

JANE E. MUGURE MUGWE

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PERSONAL INFORMATION

Marital Status: Married
Nationality: Kenyan
Date of birth: May 29, 1967
Religion.: Christian

LANGUAGES

English, Kiswahili and Agikuyu

WORK EXPERIENCE

June 2013 to date: University of Nairobi

Dean of Students department
Senior Assistant Executive Secretary

March 1997 to June 2013: University of Nairobi

Board of Common Undergraduate Courses

July 2006:

Promoted to Senior Secretary Grade 'D'
Working for the Director of the Board.

December 2001:

Promoted to Assistant Senior Secretary Grade 'C'
Working for the Director of the Board.

March 1997:

Promoted to Secretary Grade 'B'
Working for the Senior Assistant Registrar

June 1993:

Promoted to Secretary Grade 'A'
Estates Department
Working for the Senior Assistant Registrar

May 1991:

Secretary to the Senior Assistant Registrar
Recruitment and Training Section

1986 – April 1991:

Ministry of Planning & National Development
Secretary to the Senior Personnel Officer

SPECIAL ASSIGNMENTS

August 1990 – April 1991: Seconded to **Civil Service Salaries Review Committee**

May-July 1990: Seconded to the **Presidential Committee on Employment** (Both of these appointments were from the Office of the President)

Duties in the current post:

- Management of the calendar and appointment scheduling of the Director
- Managing and coordinating logistics for visitors
- Handling office petty cash
- Calling for meetings, booking of venues and ensuring that invitation letters have been received
- Typing minutes and ensuring that they have been dispatched
- Processing and typing of teaching and examination timetables
- Handling and processing of all common undergraduate courses examination results
- Follow up of student's missing marks
- Handling daily routine office tasks and any other duties that may be assigned.

EDUCATION BACKGROUND

May 2006 – Nov 2007:	The Kenya Polytechnic University College, Higher Diploma in Secretarial Management
August – Nov 2000:	University of Nairobi, College of Education & External Studies, Certificate in Public Relations
1988:	Kenya Institute of Administration Micro Computer Application to Management Course
1984-1986:	Kiambu Institute of Science & Technology Secretarial Training
1980 – 1983:	Naro-moru Girls Secondary School Kenya Certificate of Education (Division III)
1973 – 1979:	Temple Road Primary School Certificate of Primary Education (27 points)

WORKSHOPS ATTENDED

- 27 – 29 June 2007 – **Quality Service & Excellent Customer Care** at KCCT Mbagathi
- 4 April 2009 - **Customer Care Training for Front Office Staff** – University of Nairobi
- May 14, 2011 - **Senior Secretaries’ Workshop on Sensitization on Strategies to Fight Corruption** – University of Nairobi.
- Feb. 15-17 2012 - **Training for front office staff from Central Administration Units on Basic Sign Language and Disability Mainstreaming** – University of Nairobi.
- April 8, 2013 - **Sensitization Training on Alcohol and Drug Substance Abuse and Gender Mainstreaming** – University of Nairobi.

REFEREES

Prof. Jacob O. Midiwo
Director, Board of Common Undergraduate Courses
University of Nairobi
P.O. Box 30197-00100
NAIROBI.

Prof. P.O. K’Obonyo
Deputy Principal
College of Humanities & Social Sciences
University of Nairobi
P.O. Box 30197-00100
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Mr. Joseph K. Ndekerere
Assistant Registrar
Board of Common Undergraduate Courses
University of Nairobi
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