

David Njuguna Bernard

BA., Pgd. MC., M.A.,(Nrb.), MPRSK, MKIM

Tel: 020318262 Ext: 28319

P.O. Box 16956 00100, Nairobi

Cell: 0722808381

Email: bdnjuguna@uonbi.ac.ke bdnjuguna@yahoo.com

CURRICULUM VITAE

BIO DATA

Current Position: Registrar, Planning
Department: Planning Division, University of Nairobi
Sex: Male
Date of Birth: 1966
Marital Status: Married with children
Nationality: Kenyan
Languages: Kikuyu, Kiswahili, English

EDUCATIONAL QUALIFICATIONS

Ongoing - Doctor of Philosophy in Mass Communication
2005 - Master of Arts in Communication Studies, University of Nairobi
1997 - Postgraduate Diploma in Mass Communication, UoN
1996 - Certificate in Industrial Relations, University of Nairobi
1990 - Bachelor of Arts, University of Nairobi

PROFESSIONAL QUALIFICATIONS

- Lead Auditor, ISO 19011 - KEBS
- Auditor, ISO 19011 - KEBS
- Certificate in Corporate Governance - CCG
- PRINCE 2 Foundation Examinations - APM Group, UK
- Trustee Training - KCI
- Certificate in Performance Appraisal Systems - KIA
- Certificate in Management of Human Resources - KIBT
- Certificate in Advanced Management Development - KIBT
- Certificate in Industrial Relations - UON
- Certificates in Computer Studies - UON & others
- Integrity Assurance Officer's Course - KACC

MEMBERSHIP TO PROFESSIONAL ASSOCIATIONS & SOCIETIES

Full member, Kenya Institute of Management (KIM)

Full Member, Public Relations Society of Kenya (PRSK)

Silver Life Member, University of Nairobi Alumni Association

PROFESSIONAL EXPERIENCE

August 2015 to date: Registrar, Planning

Reporting to the Vice- Chancellor, responsible for:

- Coordination of Planning and development activities of the University to realize its strategic objectives of:
 1. Production of quality and holistic graduates
 2. Enhancement of quality and relevant research and update
 3. Instilling a leadership culture that respects National Values and Constitution
 4. Enhanced competitiveness and positive image
- Assisting units in the development of a Business Case for programmes and projects for sustainability
- Offering logistical and technical support in all events of the University
- Collection, collating and analyzing university data for management use
- Profiling visibility of the University through Exhibitions, Trade Fairs and publications
- Publishing of university Calendar and Almanac, Annual Report and Directory
- Planning and coordinating Graduation ceremonies and other university events
- Secretary to Building, development, planning and establishment committees

April to August 2015: Deputy Registrar, Planning Division

Working under the general guidance of the Registrar, Planning to achieve the objectives of the Planning Division;

- To efficiently manage the Planning Division
- To efficiently manage the resources, facilities and infrastructure provided to the Division
- To enhance the competitiveness of the University
- To exemplify effective and efficient coordination and team spirit in the organization of events that enhances the visibility of the University.
- To promote the image of the University both locally and internationally.

2014: Promoted to Deputy Registrar, Board of Postgraduate Studies

- Major achievements:

- Transformation of the Board to School of Graduate Studies
- Developing and implementation of the Graduate Students Academic Tracking System
- Digitizing of graduate students identification cards
- Processing a record 123 PhD candidates for graduation in 2014

2012: Transferred to the Board of Postgraduate Studies

- coordination of postgraduate syllabus and regulations and admission of postgraduate students
- Processing of examination boards for postgraduate students theses and projects
- administration of postgraduate scholarships and research grants; processing of postgraduate theses & research projects
- general welfare and discipline of postgraduate students
- managing prudent utilisation of human and physical assets
- implementation of the Board's Strategic Plan and Performance Contract targets, servicing Board committees and meetings, among other university assignments

2010: Appointed Registrar/Secretary-College of Humanities & Social Sciences

- Coordination of the preparation and implementation of the College Strategic Plan, Performance Contract and ISO 9001:2008 by providing administrative support to the College Principal.
- In liaison with the College Principal, preparing the administration of the Strategic Plan and budget and implementing the same.
- Staff Performance Appraisal of all non-teaching staff, identifying their training needs and developing a training schedule.
- Attending to staff and students welfare issues
- Coordinating and managing the maintenance and efficient use of college facilities.
- Managing outsourced services on behalf of the College to ensure they meet the College expectations.
- Allocation of space to ensure optimal accommodation of all college needs.
- Servicing the relevant College committees and meetings.
- Managing college vehicles and outsourced transport to meet college transport needs.
- In liaising with college and university security for safety operations in the college premises.
- Representing the College at university-wide administrative committees
- Overseeing design, editing and production of college publications

2010: Promoted to position of Senior Assistant Registrar, Alumni Affairs

Major achievements:

- Establishment of UON Alumni office and Alumni chapters
- Membership recruitment from 75 to over 5000
- Membership revenue growth from Ksh 700,000 to over Ksh 30M
- Alumni memorabilia production including branded clothes, Roll up Banners etc.
- Positive image building for the University through Alumni
- Produced the inaugural Alumni Newsletter, *UoN News*
- RRI on Constitution of Kenya 2010 Sensitisation and Implementation to UoN Community

2005: Appointed as Administrator, Alumni Office, University of Nairobi

- Head of the University of Nairobi Alumni office
- Development and maintenance of UON Alumni Information Management System
- Member recruitment and Fundraising and seeking donations for the Association
- Event organization, exhibitions and appearances for the University
- Drawing and implementation of association's Marketing Strategy and Budget
- Publicity and Media liaison to elicit positive media coverage for the Alumni Association
- Preparing and editing of all Alumni office publications
- Establishing and maintaining good relationship among the Alumni, Industry and the local/international Alumni Association chapters

2002: Promoted to Assistant Registrar, College of Education & External Studies

- Working under the College Registrar, assisting the College Principal in the day to day administration of the college
- Recruitment, Training and supervising non-teaching staff
- Design, editing and production of college publications and PR issues
- Servicing of college Committees and report writing

1997 - 1998 –Ag. Manager, Strategic Management Unit, Kikuyu Campus

- Head of accommodation and catering services
- Accounting Officer for both physical and human, finances resources and their proper utilization.

1994: Senior Administrative Assistant Faculty of External Studies

- Admission of students, processing examinations and support staff supervision
- Coordinating the provision of Extra-Mural courses in Regional Centres
- Servicing all faculty Boards and committees

1990: Halls Officer, Kikuyu Campus

- In charge of accommodation services at the Campus

WORKSHOPS/SEMINARS /EXHIBITIONS AND COMMITTEES ATTENDED AND SERVED

Internal Quality Auditors Training
Results Based Management Training
Implementation of ISO 9001:2000 Certification
British Council Environmental Photojournalism Award/Exhibition
Course on Reporting Human Rights – USIU - Africa
Course on Conflict prevention and resolution – USIU - Africa
Gender sensitivity workshop – Organized by FEMNET – Nakuru
Editor/Contributor-*Varsity Focus*, *UoNairobi Magazine* and *BPS NEWS*
University Show/Exhibitions Committees
University Service Charter Review Committee
University Tender Technical Evaluation Committees
University of Nairobi Research Policy Review Committee
University of Nairobi Selection, Recruitment and Training Development Committee
University of Nairobi Customer Service Delivery Charter Review Committee
University of Nairobi Gift Policy Committee

COMMUNITY SERVICE

2011 to date: Member, BoM, Murang'a Teacher Training College
2010 to 2015: Chairman, BoM, Kigumo Girls' Secondary School
2010 to date: Secretary, Murang'a County Initiative, (MCI)
2010 to date: Patron, Muthithi Primary School
2012-2014: Trustee, University of Nairobi Pension Scheme 2007
2011- 2013: Chairman, Kigumo Constituency Bursary Fund
2011- 2013: Member, Kigumo District Education Task Force
2010-2012: Secretary, MCI Murang'a University College Sub-Committee
2010-2012: Member, BoM, Wamahiga Secondary School, Kigumo District
2009-2013: Member, District Education Board, Kigumo
2008-2010: Chairman, Board of Management, Muthithi Secondary School

REFEREES

Prof. Lydia W. Njenga
Director, School of Graduate Studies
University of Nairobi
P.O. Box 30197, 00100, Nairobi, Tel: 0722768245, Email: lnjenga@uonbi.ac.ke

Dr. Betty M. Gikonyo
Chief Executive Officer, The Karen Hospital
P. O. Box 74240-00200, Nairobi, Tel: 0722516990, Email:
chief.executive@karenhospital.org

Mr. P.M. Muturi
Public Relations Manager
University of Nairobi
P.O. Box 30197, 00100, Nairobi, Tel: 07332443261, Email: pr@uonbi.ac.ke