



CURRICULUM VITAE

A. PERSONAL DETAILS

Name : Beth Wangeci Kiragu
Date of birth : 8th April, 1973
Sex : Female
Marital Status : Married
Nationality : Kenyan
Religion : Christian
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B. EDUCATION BACKGROUND

<u>PLACE</u>	<u>YEAR</u>	<u>AWARD</u>
Gaciongo Primary School	1980-1988	K.C.P.E.-36 points
Karoti Girls High School	1989-1992	K.C.S.E - D
Ebenezer Computer & Commercial College	1993-1995	Sat for full Secretarial and Computer Courses
University of Nairobi	2004	Sat for Powerpoint & Ms-Excel

Current duties: Organizing of departmental meetings; registering incoming and outgoing mails, receiving and directing visitors in the department, organizing chairman's diary, typing exams/practicals/theses for B.Sc., M.Sc. and Ph.D students, handling of students and clients, receiving calls/sending faxes and emailing; photocopying of manuals and CAT for students, filling of documents and updating records; typing reports/proposals for academic staff and manuscripts for publications in scientific journals; handling of petty cash/project monies; organization of external examiners visits. Perform general administrative tasks. Ensures efficient routine office administration , create and maintain files both paper and electronic

and database. Correct correspondence prepare; sends emails and/or checks e-mail and route to appropriate officers. Review and records, distributes and/or processes mail and other documents; follow-up on impending actions. Knowledge of general office procedures and demonstrate professional competence, observing deadlines and achieving results, remain calm in stressful situations. Speaks and write clearly and effectively, demonstrates openness in sharing information and keeping people informed. Work collaboratively with colleagues to achieve organizational goals. Assist in the preparation of presentation materials using appropriate technology/software. Liaise with appropriate individuals/organizations concerning selection of participants for meetings.

- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Performs a wide range of office support and administrative functions.
- Monitors processes and schedules related to the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Performs data entry and extraction functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions. Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintains files (both paper and electronic) and databases for work unit.
- Maybe called to assist in updating billing records
- Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc.

C. ORGANIZING OF WORKSHOPS/TRAINING COURSES

I was involved in organizing of the following regional/international meetings:

1. 15th Conference of Soil Science Society of East Africa, August, 19-23rd, 1996, Nanyuki, Kenya (Duties involved: all secretarial duties, booking of hotels, financial and travel arrangements).
2. Regional Training Course on Legume Inoculant Production and Quality Control, 14-30th April, 1997, Marondera, Zimbabwe. (Duties involved: all secretarial

work/financial management and typing of the report). Funded by UNESCO/UNEP/Netherlands Special Biotechnology Programme.

3. Workshop on Soil and Plant Analytical Laboratories Network of Eastern African Region (SPALNEAR), 9-10th August, 1999. (Duties involved: all secretarial work/financial management and typing of a proposal). Funded by Rockefeller/TSBF/RELMA.
4. 9th AABNF Congress - Challenges and Imperatives for Biological Nitrogen Fixation: Research and Applications in Africa for the 21st Century. 25-28th September, 2000, Nairobi, Kenya. (Duties involved: all secretarial work and coordinating with TSBF for ticketing and booking of accommodation and typing of the manuscript for final publication of the proceedings). Funded by EU/IDRC/RF/TSBF/ICRAF/CTA.
5. Workshop on: Enhancement of Productivity and Sustainability of Urban/Peri-urban Agriculture (UA/PUA) through efficient management of urban waste. UN-Habitat, 8-9 October, 2001. (Duties involved: all secretarial work and typing and compilation of the proceedings). Funded by UN-Habitat.
6. Workshop on PhD preparedness held at the University of Nairobi on July, 2009.
7. Organizing of the 8th Biennial Scientific Conference in April 25-27, 2012, Safari Park, Nairobi.
8. Attended a one day workshop on Customer Care, University of Nairobi, 11th May, 2012.

D. TYPING OF SCIENTIFIC PUBLICATIONS - PROJECTS/ BOOKS/MANUAL/OTHERS

Projects

1. Agricultural Resource Management in Smallholder Systems in the Central Kenya Highlands (Prof. N. Karanja- Rockefeller funded).
2. Legume Research Network Project (Dr. Gachene - Rockefeller funded).
3. Field monitoring of seasonal surface soil loss and erosion-induced nutrient losses in the central highlands of Kenya (Dr. Gachene - Rockefeller funded).
4. GEF-UNEP Belowground Biodiversity Project (Prof. Karanja -TSBF - Kenya Team /UoN).
5. Potentials of urban organic waste treatment and use to enhance productivity and sustainability of rural (peri)-urban agriculture in East Africa.
6. Legume cover crop for soil fertility improvement: Eastern African Region, 2000. AHI and TSBF Technical Report Series No. 11 (By Gachene, C.K.K., Mureithi, J.G. and C. Palm).

7. Soil survey of Lokubae Food Security Programme, Lokori Division, Turkana District. Soil Survey Report for World Vision, Kenya (By Prof. J.P. Mbuvi, 2002).
8. Soil Survey of Lokubae Food Security Program, Lokori Division, Turkana District, 2002. Soil Survey Report for World Vision, Kenya. Solum Associated Laboratory Services (SALS) (By Prof. J.P. Mbuvi.).

Books Chapters/Proceedings

1. Challenges and Imperatives for Biological Nitrogen Fixation: Research and Applications in Africa for the 21st Century, 2002. (Eds. Nancy K. Karanja and James H.P. Kahindi). John Philips Africa Ltd. Publishers, Nairobi, Kenya, ISBN No. 9966-879-41-2. p. 364.
2. Proceedings of the workshop on: Enhancement of Productivity and Sustainability of Urban/Peri-urban Agriculture (UA/PUA) through efficient management of urban waste. UN-Habitat, 8-9 October, 2001. (Eds. James H.P. Kahindi, Nancy K. Karanja, Graham Alabaster and Stephen Nandwa). UN-Habitat Publication, ISBN No. 92-1-131629-4 (HS/643/O1E) (in press).
3. Karanja, N.K. and Kahindi, J.H.P. 2002. Agricultural Biotechnology, in Biotechnology (Eds. E. DaSilva and H.W. Doelle) pp12. ENCYCLOPEDIA OF LIFE SUPPORT SYSTEMS. EOLSS Publishers Co. Ltd. Oxford, UK, 2002 (also on www.oels.net).
4. Kahindi, J.H.P. and Karanja, N.K. 2002. Biological Nitrogen Fixation Technology, in Biotechnology (Eds. E. DaSilva and H.W. Doelle) pp 21. ENCYCLOPEDIA OF LIFE SUPPORT SYSTEMS. EOLSS Publishers Co. Ltd. Oxford, UK, 2002 (also on www.oels.net).
5. Manual for Rhizobia Inoculant Production and Quality control procedures used during a training course held between 12-23rd Dec., 1998 in Sudan.
6. Preparing proposals for strengthening non-point pollution assessment capabilities and for research (Task 16). Lake Victoria Environmental Management Programme. P 56.
7. Inventory and rehabilitation of soil conservation measures in the Nyayo Tea Zones, Nyayo Tea zones Development Corporation (KAMFOR Co.) P 93.

Others:

1. Involved with the typing of several Ph.D and M.Sc. research proposals and theses in the Department of Soil Science.
2. Involved with typing manuscripts for publication in scientific journals e.g papers.
3. Typing of project proposals for the members of academic staff.

E. REFEREES

1. Prof. C.K.K Gachene
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University of Nairobi
P.O. Box 29053, Kabete
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2. Prof. Nancy Karanja
Department of LARMAT
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3. Prof. M.S. Badamana
Chairman,
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Signature_____

2nd January, 2013