

## **RICULUM VITAE**

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**DATE OF BIRTH:** 7<sup>th</sup> April, 1957

**MARITAL STATUS:** Married

**PRESENT POST:** Ag. Deputy Registrar (Recruitment and Training)

### **EDUCATION**

<b><u>Period</u></b>	<b><u>School</u></b>	<b><u>Certificates Obtained</u></b>
1964 – 1971	St. Mary's Boys School, Molo	Certificate of Primary Education (CPE)
1972 – 1975	Molo Secondary School	E.A.C.E.
1976 – 1977	Chavakali High School	E.A.A.C.E.
1978 – 1981	University of Nairobi	B.Sc.
1982 – 1983	Kenya Institute of Administration	Advanced Diploma in Health Service Administration
1986	Kenya Accountants & Secretaries Examination Board	Certified Public Secretary I
June – August 1995	Institute of Nuclear Science University of Nairobi	Computer Packages

### **WORK EXPERIENCE**

<b><u>Period</u></b>	<b><u>Place</u></b>	<b><u>Rank</u></b>
1984 – 1985	Tambach District Hospital	District Hospital Secretary

1980 – 1987	University of Nairobi	District Hospital Secretary
1987 – 1988	University of Nairobi	Administrative Assistant, College of Agriculture & Veterinary Science
1988 – 1990	University of Nairobi	Senior Administrative Assistant, College of Agriculture & Veterinary Science
1990 – 1994	University of Nairobi	Acting College Registrar/ Secretary, College of Agriculture & Veterinary Science
1994 – 2002	University of Nairobi	Manager, University Bakery
2002 – 2004	University of Nairobi	Administrator, University Health University
2004 to October 2008	University of Nairobi	Senior Assistant Registrar, (Personnel)
October 2008 – 2012	University of Nairobi	College Registrar/Secretary, CBPS
August 2012 – To date	University of Nairobi	Senior Assistant Registrar (Personnel)
		Ag. Deputy Registrar, (Recruitment and Training)

### **Recent Seminars/Workshops Attended**

7 – 25 <sup>th</sup> October, 2002	-	Senior Management Course – Kenya Institute of Administration
10 – 31 <sup>st</sup> March, 2003	-	Human Resource Management Course – Institute of Personnel Management
8 – 9 <sup>th</sup> May, 2003	-	Minutes Writing Course – Ashley Consultants
24 <sup>th</sup> July, 2003	-	University Human Resource Management



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29 – 31 July, 2007

29 – 31 July, 2007

29 – 31<sup>st</sup> May, 2006

May 28, 2007

4 – 5<sup>th</sup> April, 2007

May 28, 2008

April 11, 2008

23 – 26<sup>th</sup> February 2006

August 3<sup>rd</sup>, 2007

17<sup>th</sup> – 19<sup>th</sup> December 2007

11<sup>th</sup> April, 2008

13<sup>th</sup> – 14<sup>th</sup> August, 2009

July 2011

System – ICT

- Personal Effectiveness for University Managers, MSCA
- Intellectual Policy Seminar held at Kenya Monetary Studies
- Training on Public Procurement
- Results Based Management Seminar
- Training in Integrity
- Seminar for Disposal Committee Members
- University of Nairobi Seminar for Administrators held at KCCT, Nairobi
- Fire and safety training at CBPS
- Internal Quality Auditing Course
- Seminar for Disposal Committee Members
- New Labour Laws
- Performance Management

**Other Responsibilities**

1. University of Nairobi Quality Management System (QMS) Auditor from October 2007 to present.
2. Trustee, University of Nairobi Pension Scheme from September, 2005 to 2011.

**May 6, 2013**