

CURRICULUM VITAE

1. PERSONAL DETAILS

NAME: Elizabeth Gesare Ongwae
DATE OF BIRTH: June 29, 1953
NATIONALITY: Kenyan
MARITAL STATUS: Married with four children
POSTAL ADDRESS: P.O. Box 53894-00200
NAIROBI, Kenya
TELEPHONE : 0722 512 987
E-MAIL ADDRESS: eongwae@uonbi.ac.ke, lizongwae@yahoo.com
CURRENT POSITION: Registrar, Administration
University of Nairobi

2. QUALIFICATIONS

- Postgraduate Diploma in Management
- B.Ed. (Hons)
- A Levels
- O Levels
- Computer Application Packages

3. EDUCATIONAL BACKGROUND

June – July 2003 University of Connecticut, Certificate in
Human Resource Management
November 2002 Certificate in Computer Studies, Central
Management Services
Feb. – March 2000 Managing the Training Function, RIPA
International, UK

November 1996	Personnel Management: An African Perspective, ESAMI – Harare, Zimbabwe
Sept. – Dec. 1993	University of Nairobi, Certificate in Computer Packages
1986 – 1987	Kenya Institute of Management, Diploma in Management
1974 – 1977	University of Nairobi, B.Ed. (Hons)
1972 – 1973	Asumbi Girls High School, passed with 3 Principle passes
1968 – 1971	Itierio Secondary School, passed EACE (13 points)
1961 – 1967	Itierio Primary School, passed KPE

4. WORKING EXPERIENCE

A. May 2011 to date and

December 23, 2009 to June 2010 Registrar, Administration – University of Nairobi

Responsibilities and Tasks include: -

- In charge of the Human Resource function
- Coordinates the Administrative functions under the direction of the Deputy Vice-Chancellor (A & F) and the Vice-Chancellor
- Ensures compliance with the University policies and procedures
- Ensures proper maintenance and cleanliness of facilities and environment
- Provides secretarial services to the top University organs
- Ensures harmonious functioning in the various Central Administrative units

B. 2004 - 2009: : Deputy Registrar in Charge of Recruitment and Training Section, University of Nairobi

Responsibilities and Tasks included: -

- Supervision and co-ordination of the functions of the Section;

- Chairing Non-Teaching Staff Development Committees;
- Dealing with inquiries on recruitment matters;
- Secretary to professorial (or equivalent) appointment committees;
- Handling post-retirement appointment requests;
- Processing authority for appointment of Tutorial Fellows/Junior Research Assistants;
- Analyzing Staff Appointment minutes from Colleges and other units;
- Processing all requests for appointments and promotions;
- Preparing and processing all advertisements;
- Drafting Policy documents on Recruitment and Training;
- Coordinating Training issues.

C. 2002 – 2004: Senior Assistant Registrar in charge of Recruitment and Training Section, University of Nairobi

Responsibilities included: -

- Supervision and co-ordination of the functions of the Section;
- Member, Non-Teaching Staff Development Committee;
- Dealing with inquiries on recruitment matters;
- Secretary to professorial (or equivalent) appointment committees;
- Dealing with temporary appointments for Central Administration;
- Preparing and processing all advertisements;
- Processing authority for appointment of Tutorial Fellows/Junior Research Assistants.

D. 2000 – 2001: Senior Assistant Registrar, University Reform Secretariat, University of Nairobi

Responsibilities included: -

- Co-ordinating activities of the University Reform Secretariat and University Technical Committee on Retrenchment;

- Liaising with Commission for Higher Education, Ministry of Education and DPM on Retrenchment matters;
- Sensitizing staff on the effect of retrenchment.

E. January 1995 – 2000: Senior Assistant Registrar/Assistant Registrar in charge of Training Section, University of Nairobi

Responsibilities: -

- Handling the Training function for all staff in the non-teaching grades;
- Processing study leave requests and renewals plus all attendant matters for all teaching and non-teaching staff of the University;
- Secretary to both the Senior Non-Teaching and Junior Non-Teaching Staff Development Committees;
- Handling any matters arising from the above functions.

F. 1989 – 1994: Assistant Registrar/Senior Administrative Assistant, Personnel Division, University of Nairobi

Responsibilities:

- Disciplinary matters for staff in grades I – IV,A – F and those in academic terms of service
 - Receiving adverse reports and charging staff concerned including warnings, suspensions, termination of appointments and dismissals as need be;
 - Receiving written defense from affected staff;
 - Collecting statements by witnesses;
 - Liaising with the Deputy Vice-Chancellor (A & F) or his representatives in scheduling the meetings to consider the cases;
 - Servicing the disciplinary committee meetings for all grades and implementing the approved recommendations
- Supervising the Tailoring Unit on matters relating to: -

- Staff in the unit
 - Requisition from Central Stores
 - User Departments
 - Suppliers
- Industrial Relations matters and Industrial Court Cases (Trade Disputes)
 - Union Negotiations with KUDHEIHA and University's unionisable staff

G. 1986 – 1989: Administrative/Senior Administrative Assistant, College of Health Sciences, University of Nairobi

Responsibilities:

- Processing the recruitment of staff in grades I – IV, A – F, Tutorial Fellows/Assistant Lecturers and Lecturers;
- College Disciplinary Matters;
- Processing defense of theses for Masters, Ph.D. and M.D. students;
- Liaising with the various departmental heads in the Central Administration, Planning, Transport, Academic/Admissions as need be;
- General College administrative functions;
- Processing of examination results.

H. 1981 – 1986: Environmental Education Officer/Research Associate, National Environment Secretariat

Responsibilities: -

- Undertaking research on different environmental carrying capacities and advising the various D.D.C.'s;
- Disseminating Environmental Education with a view to creating environmental awareness at various schools, colleges, chief's barazas and other institutions;
- Preparing answers on environmental questions from readers and for the Minister for Environment and Natural Resources;

- Preparation for accreditation the Kenyan Inter-Ministerial Committee to UNEP in liaison with Kenya's Permanent Representative to UNEP;
- Secretary of the Inter-Ministerial Committee on Environment charged with preparing the annual Kenyan paper on the position on environment. Discussing and trying to solve the various environmental problems and preparing papers for presentation at the various environmental meetings like the Annual United Nations Environmental Programme's (UNEP) Governing Council;
- General Administrative office duties.

I. 1977 – 1981: Graduate Teacher, Kenya High School

Responsibilities: -

- Teaching Geography forms 1 – 6, General Paper "A" levels and Religious Ethics forms 5 – 6;
- Class Teacher;
- Head, Geography Department;
- Patron, Geography Club;
- Patron, Geographical and other field trips.

J. 1977 – 1986: Examiner for Kenya National Examinations Council

- Marking Geography paper for "O" levels
- Team leader 1980 – 1986

SPECIAL RESPONSIBILITIES

- Secretary, University Council
- Secretary, University Management Board
- Secretary, Chancellors' Committee
- Quality Assurance Officer
- Member, University Integrity Committee

- Internal Quality Auditor (IQA)
- Member, Central Development Committee on ISO
- Chairman, Restructuring Committee on Procurement
- Member/Secretary, Restructuring Committee on Security
- Chairman, Thematic Unit in Rapid Results Initiative
- Secretary, Alumni Inaugural Committee
- Secretary, Committee Developing Staff Appraisal Instruments

OTHER ACHIEVEMENTS

- Developed Training Policy for Non-Teaching Staff
- Developed University's Induction Manual
- Participated in Preparation of Report on Security
- Chaired Committee on Restructuring of Procurement
- Developed ISO Operating Procedures on Recruitment & Promotion, Staff Training & Development and for Awarding of Staff Training & Development Fund

COMMENDATION/APPRECIATION

- August 2008 For Effort and Devotion as an IQA and as member of Central Development Committee on ISO
- February 2007 For Exemplary management of the training for staff in Finance, Audit and Procurement
- September 2005 For active participation as member of the SPA Analysis Team
- December 2003 For speedy co-ordination of data gathering on terms and conditions of service for academic staff for KIPRA

COURSES, SEMINARS AND CONFERENCES

1. Training on Use of Laptops, ICT Centre, September 17 – 19, 2003.

2. Certificate in Human Resource Management of Public Service International, University of Connecticut, USA, June 2 – July 5, 2003.
3. Workshop on Preparation of University Code of Conduct, Aberdares Club, January 8 – 12, 2003.
4. Integrity Assurance Officers Workshop, Utalii Hotel Business Centre, December 23 – 24, 2002.
5. HIV/AIDS Workshop, Mt. Kenya Safari Club, Nanyuki, November 21 – 25, 2002.
6. Certificate in Computer Studies, Central Management Services Limited, November 2002.
7. Introduction to Internet and Use of Computers in Administration, Institute of Computer Science, November 2002.
8. Women in Leadership and Management, Kenya Institute of Management, Nairobi, October 2002.
9. Workshop on Training and Capacity Building Policy for the Public Service, Kenya School of Monetary Studies, 18 – 23 February, 2002.
10. Management of the Training Function, RIPA International, London, U.K., February 21 – March 10, 2000.
11. Personnel Management: An African Perspective, Harare, Zimbabwe, November 4 – 29, 1996.
12. 44th FKE/ILO Supervisory Course, Kakamega, Kenya, October 5 – 23, 1992.
13. Production, Planning and Scheduling Workshop, Nairobi, Kenya, July 30 – 31, 1991.
14. 13th UNEP Governing Council, Gigiri, UNEP Headquarters, Nairobi, Kenya, May 14 – 24, 1985.
15. 12th UNEP Governing Council, Gigiri, UNEP Headquarters, Nairobi, Kenya, May 16 – 24, 1984.
16. 11th UNEP Governing Council, KICC, Nairobi, Kenya, May 10 – 24, 1983.
17. Environmental Management Seminar, Hague, Holland, October 8 – 16, 1982.
18. 10th UNEP Governing Council, KICC, Nairobi, Kenya, May 10 – June 2, 1982.
19. 1st International Symposium on Soil, Geology and Landforms: Impact on Land Use Planning, Bangkok, Thailand, April 1 – 12, 1982.

20. Water Quality, Supply and Pollution Control, Nairobi, Kenya, July 20 – August 7, 1981.

21. 9th UNEP Governing Council, KICC, Nairobi, Kenya, May 13 – 26, 1981.