

CURRICULUM VITAE

ADDRESS:

Dr. Dismus Milimu Bulinda, Ph. D. (Nairobi)
Lecturer
Department of Educational Administration & Planning
School of Education
University of Nairobi
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CIVIL PARTICULARS:

Place of birth: Makhaya, Kakamega District
Date of birth: April 15, 1958
Nationality: Kenyan
Domicile: Nairobi, Kenya
Languages: English, Kiswahili and Luhya
Marital Status: Married

ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

2009: Doctor of Philosophy (Educational Administration), University of Nairobi.

Thesis title:

“Factors that Influence Line Officers’ Perceived Managerial Performance in Public Universities in Kenya”.

2008: Full Member, Institute of Human Resources Management of Kenya.

1999: Master of Education (Administration and Planning), University of Nairobi.

Thesis title:

“Secondary School Teachers’ Perceptions of the Principals’ Participatory Leadership Styles: A Case Study of Kakamega District”.

1993: Certified Public Secretaries II (K.A.S.N.E.B).

1993: National Diploma in Business Management, Kenya Institute of Management.

1984: Bachelor of Education (Arts), University of Nairobi

Attended the Outward Bound Mountain School, Oloitokitok

1978-1979- EAACE, Kakamega High School: Passed with 3 Ps, 1S

1974- 1977- EACE, Mukumu Boys Secondary School: Passed in Division 1 (20 points).

MERIT AWARDS

2008: University of Nairobi Deans Committee Research Grant Award winner for
Fieldwork for the Ph.D. project.

2005: University of Nairobi Graduate Fees Waiver to pursue the Ph.D. (Educational
Administration) degree at the University of Nairobi.

1997: Eastern and Southern Africa Universities Research Project (ESAURP)

Fieldwork grant winner for the M.Ed. project at the University of Nairobi.

1996: University of Nairobi Graduate Fees Waiver to pursue the M.Ed. (Educational
Administration and Planning) degree at the University of Nairobi.

RECOGNITION AND SERVICE IN SCHOOL

1979: Senior House Prefect, Chapman Senior House, Kakamega High School

1978 – 1979: Member of the 1st eleven school hockey team, Kakamega High School

1977 – Sanitation and Quarter Captain, Mukumu Boys High School

_ Farm Manager, Young Farmers Club, Mukumu Boys High School

_ Chairman, C.U. Club, Mukumu Boys High School

1976 – 1977: Member of the 1st eleven school hockey team, Mukumu Boys High
School

1972 – 1973 – School Timekeeper, Likhovero Primary School

CONFERENCES ATTENDED:

1st Annual International Conference on Research and Innovation in Education (AICRIE)
(2018)

Presentation at The 1st AICRIE, 2018:

“Reflections on Management Ethics and Management Integrity in Higher Education”

The Annual Regional Conference 2013 on “Enhancing Access to Justice through Alternative Dispute Resolution Mechanism” held on July 25 2013 and July 26 2013 at the Southern Sun Mayfair

PUBLICATIONS

UNIVERSITY LEVEL SCHOLARLY BOOK TITLES

- Bulinda, D. M. (2018) *Basics of Educational Administration*, LAP LAMBART Academic Publishing ISBN: 978-613-9-95103-1
- Bulinda, D. M. (2018) *The Theoretical Narrative in Education Administration*, LAP LAMBART Academic Publishing ISBN: 978-613-9-89109-2
- Bulinda, D. M. (2018) *Supervision and Inspection Practice in Educational Administration* LAP LAMBART Academic Publishing ISBN: 978-613-9-89699-8
- Bulinda, D. M. (2018) *Human Resource Planning and Organizational Performance in Education* LAP LAMBART Academic Publishing ISBN: 978-3-659-81118-0
- Bulinda, D. M. (2018) *Organizational Behaviour in Educational Management* LAP LAMBART Academic Publishing ISBN: 978-3-659-55641-8
- Bulinda, D. M. (2012) *Higher Education Management: The Factors that Influence Line Officers’ Perceived Managerial Performance in Public Universities in Kenya*, LAP LAMBART Academic Publishing ISBN-10: 3848423049 and ISBN-13: 978-3848423040

OTHER BOOKS

- Bulinda, Dismus M. (2011) *Management Tit Bits in Lecture Series*: Nairobi: Riverbrooks Communication (ISBN 9966 7336 4 7)

ARTICLES IN REFEREED JOURNALS

- Bulinda, D.M. & Inyega, J.O. (2019) Pre-Service Graduate Teachers’ Perceptions on Instructional Supervision in Relation to Students’ Classroom Involvement and Assessment in Kenya *International Journal of Creative Research and Studies* Vol. 3 Issue 1. ISSN- 0249-4655. pp. 9-14.
- Inyega, J.O. & Bulinda, D. M. (2019) Pre-Service Graduate Teachers’ Perceptions on Instructional Supervision in Relation to Preparation for Teaching and Planning for Learning in Kenya *International Journal of Innovative Research and Knowledge* Vol. 4 Issue 1 ISSN 2213-1356 pp. 26-31.
- Bulinda, D. M. (2018) Reflections on Management Ethics and Management Integrity in Higher Education Management *International Journal of Innovative Research and Knowledge* Vol. 3 Issue 10 ISSN-2213-1356. pp. 167-178.
- Mugo, J.W & Bulinda, D. M. (2018) Extent to Which System Migration Influence the Implementation of Core Banking System Project: A Case of NIC Bank Kenya Limited *International Journal of Innovative Research and Knowledge* Vol. 3 Issue 10 ISSN-2213-1356. pp. 156-166.

Riungu, W.K. & Bulinda, D. M. (2018) Influence of Teaching and Learning Resources on Enrolment of Early Childhood Education in Imenti North Sub-County *International Journal of Innovative Research and Knowledge* Vol. 3 Issue 10 ISSN-2213-1356. pp. 144- 155.

Bulinda, D. M. (2018) Pre-Service Graduate Teachers' Perceptions on Instructional Supervision in Relation to Aims of Teaching Preparation and Classroom Practices in Kenya *International Journal of Creative Research and Studies* Vol. 2 Issue 12. ISSN- 0249-4655. pp. 62-67.

EDITORSHIP: JOURNAL EDITORIAL BOARD MEMBERSHIP

Association of Reading of Kenya (ARK): *International Journal of Literacy and Development*

WORKSHOP AND SEMINAR PRESENTATIONS

Bulinda, D.M. (2011) "The Essence of Integrity in Staff Disciplinary Practices at the University of Nairobi" a paper presented during the May / June 2011 and May, 2013 workshops on promotion of industrial relations and sensitization of the University of Nairobi Administrators, Accountants, Technicians, Secretaries, Clerks, Messengers and Procurement Officers on integrity and anti-corruption strategies.

Bulinda, D. M. (2008) "The Practice of Employee Relations at the University of Nairobi", a paper presented at the Induction Programme for members of staff in Harambee Hall, Kenya Science Campus.

Bulinda, D. M. (2003) "Office Management", A paper presented at the Induction Programme for members of staff at the workshop held by the Department of Diagnostic, Imaging and Radiology Medicine, University of Nairobi, at Lenana House Conference Centre.

TEACHING AND INSTRUCTION:

LECTURER

2012: - CURRENT

Department of Educational Administration and Planning, School of Education:

Masters Degree Programme:

Course Units:

- a) TAP 502- Research Methods in Education
- b) TAP 509- Theories of Educational Administration and Practice
- c) TAP 528- Instructional Supervision
- d) TAP 522- Organizational Behaviour
- e) TAP 530: Human Resource Planning

B. Ed. (Arts), B. Ed. (Tech) and B. Ed. (Sc.) Programmes at CEES and KSC:

TAP 302 – Educational Administration

SERVICE TEACHING

i) Master of Project Planning and Management, Department of Extra Mural Studies

Course units:

LDP 601: Fundamentals of Management

LDP 606: Employee Training and Development

ii) Degree Programme:

a) Bachelor of Education (Arts) Programme, School of Education:

Course Units:

TBS 416: Management of Human Resource

TBS 413: Risk Management and Insurance

TBS 311: Organizational Behaviour

TBS 314: Principles of Management.

b) Bachelor of Education (Arts) Programme, CODEL:

PAC 202: Educational Administration.

TEACHING EVALUATION:

Outstanding and consistently of exceptional quality

POSTGRADUATE STUDENT SUPERVISION EXPERIENCE:

Completed supervisions: Master's Degree Projects

Master of Arts in Project Planning and Management (2018)

L50/73505/2014 - John W. Mugo

Title of the study:

“Risk Factors Influencing Implementation of Temenos T24 Core Banking System Projects by Commercial Banks in Kenya: A Case of NIC Bank Kenya Limited”

Master of Arts in Project Planning and Management (2018)

L50/82592/2014 – Winfred K. Riungu

Title of the study:

“Factors Influencing Enrolment of Children in Early Childhood Education in Imenti North Sub-County, Kenya”

Master of Education: Educational Administration (2016)

E55/66510/2013 – Edwin O. Obungu

(Co-Supervised with Prof. Grace Nyagah)

Title of the study:

“An Assessment of the Usage of Information and Communication Technology in Administration of Public Secondary Schools in Seme Sub-County, Kisumu County, Kenya”

Master of Education: Educational Administration (2014)

E55/66106/2011 – Margaret J. Kitavi

(Co-Supervised with Dr. Daisy Matula)

Title of the study:

“Influence of Headteachers’ Leadership Styles on Pupils Performance at Kenya Certificate of Primary Education in Matinyani Sub-County, Kitui County, Kenya”

Master of Arts in Project Planning and Management (2014)

E50/70961/2011 - George O. Aoko

Title of the study:

“Influence of Project Participants Related Factors on the Performance of Railway Infrastructure: A Case of Nairobi Commuter Rail Service”

Master of Education: Educational Administration (2011)

(a) E55/7441/2009- Lillian W. Mugo

Title of study:

“The effects of school culture on KCSE performance of public secondary schools in

Kirinyaga District, Kenya”

(b) E55/72245/2009- Dickson Kipchilim

Title of study:

“An Investigation of the factors influencing the implementation of the Government –funded free secondary school education in Uasin Gishu North District”.

c) E55/73265/2009- Ondogo, Duke Nyangwechi

“ An Investigation of the Communication Strategies used by Headteachers and their effect on KCSE Performance in Trans-Nzoia East District”

Master of Arts: Project Planning and Management (2011)

(d) L50/72603/2008- Mbacho, Alice:

Title of study:

“The role of smallholder dairy projects in alleviating poverty in Kirinyaga North, Central Province, Kenya”

(e) L50/76910/2009 – Wamahiu, Catherine W.

Title of study:

“A Study of the Needs Analysis of Training and Entrepreneurship in the Government-Funded Youth Enterprise Fund”.

(f) L50/64622/2010 – Misiko. Anne A.

Title of study:

“An investigation of the factors that influence performance of agro-input enterprises in Kakamega County, Kenya”

PROFESSIONAL / CONSULTING / INDUSTRY

CEES Teaching Practice Supervision

UNIVERSITY ADMINISTRATIVE POSITIONS

July 2013 – July 2016: REGISTRAR, ADMINISTRATION

Under the direction of the Vice Chancellor and Deputy Vice Chancellors, the Registrar facilitatively operated as:-

1. Secretary to the following Committees of Council:-
 - (i) Council
 - (ii) Finance & General Purposes Committee
 - (ii) Staff Appointment Committee
 - (iii) Staff Disciplinary Committee
 - (iv) Sealing Committee
 - (v) Standing Committee on Terms of Service
2. Responsible for the Personnel Registries. This included keeping record on all personnel on post and out-of post and providing advice to the Finance Officer of changes of status of each employee.
3. Instituted and executed an annual system of staff work performance evaluation reports.
4. Carried out periodic job evaluation and classification.
5. Organized training schedules and programmes for all staff in non-teaching posts.
6. In consultation with Vice-Chancellor and Deputy Vice-Chancellor (A&F), was responsible for the staff welfare function.
7. Recommended eligible members staff for long service awards and distinguished service award.
8. Responsible for the day to day smooth running of the Personnel Division.
9. Provided advice to the Deputy Vice-Chancellor (A&F) on all staff trade Union matters and all the related litigation.
10. Carried out any other duties as assigned by Vice-Chancellor and Deputy Vice-Chancellors.
11. Member of the Central University Procurement Committee

2011 – 2013: DEPUTY REGISTRAR, Administration Department, Central Administration

Duties and responsibilities included, inter alia:

- i) Processing of Paid Leave of Absence, Sabbatical Leave and Unpaid Leave of Absence, Resignations.
- ii) Preparation of management briefs on policy management.

- iii) Labour Relations: CBA negotiations, Industrial Court of Kenya
- iv) Secretary, Staff Disciplinary Committee.
- v) Secretariat, Inter-Public University Councils Consultative Forum (IPUCCF).
- vi) Integrity Assurance Officer.
- vii) Co-ordinator, Protocol: A function of the University Graduation Committee

2008 - 2011: SENIOR ASSISTANT REGISTRAR, Administration Department, Central Administration

Duties and responsibilities include, inter alia:

- i) Processing of Paid Leave of Absence, Sabbatical Leave and Unpaid Leave of Absence, Resignations.
- ii) Preparation of management briefs.
- iii) Labour Relations: CBA negotiations, Industrial Court of Kenya
- iv) Secretary, Staff Disciplinary Committee.
- v) Secretariat, Inter-Public University Councils Consultative Forum (IPUCCF).
- vi) Integrity Assurance Officer.

2002-2008: ASSISTANT REGISTRAR, Administration Department, Central Administration

Duties and responsibilities included, inter alia:

- i) Processing of Paid Leave of Absence, Sabbatical Leave and Unpaid Leave of Absence, Resignations
- ii) Preparation of management briefs
- iii) Labour Relations: CBA negotiations, Attendance of the Industrial Court of Kenya
- iv) Secretary, Staff Disciplinary Committee

July 1992-July 2002: SENIOR ADMINISTRATIVE ASSISTANT, Faculty of Education, College of Education and External Studies, University of Nairobi

Duties and responsibilities included, inter alia:

- (i) Secretary, Faculty Board of Examiners
- (ii) Secretary, Faculty Staff Meetings
- (iii) Secretary, Faculty Post-Graduate Studies Committee
- (iv) Teaching Practice Logistical Support and Records Management
- (v) Facilitation of the College Examinations
- (vi) Facilitation of the Co-ordination of the academic programmes
- (vii) Member of the University of Nairobi Graduation Committee: The Ushers' sub-committee.
- (viii) Management of Faculty inventories
- (ix) University of Nairobi (C.E.E.S.) A.S.K. Show Committee member
- (x) Section Head, Faculty of Education, in charge of:
 - a) Supervision of Faculty Support Staff
 - b) Appraisal of Faculty Support Staff
 - c) Budget preparation
 - d) Medical records of Faculty Support staff
 - e) Staff relations.

APPOINTMENT AND PROMOTION BY THE TEACHERS SERVICE COMMISSION

1991: DEPUTY HEAD OF DEPARTMENT, and Academic and Professional Committee member Kenya Science Teachers College (K.S.T.C.)

Duties and responsibilities included, inter alia:

- i) Lecturer at KSTC
- ii) Deputy Head of Department
- iii) Secretary to Department Meetings
- iv) Preparing Departmental Time-Tables
- v) Preparing tuition/instructional material
- vi) Supervising, Monitoring, Assessing, and Reporting on the performance of a teaching staff of ten (10) tutors.

vii) Participating in meetings and activities of the Academic and Professional Committee.

viii) Member of the K.S.T.C. Nursery School Committee

1990: Appointed to represent KSTC in the Organizing Committee of the Kenya Freedom From Hunger Council Member of the Nairobi Area Council: A charitable Organization that collects funds by conducting Charity Walks in order to assist in disaster and famine relief operations.

1988: Attended Staff Development Seminar at K.S.T.C. Organized by Uppsala University, Sweden.

1987: PROMOTED TO LECTURESHIP and appointed Department Course Co-ordinator Kenya Science Teachers College (K.S.T.C.).

Duties and responsibilities included, inter alia:

- (i) Coordination and development of tests and examinations
- (ii) Moderating of examinations in liaison with external moderators
- (iii) Building and maintaining departmental test scores
- (iv) Coordination of the administration of departmental tests and examinations.
- (v) Attending the College Class Conferences

1987: Graduation Committee and Library Council Member at K. S. T. C. Duties and responsibilities, included inter alia:

- (i) Attending the meetings and participating in the activities of the Graduation Committee.
- (ii) Coordinator of the Public Health Sub-Committee of the Graduation Committee.
- (iii) Attending the meetings and participating in the activities of the Library Council at the Kenya Science Teachers College.
- (iv) Advising the Library Council on publications for acquisition.

1986: Promoted to the position of Assistant Lecturer, Physical Education, and retained at Kaimosi Teachers College

1984 : (i) **Graduated** from the University of Nairobi with Bachelor of Education (B.Ed.) (Arts) degree

(ii) Appointed by the Teachers Service Commission and posted as a Tutor at Kaimosi Teachers College.

1980-1984: B.Ed. Degree student at Kenyatta University College, University of Nairobi.

1984: Attended the Outward Bound Mountain School (OBMS), Oloitokitok.

1983: Founder HeadTeacher of Mukhonje Secondary School in Kakamega District which eventually gained recognition and assistance of U.S.A.I.D.

OTHER RESPONSIBILITIES

Member of University Management Board Committee on development of:

- i) University of Nairobi Human Resource Policy
- ii) University of Nairobi Recruitment Policy
- iii) University of Nairobi Training Policy

COMMUNITY ENGAGEMENT / OTHER CONTRIBUTIONS

Friends Shidodo Secondary School, Kakamega, Board of Management.