

CURRICULUM VITAE

PERSONAL DETAILS:

Name: JOAN WAIRIMU GICHURU

Contact Address: P.O. Box, (00902) 392 Kikuyu

TEL: 254-020-3318262 VOIP 8412/6003 (Office)

E-mail: jwgichuru@uonbi.ac.ke/_arkjoana@gmail.com

Nationality: Kenyan

Marital status: Single

Year of Birth: 1972

Religion: Christianity

ACADEMIC QUALIFICATIONS:

May 2001-2005 University of Nairobi

Masters in Educational Administration (M.Ed)

1992-1996: Kenyatta University

Bachelor of Education (Arts)

Second Class Honors (Lower Division)

Main subjects covered:

- Education
- English and Linguistics
- Literature

1987-1990: St. Francis High School, Mang'u

- Kenya Certificate of Secondary Education

1979-1986: Musa Gitau Primary School, Kikuyu.

- Kenya Certificate of Primary Education

PROFESSIONAL COURSES:

July 2014-November 2015 College of Human Resource Management

Higher Diploma in Human Resource Management (HRM)

OTHER COURSES:

2006: Chemi Systems Training Center

Certificate in Microsoft Word, Excel and Access.

2003: University of Nairobi (Chiromo): IMIS

WORK EXPERIENCE:

University of Nairobi

College Of Agriculture and Veterinary Sciences

Designation: Assistant Registrar; September 2018 to date

College of Humanities and Social Sciences

Designation: Assistant Registrar; November 2014 September 2018

2015-2016: CASELAP

2016 -2018: Population Studies Research Institute

Duties and Responsibilities:

- Handling queries from customers of the university in line with university policy(Customer care)
- Supervision of support staff
- Clear support staffs for leave, online.
- Process Online admissions, on line clearance for students for graduation.
- Prepare Performance Contract and implement it.
- Service meetings for Faculty Board, Board of Examiners and student defenses
- Facilitate SMIS student registration and fees payment compliance
- Ensure proper filing of records.
- Oversee maintenance of the institute and ensure the work environment is conducive.
- Prepare procurement plan and make initial request for procurement of goods and services in the Institute
- Facilitate exam processing.

Designation: Senior Administrative Assistant (DEF)-2003-2014

2009 to 2015: Faculty of Arts –Dean’s Office

2003 to 2009: Faculty of Law – Deans Office

Duties and Responsibilities:

- Handling general enquiries from students, other sections of the University and the public.
- Preparing introduction/recommendation and other related letters for students.
- Ensuring proper filing of records
- Supervising use of printing/photocopying facilities in the faculty and ensuring good use and maintenance.
- Servicing Faculty and Board of Examiners meetings and shortlisting committees.
- On-line clearance of students for graduation and/or collection of certificates
- Responding to online queries from clients/customers
- Overseeing cleanliness and proper lighting of lecture/examination rooms, wash rooms and common areas.
- Facilitating student’s registration
- Handling issues related to Distance learning students
- Ensuring preparation of teaching and examinations timetable and allocation of space

- Prepare procurement plan and make initial request for procurement of goods and services in the Faculty

College of Education and External Studies:

Department of Educational Communication and Technology; August 2002 to October 2003:

Designation: Senior Administrative Assistant.

Duties and Responsibilities:

- Facilitating in Processing of Examination Results
- Processing Provisional Transcripts
- Administrative duties concerning students.
- Supervising support staff.
- Servicing meetings

Department of External Studies; May 1998 to July 2002

Designation: Proofreader Grade C/D

Duties and Responsibilities:

- Proofreading.
- Facilitate in *Processing* Examination Results
- Processing Provisional Transcripts
- Administrative duties concerning External Degree Program students
- Liaise with personnel in administrative matters.
- Servicing departmental and faculty board meetings.

Jan 1997 to May 1998: Kahuhu Uhuru Secondary School. (Kikuyu)

Duties: Teaching

- Subjects: English and Literature.

MEMBERSHIP

I am an Associate Member of the Kenya Institute of Management

EXTRA CURRICULAR ACTIVITIES:

HOBBIES:

I enjoy Traveling, Exercising, Listening to Music and Reading.

PERSONALITY:

I am able to work under pressure and under minimum supervision. In addition, I am result oriented and believe that the best results can only be achieved by working as a team.

REFEREES:

PROF. MURUNGARU KIMANI

Associate Professor, Population Studies and Research Institute

College of Humanities and Social Sciences

University of Nairobi

P. O. Box 30197

NAIROBI

Telephone: 254-733565143

PROF. PRESTON CHITERE

Professor, Dept. of Sociology and Social Work

Faculty of Arts,

University of Nairobi

P.O. Box 30197-00100.

NAIROBI

Telephone: 254-722761410

DR. PETER P.N. KEIYORO

Lecturer and Co-coordinator of STI/HIV/Aids Distance Programme

Faculty of External Studies.

College of Education and External Studies.

University of Nairobi

P.O. Box 92,

KIKUYU

Telephone No: 254-154-33135

Telephone: 254-733604945