

**Janet Nyabinge**  
**Date of Birth: 21/03/1972**  
**Citizenship: Kenyan**  
**P.O. Box 30344 Nairobi**  
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**WORK EXPERIENCE:**

**Present:** University of Nairobi - Students Welfare Authority:  
**Halls Officer Kenyatta Medical School SMU**

**2001 – February 2005:** Ag. Halls Officer, Upper State House SMU

**Duties and Responsibilities:**

- Coordinate all activities in the Halls Department
- Supervision of staff in the unit to ensure efficient and economic use of the facilities.
- Liaison on behalf of the department with other support departments e.g. Purchasing, Security e.t.c
- Control and regulate local orders and stock requisitions in the department.
- Coordinating staff shifts, off days, leave roosters and meetings.
- Supervising and maintaining halls buildings and ensuring that grounds are properly kept.
- In-charge of room allocation exercise, implementation and application of Halls Administration Information System (HAMIS).
- In liaison with the Manager of the unit and the Chief Halls Officer to deploy, transfer and assign duties to members of staff in the unit.
- Manage and ensure effective revenue collection from the Halls and other income generating activities.
- Coordinate and implement both I.S.O and performance contract targets.
- Explaining to the students, staff, clients and members of the goals, mission and vision of the Authority in particular and that of the entire university in general.
- Oversee customer care service, in these case, students and staff.

- Maintain and update data on students, which is useful in policy formulation and intervention strategies when solving and or avoiding student conflicts both within and without.
- Drawing budget for the halls department
- Secretary of halls management committee including recording of proceedings in meetings. Organize for meals and payment of allowances to members
- Authorize staff absence incase of sickness and listen to and solve staff and students grievances.

**1997 – 2001: Medi-plus Services Limited: Sales Executive**

**Duties:**

- Sensitize the public about the services offered.
- Target the right market
- Meet set targets
- Liaison between the client and the company
- Arbitrate and reconcile in case of misunderstanding between the organization and the client.
- Collect premiums from clients

**1995: November – December**

- Worked as a data collector in Western Province for Management, Development Assistance for Health and Population.
- Voluntary early retirement scheme for Baseline Survey

**1994: Sales Lady – Obina Company Limited**

**Duties**

- Exportation of horticulture and importation of furniture, textiles and electronics.
- Advertising Executive – College Publishers
- Enlighten the public about our journals
- Identify the right market

- Meet set targets
- Design art work
- Collect cheques
- Deliver the journals to the clients

**EDUCATION:**

- 1990 – 1995: BA Anthropology, University of Nairobi
- 1986 – 1989: K.C.S.E Certificate, Nangina Girls High School
- 1978 – 1986: K.C.P.E Certificate, Chakol Girls Primary School

**OTHER AREAS OF TRAINING:**

- 2011: Team Building
- 2011: Finance for non-finance Managers
- 2004: Workshop on Alcohol, Drug Abuse and HIV/AIDS (University of Nairobi)
- 2003: Computer proficient: Word, Excel, Desktop Publishing, Computer Networking and use of Internet.
- 1999: Intensive in-house training on marketing
- 1996: Ms DOS, Windows, Ms Word, Database+ and Lotus

**INTERESTS:**

- Reading
- Community activities

**REFEREES:**

**Dr. L. M. Awiti**

Lecturer, Department of Economics

University of Nairobi

P.O. Box 30197

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**Dr. Jackson M. Wafula**

Lecturer, Department of Philosophy

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**Asiema B. Kidulla**

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**Prof. Edward Kinyua Nguu**

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