

GRACE NDEGI KIRINGA
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NAIROBI

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PERSONAL DETAILS

DATE OF BIRTH : May 15, 1975
PLACE OF BIRTH : Siakago
MARITAL STATUS : Widow
NATIONALITY : Kenyan
TRIBE : MBEERE
LANGUAGES SPOKEN : English, Kiswahili and kimbeere

PROFILE

A responsible, committed and hardworking individual who appreciates and endeavors' to work in a clean, healthy and peaceful environment

QUALIFICATION/EDUCATION

2008-2009 : Diploma in Public Relations Management at Kenya Institute of Management .
2007 : Full PhD registration in curriculum Studies, Department of Educational Administration and Planning, University of Nairobi .

2000-2003 : Masters Degree in Educational Administration and Planning, University of Nairobi.

1994-1998 : Bachelor of Education (2nd Class Honours, Upper Division), University of Nairobi.

1989-1992 : K.C.S.E Aggregate B plain – Nthagaiya Girls High School.

1980-1988 : K.C.P.E Certificate in Gitiburi primary School.

Computer Literacy: Introduction to Computers – Windows, Ms Dos, Ms Word, Ms Excel, Introduction to Networking & Internet.

Team Building : Trained on team building skills by Peak Performance International.

ISO 9001: 2008 : Qualified internal auditor

CAREER HISTORY

2012: TO DATE ASSISTANT REGISTRAR, LEGAL OFFICE

2007: SENIOR ADMINISTRATIVE ASSISTANT, SCHOOL OF MATHEMATICS

Duties performed

- Attend to students who require information, advise or assistance that can be handled without involving the Director.
- Ensure that lecture theatres and the furniture therein are well maintained.
- Taking minutes in the postgraduate studies Committee meetings and writing of consolidated reports in the postgraduate Board of examiners meetings.

- Processing the Performance Contract to ensure that the School provide the necessary documentation on the performance targets set.
- Auditee University Wide ISO Audit and College Internal ISO Audit.
- Secretary School Board and other standing School Committees
- Processing student registration.
- Processing of the examination results.
- Printing provisional transcripts
- Processing graduation list.
- Clearing of students.
- Approving leave application forms.
- Day to Day running of the School including cleanliness of buildings, upkeep of grounds, Public Relations and supervision of staff.
- Supervise staff under the Directors' office who include Secretaries, Computer technologist, Registry Clerk, messenger and Cleaners.
- On behalf of the Director, looking after the School office and supervising the work in the office.

2006 : Administrative Assistant, School of Computing and Informatics

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2001-2005 : Assistant Halls Officer, Student Welfare Authority

Duties performed

- Room allocation.
- Secretary to Strategic Management Unit Committees.
- Processing of Procurement of goods and services.
- Supervision of cleanliness of the Halls of residence
- Signing the daily occurrence books.
- Overseeing Maintenance of grounds.
- Chairing allocation of Tuck-shop meetings.
- Supervised staff under the Managers' office who included Halls Assistant, Custodians, Secretaries, stores clerk, messenger and Cleaners.

2001	:	Deputy Presiding Officer, Kilome Constituency Ward by-election
	:	Taught Physical Education in St. Austin's Junior School
1999	:	Enumerator, National Population Census in Siakago, Mbeere District
1998	:	Teacher, Ondiri Academy in Kikuyu
1997	:	Teacher, Kangaru High School in Embu
1997	:	Polling Clerk, during 1997 General Elections by Electoral Commission of Kenya
1996	:	Assistant Research Officer, Kenya Agricultural Research Institute Machakos
1994	:	Clerical Officer, Master-Mind Tobacco Company

RESEARCH WORK DONE

- Masters Thesis on Secondary School Teachers' perceptions towards implementation of HIV/AIDS syllabus in Public Secondary Schools in Nairobi Province

- The Effects of Journalism on Public Relations Practices (A Case Study of Nation Media Group)

RESEARCH ON PROGRESS

- Implementation of HIV/AIDS Syllabus in Teacher Training Colleges in Kenya. An evaluation study.

AWARDS

- 2007: Awarded DAAD Scholarship to pursue PhD studies in Curriculum studies.
- 2000 : Awarded University of Nairobi Scholarship to pursue Masters in Educational Administration and Planning

PROFESSIONAL TRAINING AND SEMINARS ATTENDED

March 2012 : Sensitization Training of staff on Information systems security safety measures.

February 2012 : Training in Basic Counselling Skills.

October 2011 : Training on Procurement Rules and Regulations

February 2011 : Training in Disaster Management.

April 2010 : Training on Technical and Scientific Communication.

June 2011 : Training on HIV/AIDS awareness and Drug & Substance Abuse

March 2011 : Training on Effective Minute Taking & Management.

2009 : Seminar on Performance Contracting at Utalii College organized by the Office Of the Prime Minister, Public Reforms and Performance Contracting.

HOBBIES

- Walking, aerobics, Reading, listening to music , Travelling & Swimming

REFEREES

1. **Dr. Hudson Were**
Director, School of Mathematics
Chiromo Campus
P.O. BOX 30197, NAIROBI
0722-611186
2. **Prof. Gerald Kimani**
P.O. BOX 92, KIKUYU
0154-32020/32018
3. **Mr. G.P. Mbugua**
Senior Asst. Registrar, University of Nairobi
P.O. BOX 30197, NAIROBI
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