

# **BENJAMIN M. KATUVA**

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## **A. Career Ambition**

Contribute to organizations corporate goals while I aspire to enrich my career in institutional management.

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## **B. Profile**

Work on priority basis in a way that enhances efficiency, effectiveness and productivity. Work well and remain calm under extreme pressure. Possess strong interpersonal skills and eye to detail traits with a proven track on integral leadership and team building.

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## **C. Education Background**

| <b>Year</b> | <b>Institution</b>         | <b>Course</b>   |
|-------------|----------------------------|---|
| 2008-date   | Kenyatta University        | Master of Science (ongoing)<br>(Hospitality and tourism Management) |
| 1989-1992:  | University of Nairobi      | Bachelor of Arts<br>Second class Honours (Upper Division)           |
| 1987-1988:  | St. Charles Lwanga School  | K.A.C.E<br>3 principals 2 Subsidiaries                              |
| 1983-1986:  | Matinyani Secondary School | K.C.E<br>Division one;  |

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## **D. Other areas of Training**

- Computer proficient Word, Excel, Desk Top Publishing, computer Networking and Use of Internet.
- Peer Educator's Training Course.
- Training Seminar on Supervision.
- National Youth Service; Pre-University Training Programme
- Quality Management Systems (ISO) - internal Quality Auditing course
- Finance for non Finance managers training seminars
- Customer service/ care training seminars
- Team Building training seminars
- Q-Pulse training seminar

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## **E. Working Experience**

Firm: University of Nairobi (Student Welfare Authority)  
Department: Halls Department  
Position: Chief Halls Officer  
Period: 2000ópresent

### **Duties and Responsibilities:**

- Coordinating all activities in the Halls Department.
- Chairman of the monthly Halls Officers meetings
- Supervision of staff in the department to ensure efficient and economic use of the facilities.
- Control of general office routine allocation of duties to ensure everyone understands their roles
- Liaison on behalf of the department with other support departments e.g. Purchasing, Finance, Admissions, Security etc.
- Control and regulate local orders and stock requisitions in the department.
- Coordinating staff shifts, off days, leave rosters and meetings.
- Supervising and maintaining halls buildings and ensuring that grounds are properly kept.
- Incharge of room allocation exercise, implementation and application of Halls Administration Management Information System (HAMIS) including online room application system within the University.
- In liaison with the Director re/deploy, transfer and assign duties to members of staff in the department.
- Manage and ensure effective revenue collection from the Halls and other income generating activities.
- Explaining to the students, staff, clients and members of the public the goals, mission and vision of the Authority in particular and that of the entire University in general.
- Oversee customer care service, in the within the department and Student welfare Authority in general.
- Maintain and update data on students, which is useful in policy formulation and intervention strategies when solving and or avoiding student conflicts both within and without.
- Drawing budget for the Halls department.
- In conjunction with the human resources department, I organize and facilitate training seminars and workshops for members of staff.

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Firm: University of Nairobi (Student Welfare Authority)  
Department: Halls Department  
Position: Halls officer  
Period: 1998-2000

**Duties and responsibilities**

- In-charge of day-to-day administrative matters of halls of residence under my jurisdiction.
- Manage and supervise staff under my jurisdiction.
- Secretary of halls management committee including recording proceedings in meetings.
- Authorize staff absence in case of sickness and listen to and solve staff and students grievances.
- Authorize requisitions for procurement of goods.
- Supervise operations of all income generating projects within halls.
- Represent the unit in special college management board planning and time tabling meetings.
- In liaison with the personnel department, organize seminars and training workshops for members of staff under my jurisdiction.
- Networking with other organizations both private and public on behalf of the Authority in order to foster understanding on issues of common interest.

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Firm: University of Nairobi (Student Welfare Authority)  
Department: Halls Department  
Position: Assistant Halls officer  
Period: 1995-1998

**Duties and Responsibilities**

- As stated above

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Firm: P.C.E.A  
Department: Education- Ngungi Secondary School- Kitui  
Position: Headmaster  
Period: January 1995-April 1995

**Duties and Responsibilities.**

- Headmaster
  - Teaching and coordinating all School activities.
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Firm: Laiser Hill Academy  
Department: Teaching  
Position: Teacher  
Period: September 1994-Dec.1994

**Duties and Responsibilities**

- Teaching
- Coordinating and supervising Debating Club activities

**F. Positions Held/Responsibilities**

- Internal Quality Management system Auditor (ISO) University of Nairobi
- Quality Assurance Officer, (SWA) University of Nairobi
- Member of procurement committee, (SWA)
- Member of University of Nairobi senate timetabling committee
- Member of Student Welfare Authority Ant corruption and integrity Committee
- Member of Student Welfare Authority Health and Safety committee

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**G. Hobbies**

- Travelling/Adventure
  - Reading
  - Internet surfing.
  - Helping the less privileged in the society
  - Watching TV and movies
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## **H. Referees**

Robert Lugwe,  
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