

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

Name : Samuel Kazungu Mweni  
Sex : Male  
Date of birth : 9<sup>th</sup> September, 1973  
Marital status : Married with two sons and one daughter  
Nationality : Kenyan by birth  
Religion : Christian  
Contact address : P.O. Box 3928 - 00506  
Nyayo-Stadium  
Nairobi  
E-mail address : kazungu@uonbi.ac.ke or skazungu@yahoo.com  
Telephone : 0721-846969  
Languages : English -Fluent  
Kiswahili -Fluent

### **ACADEMIC BACKGROUND**

Ongoing MSc. ICT Managemen (finished course work)  
Sep. 2007 - Apr 2010 Bachelor of Science in Information and Communication  
Technology Management  
July 2006 – Nov 2006 Web designing Using dream weaver at Institute of Advanced  
technology  
Sep 2004 – Sept 2005 Microsoft Certified System Engineer (MCSE) course at InfoTech  
Training College  
Oct 2002 – Jan 2003 Diploma in Computer applications at InfoTech Training College  
13th Aug – 7th Sep 2001 Windows NT server course at InfoTech Training College  
19th – 21st June 2001 Attended Good Clinical Practice Workshop at KAVI  
1992 – 1995 Diploma in Information Technology at The Mombasa Polytechnic  
1988 – 1991 Ribe Boys High School –KCSE  
1980 – 1987 Jimba Primary School – KCPE

## **WORKING EXPERIENCE**

Nov 2014 to present	Senior ICT Officer KNH-UoN Ethics and research Committee
02 May 2012 – Sep. 2014	ICT Administrator MARPs Project University of Nairobi
2001 – April 2012	Information Technologist Kenya AIDS Vaccine Initiative (KAVI)
June 1998 – June 2001	Data Management at Medical Microbiology of the University of Nairobi
May 1996 – May 1997	Data Entry Clerk –Family Planning Private Sector (FPPS)
October - Dec 1994	Industrial Attachment –African Retail Traders (ART)

## **CURRENT POSITION AND RESPONSIBILITIES**

### 1. Senior ICT Officer

- Maintain, updating and backing up the ERC database and documents
- Maintenance and support the Ethics and Research committee (ERC) computer network
- Providing specifications for ICT equipment to be purchased and maintaining the inventory of the ICT equipment
- Providing user support for the ERC staff
- Receiving, installing and certifying of communication Technology equipment
- Configuring of new Information communication technology equipment
- Routine maintenance and updating of the Ethics and Research website
- Participate in the development of quarterly and annual reports for Kenyatta National Hospital, University of Nairobi and National Commission for Science, Technology and Innovation (NACOSTI)
- Participate in the development and update of ERC operational resource documents

## **PREVIOUS RESPONSIBILITIES**

### 1. ICT Administrator

- Maintenance and support of the project network
- Providing specifications for ICT equipment to be purchased
- Providing user support and maintaining support systems
- Training of users
- Repairing and maintaining of Information communication Technology, equipment and peripherals
- Receiving, installing and certifying of communication Technology equipment
- Configuring of new Information communication technology equipment.
- Routine maintenance and updating of the Centre for HIV Prevention and research website [chivpr.uonbi.ac.ke](http://chivpr.uonbi.ac.ke) website
- ICT user support to project staff
- Backing up of project documents
- Maintaining inventory of the ICT equipment
- Creating of maintaining of study data collection tools
- Creating and maintaining of study databases

### 2. Data Management which includes:

- Quality control for collected data
- Perform data checks and data entry
- Generate queries and missing data reports
- Maintenance of volunteer data files
- Tracking of missing volunteer results

### 3. Provide computer user support to KAVI staff

- Check for computer viruses
- Offer support to users in Microsoft office
- Maintain computers and printers
- Create and assist users with mailing system

## **CARREER OBJECTIVES**

1. Computer Systems Administrator
2. IT Network Engineer
3. Data Manager

## **REFEREES**

1. Professor Mark J. Chindia  
Secretary  
KNH-UoN Ethics and Research Committee  
P.O. Box 19676-0020 KNH  
NAIROBI  
Email: mlchindia@uonbi.ac.ke  
Cell phone number: 0722-605657
  
2. Professor Walter Jaoko  
Director  
KAVI Institute of Clinical Research  
P.O. Box 19676  
NAIROBI  
Email: wjaoko@uonbi.ac.ke  
Cell phone number: 0727555254
  
3. Ms Hada A. Oketch  
Chief ICT Officer  
College of Health Sciences  
P.O. Box 19676-0020 KNH  
NAIROBI  
Email: hoketch@uonbi.ac.ke  
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Signed



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