

CURRICULUM VITAE

Name: Collins Sila Kaia

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Machakos.

Sex: Male

Marital status: Married

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Profile

Collins Sila is a Kenyan administrative, teaching, training and project management expert, equipped with unique experience through working with the civil society, private and public sectors, and in a post armed conflict environment. He holds Master of Education (**sociology of education**), Bachelor of Education (**linguistics**) degree, University of Nairobi, and Diploma in Human Resources Management. He is currently pursuing his PhD in Education, University of Nairobi. Collins is endowed with over 4 years' experience in project coordination and management, education, curriculum development, development of teaching plans, and development of training manuals. He has 2 years' experience in **Human Resources training and consultancy**.

Collins has passion in children rights advocacy and has researched on gender based discrimination in accessing secondary education in Kenya. His doctoral degree is on psychosocial support in post armed conflict countries in Africa. Has experience in children, HIV/AIDS and youth, promotion and protection of human rights of vulnerable groups, tutoring, and mentoring and project management.

Until October 2011, Collins was a Centre Project coordinator in South Sudan for the Joint University of Juba & Nairobi University Project. This project supported the enhancement and expansion of the management and delivery of education services at the state level and promotion of pre-service and in service teacher education program in the National Teacher Training Institutes (NTTI) in South Sudan.

This project enabled him to relate with and build capacity of South Sudan teachers and students in basic education. He has experience in working in a multi-cultural environment and operated in Juba and Maridi (Western Equatoria). He has experience in designing and implementing projects within schools and with young people. In his formative years as a student leader in the university, he helped broker peace and tranquility between management and his constituents besides leading them in social responsibilities. He is highly involved in the local church development committee and mentoring of the youth in the rural areas.

1. ACADEMIC QUALIFICATIONS

- Master of Education (Sociology of Education), University of Nairobi, 2008-2011
- Diploma in Human Resource Management (HRM), Kenya Institute of Management, 2009-2010
- Bachelors of Education, Linguistics Major, University of Nairobi, 2002-2006
- Kenya Certificate of Secondary Education, Mean Grade B (Plain), 2000
- Certificate in computer packages, Copper Belt Computer College, 2001, Machakos
- Certified Public Secretary, 2011 to date, KASNEB, Nairobi
- PhD candidate, Educational Sociology, University of Nairobi, 2012

2. WORK EXPERIENCE

- a) **Trainer ,Writer and Project Centre Coordinator, Joint University of Juba & Nairobi University Project, South Sudan (World Bank Funded), 2010 – 2011**
- Project planning, coordination and implementation
 - Creation of structures and procedures to support training
 - Development of curriculum, teaching plans for teacher training and manuals for tutors and teacher trainees.
 - Identifying, developing and maintaining stakeholder relationships.
 - Acting as central point of contact for the project team including clients, consultants, government representatives, and directors
 - Managing project personnel to ensure projects are delivered within time & budget with the desired scope coverage
 - Contributing to meeting and workshop design Knowledge, Skills and Abilities
 - Preparation of project reports, and key monitoring documents
 - Financial management and reporting.
- b) **Human Resources Advisor(National Teacher Training Institute ,Maridi, South Sudan),2010 -2011**
- Training of Staff on Human Resources Management policy implementation strategy
 - Creation and implementation of organizational structure, monitoring and evaluation of the same
 - Formulation of performance appraisal tools
 - Training on office procedures and management
 - Training on team building, change management and general organizational behaviour.
- c) **Halls officer, University of Nairobi 2007 to date**
- Managing of students welfare matters
 - Line management of employees at Strategic Management Units
 - Contacting Performance appraisal and implementation of Student welfare policies
 - Budgetary planning, implementation and reporting
 - Organizing on and off the job training for staff
 - Setting of performance targets ,monitoring and evaluation
 - Liaison with stakeholders and implementing social corporate responsibilities strategies.
- d) **Training consultant trainee, Africa Institute for Children Studies, 2006 to date**
- Editing of consultancy materials
 - Assist in developing of training manuals
 - Assistant trainer on peace building and child protection rights.
 - Trainer on youth empowerment and development
 - Youth socialization process training on contemporary issues
- e) **Sales and Marketing Executive Colbrite Services (2000-2007)**
- Merchandising
 - Direct sales
 - Customer relations and liaisons.

- Stock taking and order placements.
 - Basic Financial management and reporting
- f) **Monsoon Youth Program- Team leader (1999-2002)**
- STI/HIV AIDS sensitization campaigns
 - Moderated debates on issues affecting the youth
 - Trained the youth on drugs and substance abuse
 - Participated in drama concerts
 - Civil education activism

3. PROFESSIONAL ASSOCIATIONS

- Member of National Organization of Peer Educators
- Member Student Organization of Nairobi University
- Member Kenya Teachers Service Commission

4. ACHIEVEMENTS AND AWARDS

- School captain, Mumbuni High School, 1999-2000
- Secretary General, University of Nairobi Education students Association (UNESA), 2004-2005
- Secretary General, Students organization of Nairobi University (SONU), 2005-2006
- Chairman Equality Eyes, A charity organization, University of Nairobi, 2005-2006
- Vice-Chairman Church Development Committee- Katunyoni SDA church

5. APPOINTMENTS

| Date | Appointing authority | Responsibility | Duties |
|------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Oct.2010 -Sept.2011 | Project Director, Pre-service Teacher Training Program. Republic of South Sudan, MoE | Team leader & Center coordinator at Maridi National Teacher Training Institute. | Reporting, financial logistics, Security and general management liaison. |
| 1 st Nov. 2010 - 31 st April 2011 | Principal Maridi National Teacher Training Institute Republic of South Sudan | Human Resources Management Consultant | Capacity Building in HRM |
| 2008 | Director SWA, UoN | Member SWA Service Charter | Secretary to the committee |
| 2009 | Director SWA, UoN | Member Accommodation review committee | Secretary to the committee |
| April 2009 | Vice chancellor, UoN | Commissioner-SONU | Overseeing students |

| | | | |
|-----------|--------------------|-------------|------------------|
| | | elections | elections |
| July 2009 | Manager Kikuyu SMU | Ag. Manager | Managing the SMU |

7. Hobbies

Farming,dancing, reading motivational books and engaging in humanitarian activities.

8. Referees

1. Dr. Fr. Wamugunda Wakimani
Dean of Students

University of Nairobi

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2. Mr. Atoh F.Ochieng
Manager Kikuyu S.M.U and lecturer UoN

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3. Kukubo Barasa
Lecturer UoN

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4. Dr. Peter Kuur Riak,
Project Director, Joint University of Juba & Nairobi Pre service teacher Training Project.
P.O BOX University of Juba
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PERSONAL CERTIFICATION STATEMENT

I certify that all information stated in this CV is true and complete to the best of my knowledge. I authorize the receiving organization to verify the information provided in this CV.

Signed: Collins Sila Kaia 2/02/2012