

# Marcelline Wamari Dietto

## Curriculum Vitae

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### PROFILE

*I am a highly competent, motivated and enthusiastic with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to User Departments. I am approachable, presentable and able to establish good working relationships with a range of different people. I have full understanding of the Supply Chain processes and administrative operations in both Public and Private Sectors.*

### ACADEMIC BACKGROUND

No.	INSTITUTION	GRADE
1.	University of Nairobi	MSc in Supply Chain Management
2.	University of Nairobi	B Corm (Procurement and Supply Chain Management) Second Class Honours Upper Division
3.	Nyabola Girls 'School	'O' Level

### PROFESSIONAL QUALIFICATIONS

No.	INSTITUTION	EXAMINATION	YEAR
1.	Multimedia University	CIPS UK Graduate Diploma Level 6	2011
2.	Kenya College of Accountancy University	CPA Section I & 11	1998

### PROFESSIONAL MEMBERSHIP

No.	MEMBERSHIP	BODY	REGISTRATION NUMBER
1.	Full Member	Kenya Institute of Supplies Management –(K.I.S.M)	64258
2.	MCIPS	Chartered Institute of Purchasing and Supplies-(C.I.P.S-UK)	005202392

### EMPLOYMENT HISTORY

#### **Head of Procurement Central Administration–University of Nairobi**

- Formulating the annual procurement plans for goods and services in consultation with the unit heads.
- Managing the procurement life cycle from supplier selection, contract and price negotiation
- Maintaining and reviewing of client / stakeholder relationships and establishment of an inventory of service providers
- Ensuring compliance with procurement policies and guidelines across the college in accordance with the Public Procurement and Asset Disposal Act, 2015 and Regulations

- Overseeing the preparation of bid documents, quotations, requests for proposals and reports.
- Coordinating the preparation of Tender documents for user departments
- Supervising and appraising the Supply Chain staff
- Implementing disposal of unserviceable and obsolete goods as per the guidelines of the Public Procurement and Asset Disposal Act 2015
- Providing secretarial services to various Procurement Committees.
- Preparing publishing and distributing procurement and disposal opportunities including invitations to tender, prequalification documents and invitation for expression of interest.
- Maintaining and archiving documents and records of the procurement and disposal activities for the required period
- Coordinated internal monitoring and evaluation of the supply chain function.
- Undertaking any other relevant duties assigned by the Director Supply Chain from time to time

**2008-2010 University of Nairobi Enterprises and Services Ltd-** Assistant Procurement Officer

**2006-2008: Young Women Christian Association-**Stock Controller

**2001-2005: Young Women Christian Association-** Procurement / Supplies Officer

**1994-1999: Nyayo Tea Zones Development Corporation-**Accounts Assistant

**1991-1993: Narok County Council-**Audit Assistant