

CURRICULUM VITAE

PERSONAL PROFILE

Name : JAMES MUNENE MUGO
Address : P. O. BOX 8508 - 00300
NAIROBI
Year of Birth : 13 MARCH 1963
Sex : MALE
Nationality : KENYAN
Marital Status : MARRIED
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PROFESSIONAL BACKGROUND

June 1982 – July 1986 **J.K.C.A.T**
Passed Electrical Installation Technician Part III (K.N.E.C.)

Subject Passed	Grade
• Estimating and Tendering (written)	4C
• Estimating and Tendering (project)	4C
• Engineering Services Contract	4C
• Theory and Application of Electrical Machines	5P

July 1985 **Passed Electrical Installation Technician Part II (K.N.E.C.)**

Subject Passed	Grade
• Testing Methods (power) and Reliability	5
• Consumer Distribution Systems	6
• Installation Technology (written)	5
• Installation Technology (project)	4

July 1983 **Passed Electrical Installation Technician Part I (K.N.E.C.)**

Subject Passed	Grade
• Mathematics	6
• Electrical Engineering Principles	5
• Installation Technology	5

Jan 1982 – April
1982

Passed Pre-Technician Course

Subject Passed	Grade
• Mathematics	3
• Physics	1
• Chemistry	3
• English	6
• Technical Drawing	

EDUCATIONAL BACKGROUND

1981

Passed K.C. E. (Division two)

Subject Passed	Grade
• English Language	8
• Christian Religious Education	2
• History	6
• Lugha ya Kiswahili	7
• Mathematics	7
• Physical Science	5
• Biology	6

1976

Passed K.C.P.E.

Subject Passed	Grade
• English	B+
• Mathematics	B+
• General Subjects	B-

Short Courses

- Supervisory Development Programme
- 2nd Preventive Maintenance Course
- Introduction to information systems training programme
- Public procurement seminar for local authorities and parastatal organizations
- Industrial maintenance management course
- Energy auditing.

DISTINCTION IN SCHOOL WORK

- School laboratory prefect 1978 – 1981
- Member of Christian Union

LEISURE ACTIVITIES

- Visiting family friends with my family, participating in church fellowships, films and listening to Christian music.

WORK EXPERIENCE

1990 – to date **UNIVERSITY OF NAIROBI**
Period

2nd Nov 2010 – **Designation : Maintenance Officer, Grade L (Assistant Registrar**
to Date **Level)**
Station : Students Welfare Authority

Duties

- In charge of all maintenance works in Students Welfare Authority (SWA) comprising of Eleven (11) strategic management units (SMU).
- Responsible administratively to the Director, SWA and technically reporting to the Manager, Construction & Maintenance.
- Overseeing all capital works projects and advising appropriately as a user.
- Training, co-ordination and management of all personnel responsible for maintenance works including giving technical advice to SWA management Team.
- Drawing costed specifications of maintenance works and organizing for their execution either by direct labour or by contract following procurement procedures.
- Liaising with SMU Managers and SWA chief officers on matters related to maintenance of all accommodation and catering facilities in the entire Students Welfare Authority.
- Any other duty assigned from time to time by Senior University officer.

22 Nov 2006 –
to current

Designation : Assistant Maintenance Officer, Grade 'DEF'
Station : Student Welfare Authority

Duties

- Heading of Maintenance Section throughout the entire Students Welfare Authority comprising of eleven Strategic Management Units.
- Answerable administratively to Director' SWA and technically to Manager, Construction and Maintenance through Maintenance Officer, UoN on all maintenance works.
- Training co-ordination and management of all personnel responsible for maintenance works including giving technical advice to SWA Management Team.
- Incharge of all maintenance works including cold rooms and other equipment.
- Establishing effective maintenance organization aimed at achieving SWA, property maintenance and objectives including drawing schemes of service for maintenance personnel.
- Drafting costed specifications of maintenance works and organizing

for their execution either by direct labour or by contract following procurement procedures.

- Liaising with SMU Managers and SWA Chief Officers on matters related to maintenance of all accommodation and catering facilities in the entire Student Welfare Authority.
- Any other duty assigned from time to time by Senior University Officers.

28 October 2004 **Designation : Assistant Maintenance Officer, Grade 'DEF'**
– 22 November **Station : Main Campus**

Duties

- Incharge of maintenance works and procurement of maintenance materials.
- Supervision of all maintenance staff through the foremen.
- Procurement of maintenance materials and store control in conjunction with the procurement department.
- Preparation of schedule of materials and dilapidations.
- Inspection of physical facilities and preparation of reports thereof.
- Attending to staff disciplinary and control of leave rooster as well as off duty register.
- Control of the departments (maintenance) vehicle movement.
- Incharge of the daily attendance register.
- General supervision of maintenance projects and preparation of weekly and monthly reports.
- Answerable to Manager, Construction and Maintenance through the Maintenance Officer.
- Any other duty assigned from time to time by Senior University Officers.

17 February **Designation : Maintenance Superintendent, Grade 'D'**
2004 – 28 **Station : Main Campus**
October 2004

Duties

- Incharge of all maintenance works in central administration and residential housing units.
- Incharge of maintenance staff of main campus.
- Overseeing the purchase of maintenance materials through procurement department ensuring adherence to procurement procedures.
- Co-ordinating and advising on maintenance needs in the main campus.
- Supervision of all maintenance and repair works in main campus.
- Maintenance of plant and equipment.
- Maintenance of proper and updated maintenance records for main campus.
- Overseeing of proper running of materials and tools store.
- Answerable to the Estates Manager through the Maintenance Officer.

- Any other duty assigned by the Maintenance Officer and other Senior University Officers.

24 November
2003 – 17
February 2004

***Designation* : Ag. Maintenance Officer, UoN, Assistant Registrar**
Grade
***Station* : Main Campus**

Duties

- Heading of the maintenance section throughout the University comprising of six colleges and campuses.
- Co-ordination of all maintenance resources which includes transport, finances, and procurement of maintenance materials.
- Developing maintenance policies plans and programmes for implementation including computerization of maintenance activities.
- Establishing effective maintenance organization aimed at achieving university's property maintenance objectives including drawing schemes of service for maintenance personnel.
- Preparation of specifications for tendering maintenance works.
- Managing plants, equipments and procurement process of maintenance materials.
- Supervision of artisans through foremen and trade foremen.
- Answerable to the Estates Manager.
- Any other duty assigned from time to time by Senior University Officers.

April 2001 - 24
November 2003

***Designation* : Maintenance Foreman, Grade D,**
***Station* : Lower Kabete Campus**

Duties

- Maintenance of institutional buildings, Student Welfare Authority facilities and staff houses.
- Initiating major and minor maintenance work and requesting for approvals in consultation with the Maintenance Officer.
- Preparing simple designs, giving estimates and specifications for the maintenance requirements.
- Dealing with all maintenance requests, planning for material purchases, duty allocation, store keeping and work supervision.
- Supervision of all maintenance works done by our own staff or under contract.
- Liaising with K.P.L.C. and Davies and Shirtliff on power and borehole services.
- Liaising with all the relevant university officers at various levels on maintenance works.
- Attending section heads meetings and site meetings.
- All round administrative duties of Lower Kabete maintenance unit.
- Matters related to all building services.

March 1999 –
April 2001

Designation : Electrical and Mechanical Foreman, Grade D
Station : Student Welfare Authority

Duties

- Incharge of electrical and mechanical services in the entire SWA.
- Receiving electrical and mechanical requests from various strategic management units.
- Liaising with the various section heads on maintenance works.
- Job allocation, guiding the artisans of the various trades and supervision of all maintenance works.
- Maintenance of all kitchen facilities including cold rooms and laundry machines.
- Designing estimating and specifying all the materials required for the welding work and electrical spare parts.
- Liaising with K.P.L.C. and N.C.C. on power and water services.
- Supervision of booster pumps servicing and mechanical workshop works.
- Liaising with Davis and Shirtliff on borehole services.
- General administrative work under the maintenance superintendent.

1990 – March
1999

Designation : Bakery Machine Technician Grade C/D
Station : Bakery Unit

Duties

- Receiving all maintenance requests and planning for the necessary action.
- Planning for all maintenance needs specifying and purchasing of spare parts.
- Starting preventive maintenance programmes.
- Starting a maintenance unit.
- Supervising of other junior technical staff.
- Liaising with production technical staff on maintenance needs.
- Liaising with K.P.L.C. on power services.
- Liaising with bakery machine manufacturers, agents and spare part supplies.
- Attending section head meetings.
- All round administrative duties of the section.

1989 - 1990

KINETIC SYSTEMS

Designation : Maintenance Supervisor

Duties

- Incharge of all building maintenance works and kitchen facilities in U.N.E.P., Gigiri
- Receiving all maintenance requests.
- Drawing simple designs, specifying the required materials and spare parts.
- Planning the work, job allocations and supervision of artisans of various trades.
- Implementing preventive maintenance programmes.
- Liaising with various section heads on maintenance work.
- Maintenance of various kitchen equipments.
- Supervision of partitioning work to create more offices.
- Maintenance of various electrical controls and generators.
- All round administrative duties of section.

1986 - 1989

ELLIOTS BAKERIES LTD

Designation : **Maintenance Controller**

Duties

- In charge of all maintenance operations of the entire automatic bakery.
- Reporting to the maintenance manager on all round maintenance duties.
- Man, machines and building services management.
- Maintenance of mechanical and complex electrical controls of extra low, and medium voltage.
- Preparing simple designs, drawing's and specifications for mechanical and electrical modifications.
- Drawing up of maintenance programmes and having them implemented through senior artisans and trainee on practical attachments.
- Supervision and guiding senior artisans and trainees of various trades.
- Installation, inspection, testing and commissioning of new complete automatic bakery plants and their subsequent maintenance.
- Supervision of contractual services like compressors, fire alarm systems, chillers and boiler inspection.
- Job allocation, material requests, work planning and supervision.
- Liaising with specialized engineering firms, spare part suppliers and other industrial related firms.
- Attending departmental meetings.
- Maintenance of pneumatic systems.
- All round administrative duties.

1982 - 1986

ELLIOTS BAKERIES LTD

Designation : **Technical Trainee**

Duties

- To undergo College, on job training and pass examinations in order to qualify as an electrical technician under management trainee programme.
 - 41/3 years training in college and practical attachment in industry.
 - Passed all the examinations up to part III as required.
 - Undergo on job practical training in industry.

REFEREES

1. G. P. Mbugua
Central Administration
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2. Dr. D. H. Kiiru
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3. Dr. Gakuru
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