Economic Growth. International Journal of Business and Social Science, Vol. 11 • No. 3 • March 2020
14. John Gatimu, Christopher Gakuu, Anne Ndiritu (2021) Moderating Influence of Contextual Determinants on Relationship between Monitoring and Evaluation Practices and Performance of County Maternal Health Programmes in Kenya. Public Administration Research journal Vol. 10, No. 2 (2021)
15. Pamela Akinyi Oyieyo, Charles Rambo and Anne Ndiritu (2021). Financial Effect of Labour Related Risks on Completion of PPP Projects. Advances in social sciences research journal. volume 7(10):122-130

### 9.2 Research and Publications before 2015

1. Mbeche F.G. and Ndiritu Anne (2005) Educational policy and planning :a student manual for higher diploma in educational management. Nairobi : Flemish Association for Development Cooperation and technical assistance)
2. Ndiritu Anne Wairimu (1999) A study of factors which influence performance in Kenya Certificate of Secondary Education in selected public secondary schools in Nairobi and Central Provinces, Kenya. M.Ed Research Thesis (Unpublished Thesis) Supervisors: Prof Joshua Okumbe & Gerald Kimani
3. Kidombo H.J., Gakuu C. M., Bowa O., Ndiritu A. Mwangi A. Gikonyo N. (2010) Status of Information and Communication Technology Integration in Education in Selected Kenyan Schools. Available at [http://www.ernwaca.org/panaf/pdf/phase-1/Kenya-PanAf\\_Report.pdf](http://www.ernwaca.org/panaf/pdf/phase-1/Kenya-PanAf_Report.pdf)

4. Ndiritu A.W, Kimani G.N and Nyagah G(2011). An analysis of transformational leadership style of secondary school principal and its effect on school efficiency' Book of Abstracts, Moi University.
5. Kidombo H.J., Gakuu C.M and Ndiritu A.W (2012), 'Institutional Management and Integration of ICT InTeaching and Learning in Selected Kenyan Schools', Journal of Open, Continuing and Distance Education, Volume 2 (Issue 1)"151-174. ISSN 2074-4222  
<http://distanceeducation.uonbi.ac.ke/node/2379>
6. Ndiritu Anne Wairimu 2012) Effects of principals' transformational leadership characteristics on students' academic performance In secondary schools in Nairobi County, Kenya. Ph.D. Research Thesis 2012 – University of Nairobi. (Unpublished Thesis). Supervisors: Prof. Gerald Kimani, Dr Karagu,& Dr. Grace Nyagah
7. Ndiritu A.W (2013) ICT integration in ECD teacher training curriculum: Need to start from the beginning. KIE Book of Abstracts
8. Ndiritu, A.W, Mburu, D.N,Gikonyo ,N.W and Nyagah G.Training(2013) ECD in-service teachers in ICT skills: first foot forward Available at. <http://distance-education.uonbi.ac.ke/node/2413>
9. Ndiritu A.W, Mburu, D.N,Gikonyo ,N.W and Nyagah G.(2013) Training ECD in-service teachers in ICT skills: first foot forward Available at. <http://distance-education.uonbi.ac.ke/node/2413>
10. Gikonyo N.W., Ndiritu A.W. (2014) ICT Infrastructure: a Key prerequisite for adoption of Open and Distance Learning in public universities in Kenya. The International Journal of Humanities and Social Studies. ISSN: 2321-9203.
11. Gikonyo N.W., Ndiritu A.W. Mboroki G, (2014) .University managers participation in distance education: The role of distance education support facilities. European Scientific Journal. (ISSN:1857-1881)

### 9.3 Text book

1. Ndiritu A. W & Ndiritu C.N (2019) Management Principles and Practices, Beautex Image Designs Pulbishers, Nairobi ISBN 978-9966-137-90-6

### 9.4 E-content and study modules

1. Ndiritu, A.W (2017) Introduction to Leadership: University of Nairobi HIV Capacity Building Fellowship: Online certificate short courses. Distance Learning Module University of Nairobi
2. Ndiritu, A.W (2018) Entrepreneurship module for Bachelor of Project Planning and Management, Distance Learning Study Module, University of Nairobi.
3. Macharia, D., Ndiritu, A., and Ndiriti C.N(2017) Principles of community Development module for Bachelor of Project Planning and Management, Distance Learning Study Module University of Nairobi.

4. Ndiritu, A (2017) Communication for Health: University of Nairobi HIV Capacity Building Fellowship: Medium term course
5. Ndiritu, A. and Muindi, F. (2018) Fundamentals of Human Resource management: University of Nairobi HIV Capacity Building Fellowship: Online certificate short courses Distance Learning Study Module
6. Ndiritu, A. and Muindi, F (2018) Organizational Behaviour: University of Nairobi HIV Capacity Building Fellowship: Online certificate short courses Distance Learning Study Module
7. Mbeche F.G. and Ndiritu A.W (2005) Educational policy and planning: a student manual for higher diploma in educational management. Nairobi : Flemish Association for Development Cooperation and technical assistance)
8. Chesiro, A and Ndiritu A (2005) curriculum Development manual –mixed mode manual for diploma in teacher Education-Kenya Technical Teachers college.

### 9.5 Conference Proceedings

1. Ndiritu, A. W (2008). Adult and lifelong learning practice in Kenya. The Regional Conference on Challenges of Adult and Lifelong Learning (ALLL) in the 21st Century Dar es Salaam, Tanzania – 17 – 19 November 2008.
2. Ndiritu, A. (2009). Effect of transformational leadership on adult Education drop-out rate. International workshop on Research in Adult Education, Makerere University, Uganda 22-26 November 2009
3. Ndiritu, A.W (2009). Capacity Building Gaps, the Kenya Experience. WeitzCentre for Development Studies, Hebrew University, Israel on 3rd August, 2009
4. Ndiritu, A. W(2009). Investigation into the impact of management competencies and strategies on ICT integration in selected educational institutions in Kenya. African Research Agenda Conference, in the University of Nairobi, Kenya
5. Ndiritu A.W, Kimani G.N and Nyagah G. (2011) An analysis of transformational leadership style of secondary school principal and its effect on school efficiency' Book of Abstracts, Moi University.
6. Ndiritu, A.(2012) ICT integration in ECD teacher training curriculum: Need to start from the beginning. 3rd KIE Education symposium: on 23rd-24th January.
7. Ndiritu A.W., Mburu D., and Kimani G.N.(2013) ICT integration inECD teacher training curriculum: Need to start from the beginning. KIE Book of Abstracts
8. John chandi & Anne Ndiritu (2013): University of Nairobi, DETA conference Paper accepted for presentation 29th July – 1st August 2013. Balancing work and study: A necessity for successful Distance Learning.
9. Ndiritu A., Kimani G. 2013) University of Nairobi, DETA conference Paper accepted for presentation 29th July – 1st August 2013. Transformational leadership skills: A necessary

recipe for school principals in the 21st Century", under the stream "Leadership and management development for African schooling in the 21st Century".

10. Ndiritu, A.(2013). Training ECD in-service teachers in ICT skills: first foot forward. 1st conference of the School of Continuing and Distance Education, University of Nairobi: on 18th April 2013.
11. Ndiritu A.(2014). E-learning for Institutional managers: Best option for effective ICT integration in teaching and learning. 10th International Conference on ICT for Development, Education & Training at the Speke Resort and Conference Centre, Kampala, Uganda May 28th-30th, 2014.
12. Ndiritu, .A (2015) use of computers in education: for kids or adults learning. 2nd AFRICE International Conference at the University of Nairobi, Kenya Science Campus: 18th and 19th June 2015.
13. Ndiritu, A.(2011). An analysis of Transformational leadership style of secondary school principals and its effect on school efficiency'7th annual international conference in Moi University on 6th Sept, 2011.

## 10. CURRENT EMPLOYMENT

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### 10..1 Academic positions

- i) 2015-date: Senior Lecturer in the School of Open and Distance Learning
- ii) 2017-date: Instructional Designer, Division of Courseware Development & Production, ODeL Campus
- iii) 2013-2017 Chairman of the Department of Distance Studies in the School of Continuing and External Studies, Kikuyu Campus, University of Nairobi
- iv) 2008-2015: Lecturer in the Department of Distance Studies, School of Continuing and External Studies, Kikuyu Campus, University of Nairobi
- v) 2000-2008 Part-time Lecturer, Extra Mural Department, School of Continuing and External Studies, Kikuyu Campus, University of Nairobi

### 10.2 Administrative positions

- i) Member of Resolution of public complaints committee, University of Nairobi
- ii) Graduate school committee 2020
- iii) Member of Resolution of public complaints committee, University of Nairobi
- iv) Committee member on implementation of curriculum reforms at CEES
- v) Member 2017 -2022 University Strategic planning committee
- vi) College corruption prevention committee 2020 ODeL Campus Gender focal point person
- vii) Coordinator of courseware development 2019

- viii) 2019-Date: Coordinating the preparation of common Undergraduate courses module writing
  - ix) 2017-date: Coordinating Module writing in ODeL campus
  - x) 2016-2019 :Track Lead of Programme Management of UNITID and P-Hert programmes
  - xi) 2015: Deputy chief Editor of the Journal of Continuing and Distance Education (JCODE)of the school of continuing and Distance Education, University of Nairobi, Kenya
  - xii) 2013-2017: Chairman, Department of Distance Studies
  - xiii) 2013: Chairperson, of the steering committee First conference of the School of Continuing and Distance Education.
  - xiv) 2008-Date: Programme Co-coordinator, Adult education and community development courses in the Department of Distance Studies
  - xv) 2008 Chairperson of the committee in developing a Bachelor of Adult and Community Development in the University of Nairobi 2008- to date (has passed through the Deans Committee)
  - 2008 Chairperson, of the steering committee in preparation CONFITEA VI International Report on adult education (Kenya situation)
- 2001-2006 Head of curriculum studies-Kenya Technical Training Institute (2001-2006)

### 10.3 Work Experience

#### 10.3.1 Duties as a Chairman of the Department

1. Coordination of Departmental Academic programmes in consultation with Dean school of Distance Learning in conjunction with Section Heads
2. management of Departmental human, financial and material resources in conformity with Public policy documents and University of Nairobi statutory guidelines
3. Initiating and coordinating Departmental examination processes at undergraduate and postgraduate levels in liaison with thematic heads and Departmental Examinations Officer
4. Communication of administrative decisions, policies and procedures that may need to be adhered to from time to time in running of the Unit from the Central Administration, Senate, Principal's Office, Dean or any other office

#### 10.3.2 Duties of a Track lead

1. Provide technical and expertise leadership and guidance in the specialty of Program management
2. Support the UHIV Program Manager in developing and implementing Program management curricula and training schedules
3. Participate in the supervision and mentorship of Fellows during their experiential learning and project development and implementation.

4. Support the Principal Investigator/Programme Director and the rest of the UON HIV capacity Building Fellowship implementation Team at all times

### 10.3.3 Academic teaching

#### **Masters degree level:**

1. LDP 615: Entrepreneurship and small business enterprises for Masters in project Planning and Management
2. LDP 659: Economics of Distance Learning for Masters in Distance Learning
3. LDP Principles of Management

#### **Post graduate level**

- 1.DPM 517: Entrepreneurship and small business enterprises

#### **Bachelor's Level**

1. LPM 103: Management principles for Bachelor of project planning and Management  
LDS208: Entrepreneurship in adult education
2. LDS 337: Economics of Distance Education
3. LDS 317: Policies and planning in adult education
4. Psy 201: Tests and Measurements Bachelors in Education, Science
5. LDS 209: Fundamentals of Management (B.A in Adult Education and community Development)

#### **Diploma level teaching**

1. LDH 112/LDP 112: Management Principles/Fundamentals of management for all the diploma classes in school of Open learning
4. DPM 517: Entrepreneurship and small business enterprises for Post graduate Diploma in project planning and Management

### 10.3.4 As a Senior Lecturer

1. Member of School Academic and College Academic Boards
2. Teaching Principles of Management to the Diploma, Bachelors and Postgraduate classes.
3. Supervision and mentoring of undergraduate and postgraduate students
4. Member, School Postgraduate Committee

### 10.3.5 As a Lecturer

1. Teaching: Economics of Distance Education (M.A. in Distance Education), Curriculum development to the Diploma Students in Distance Education Department
2. Mentoring undergraduate and postgraduate students
3. Examining students' examinations and theses
4. Member of the Departmental Board of Examiners



#### 10. 4 Previous work experience

1. 2000-2007: Lecturer at the Kenya Technical Teachers College Teaching Educational courses  
:Supervised students on teaching Practices  
: Member of guidance and counseling department
2. 1997-1999: Part-time Lecturer, Carlile college: Teaching Economics to students taking KASNED exams
3. 1992-1997: Lecturer at Kabete Technical Institute of Science and Technology Teaching Economics and Auditing  
Patron Christian Union
4. 1988-1992: Teacher with the Teachers' Service Commission Teaching Business Studies  
Examiner for Kenya National Examination Council

#### 11. KEY ACHIEVEMENTS

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1. Chaired the committee that saw the success of the first School of Continuing and Distance Education Conference
2. Development and Implementation of Bachelors of Adult Education and Community Development Degree when I was a chairman
3. Participated in the Launching of Master of Arts in Project Planning and Management and Master of Distance Education by Distance Mode in June, 2012.
4. Participated in the preparation for University Charter at the Senate and College and Departmental level in January and February, 2013.

#### 12. PROFESSIONAL POSTGRADUATE TRAINING

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1. June 2019: Pedagogy, Andragogy and Mentorship Training
2. Sept 2019: Quantitative/Qualitative Data Analysis Training
3. 2016: PhD Supervision Training of Trainers held in February, 15-17, 2016 at Central Catering Unit (CCU)
4. Mar 2018: Becoming an Innovation Champion
5. 20th-24th November, 2017: Principles of Open Distance and e-Learning, ODeL Campus, University of Nairobi.
6. 2006-2007: ICT integration in teaching and Learning, at Kenya Technical Teachers College
7. 2013: Elearning module training, University of Nairobi, CODL
8. 2005-2006: Postgraduate diploma in guidance and counseling. At Kenya School of Professional Counseling

9. 1998-1999: Kenya accounting and Secretarial National Examination Board: CPA section 1 – Section 3
10. Principles of Open, Distance & E-learning 20-24 November 2017, ODeL campus, University of Nairobi
11. Feb 2008: Public Procurement and Disposal Act of 2006, sponsored by the University of Nairobi
12. 2007: ISO 9001:2001 Training Seminar by Kenya Bureau of Standards, Kikuyu Campus University of Nairobi
13. 2009: Pedagogical Skills training workshop, Main Campus CCU, March, 2009
14. 2009: Writers' training workshop by ODEL, Naivasha, September, 2009
15. 20th-24th November, 2017: Principles of Open Distance and e-Learning, ODeL Campus, University of Nairobi.
16. Training of e-tutoring on the University of Nairobi portal, April 2013, Multimedia University -Kenya
17. September 2014 : International Conference and Trainers' Workshop on Enhancing Gender Equity in the Leadership and Management of Higher Education organized by the Association of Commonwealth Universities (ACU) and the University of Nairobi
18. June 2013 : 2nd Annual International Interdisciplinary Conference on, Challenges of Development in Africa
19. October to November 2008 : International Course on Local Development and Strategies for poverty Reduction in Africa, Rehovot- Weitz Centre, Israel.
20. April 2008 : National conference on youth and adult learning in Kenya.
21. October 2007 : Training seminar on transformative leadership and Results based management (RBM)
22. March 2006 : management training and Curriculum Review Workshop ☐ May 2004 : workshop on strategic management and preparation of the faculty's five year strategic plan-2005-2010
23. University of Nairobi, ISO Certification Standards Training - (2010-2011)
24. Trained on Moodle preparation in e-Learning-AVU and University of Nairobi (2011)
25. Trained on corruption management in Institutions-University of Nairobi and Kenya Institute of Administration.(KIA),2009

### 13. RESOURCE PERSON

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1. Curriculum Development and Review for Kenya Medical Training College, held at Travellers Hotel , Mombasa
2. Module writing for Kenya medical Training College: Held at KMTC Nakuru
3. Module review for Kenya Management Institute Held at School of Government Embu
4. Writing of Modules for Kenya Management Institute Held in Kiambu Institute of Science and Technology

#### 14. RESEARCH FUNDS AND GRANTS

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1. 2007-2014: Researcher: Project Title: Research Agenda on the Pedagogical Integration of ICTs in Education in Africa. (PanAf/ ROCARE Funded by: IDRC, Canada. Objective: Status of ICT Integration in selected African Schools Kenyan Research Team: Prof. Christopher Gakuu (Principal Researcher) Prof. Harriet Kidombo (Deputy Principal Researcher) Others researchers - Dr. Naomi Gikonyo, Dr. Omondi Bowa, and Mr. Augustine Mwangi. Amount: KSh.12m
2. 2016-2019: Track lead in charge of Programme Management: UNITID FELLOWSHIP PROGRAM (Grant amount Kshs 97, 099012.888 granted to OBS & GYN departments) . Professor Machoki being the Principal Investigator
3. 2018-2019: Track Lead for leadership training for MMed courses: PARTNERSHIP FOR HEALTH RESEARCH TRAINING IN KENYA (P-HERT). Grant Amount. \$ 645,000. Prof. Wamalwa being the Principal Investigator
4. 2019-2020 Track Lead for Leadership training for MMed courses: Health-Professional Education Partnership Initiative (HEPI) – Kenya. Grant Amount \$ 643,518. Prof. Wamalwa being the Principal Investigator

#### 15. CONSULTANCIES

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##### **University of Nairobi Approved Consultancies**

- i) 2008: consulted for Directory of Adult Education in development of a Kenyan Report entitled “THE DEVELOPMENT AND STATE OF ART OF ADULT LEARNING AND EDUCATION (ALE) NATIONAL REPORT OF KENYA 30<sup>th</sup> April, 2008.
- ii) 2016- 2020: E-content curriculum Development and module writing for the UNITID Fellowship Programme
- iii) August 2017: Curriculum review held at Hotel 67. Facilitated the Integrated Immunization Curriculum Development Writers and Review Workshop, Kenya Pediatric Research Consortium.
- iv) 2008-2009: Development of curricular for courses in adult education, community development and youth work for the Department of Distance Studies: Other partner consultants: Prof. Macharia, Dr. Anne Ndiritu, Dr. Juliana Mutoro, Prof. Christopher Gakuu, Prof. Harriet Kidombo and Mr. Augustine Mwangi.

##### **Other consultancies**

- i) Training KESI staff on Distance and e-learning materials from 7<sup>th</sup> March-18<sup>th</sup> March, 2011. Other Partner consultants, Prof Christopher Gakuu, Prof Harriet Kidombo, Dr. Augustine Mwangi, Dr. Naomi Mwangi and Prof. Peter Keiyoro.

- ii) Training medical doctors working with AMREF on the development and delivery of web based instructional design training materials for nurses in September 2010. Other partner consultants: Prof Christopher Gakuu, Dr. Harriet Kidombo, Dr. Naomi Mwangi, and Dr. Peter Keiyoro
- iii) Editing distance learning nursing course materials for AMREF from September 2009 to 2012. Other partner consultants: Prof. Christopher Gakuu, Dr. Harriet Kidombo, and Dr. Naomi Mwangi.
- iv) Edited modules of e-learning curriculum for the Diploma in Nursing for the National Council of Nursing through AMREF
- v) Curriculum Development and Review for Kenya Medical Training College, held at Travellers Hotel , Mombasa
- vi) Module writing for Kenya medical Training College: Held at KMTC Nakuru
- vii) Module review for Kenya Management Institute Held at School of Government Embu
- viii) Writing of Modules for Kenya Management Institute Held in Kiambu Institute of Science and Technology
- ix) 2006: Gender and Governance Project evaluation. Other partner consultants: Prof. Macharia, Dr. Anne Ndiritu, Dr. Juliana Mutoro, Ms. Mary Ngechu and Mr. Augustine Mwangi.

## 16. CONFERENCES ATTENDED

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1. University of Nairobi Research week, Annual Victimology and Victim Support Conference, October 22nd-24th 2018
2. University of Nairobi Research week, Conference, 2019 ODeI
3. 18th-19th June 2015. 2nd AFRICE International Conference at the University of Nairobi, Kenya Science Campus. Presented a paper on “use of computers in education: for kids or adults learning”
4. May 28th-30th, 2014. 10th International Conference on ICT for Development, Education & Training at the Speke Resort and Conference Centre, Kampala, Uganda Presented a paper “E-learning for Institutional managers: Best option for effective ICT integration in teaching and learning.
5. 12th -16th August, 2013. The 8th Pan-African Reading For All Conference. University of Nairobi, Kenya Science Campus, Nairobi – Kenya. Presented a paper on “Effect of Reading Skills on Academic Achievement of Distance Learners Students at University of Nairobi” (Co-presented by Ms. Rugendo Caroline Nyaga, Dr. Keiyoro Peter and Dr. Mwesa Joyce).

6. 18th April 2013 1st conference of the School of Continuing and Distance Education, University of Nairobi. Presented a paper on “ Training ECD in-service teachers in ICT skills: first foot forward.
7. 23<sup>rd</sup>-24<sup>th</sup> January, 2012. 3rd KIE Education symposium. Presented a paper on “ICT integration in ECD teacher training curriculum: Need to start from the beginning.
8. 6<sup>th</sup> Sept, 2011. 7th annual international conference in Moi University. Presented a paper on “An analysis of Transformational leadership style of secondary school principals and its effect on school efficiency’
9. 22<sup>nd</sup>-26<sup>th</sup> November, 2009. International workshop on Research in Adult Education, Makerere University, Uganda. Presented a paper on “Effect of transformational leadership on adult Education drop-out rate.
10. 17<sup>th</sup>-19<sup>th</sup> November 2008. The Regional Conference on Challenges of Adult and Lifelong Learning (ALLL) in the 21st Century Dar es Salaam, Tanzania Presented a paper on “lifelong learning practice in Kenya”.

#### OTHER WORKSHOPS

1. 2008 Community development course on strategies for poverty reduction in Weitz Centre, Israel.
2. 2010: Writers’ workshop on the preparation of e-learning materials, September 2010, Kenya Wildlife Training Institute, Naivasha, Kenya
3. 2012 Revision of the MDE Curriculum of the School of Continuing and Distance Education ,University of Nairobi KWSTI, Naivasha
4. 2012 Revision diploma courses in the Department of Extra-Mural Studies. KWSTI, Naivasha
5. 2012 Participated in developing the Strategic Plan 2012-2017 in February, 2012. For Department of Extra-mural Studies. KWSTI, Naivasha
6. 2011 Participated in developing the Departmental Strategic Plan 2012-2017 in May. For the
7. Department of Educational Studies. KWSTI, Naivasha
8. 2012 Participated in developing the Departmental Strategic Plan 2012-2017 in February, 2012. For the Department of Distance Studies. KWSTI, Naivasha

#### 17. INTERNAL EXAMINER FOR PhD STUDENTS

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- i) 2016: internal examiner for Gerald Gatitu Gitau “Influence of adoption of sales force automation system on sales performance: the case of consumer goods firms in Nairobi, Kenya”.
- ii) 2016: Internal examiner for Josiah Obiria Obare: moderating influence of project team diversity on the relationship between implementation process of project control system and performance of rural roads construction projects in Kenya.

## 18. JOURNAL ARTICLES REVIEW:

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2019: Reviewed a journal article entitled: "According to the leadership position in micro, small and medium enterprises Tejuipilco State of Mexico, 2018." Published in the International journal of Educational policy research and review.

## 19 MEMBERSHIP OF EDITORIAL BOARDS

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1. 2015: Deputy chief Editor of the Journal of Continuing and Distance Education (JCODE) of the school of continuing and Distance Education, University of Nairobi, Kenya
2. 2019: International journal of Educational policy research and review

## 20. COMMUNITY SERVICE

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1. Member Board of Management Utumishi Boys Academy
2. Member Parents Teachers Association (PTA), Utumishi Academy
3. Member, Education Board, Ridgeways Baptist Church
4. Member of Social Services Ministry of Ridgeways Baptist Church
5. Member Ajira Board for Young people employment agenda
6. Member, Discipleship Training at Ridgeways Baptist Church
7. Participated in two workshops organized for Pastors in training in Common Ground Theological College
8. Facilitated a seminar for students who had completed primary school level at Strong Foundation High School in 2010
9. Member of Ridgeways Baptist Ladies; Ministry

## 21. KEY COMPETENCIES

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1. Research skills in proposal and report writing and data analysis using Statistical Package
2. for Social Sciences (SPSS)
3. Undertaking Consultancy services in social sciences and development (Consulted for KEMI)
4. Skills in module writing gained from my previous assignments working with: ODeL Campus of University of Nairobi

## 23. MENTORSHIP

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1. Guest speaker in a workshop organized by Marurui Youth group on the importance of Education in the community in Nov. 2012
2. Presentation made to the Education board organized seminar to the school going students sponsored by the Ridgeways Baptist church.

3. Talk to the business group at Rian College of Professional studies

## 21. REFEREES

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