

KELLY OMONDI AKUKU

EXPERIENCE

TRANSFORMATION, PERFORMANCE MANAGEMENT AND REFORMS UNIT (TPMRU) ADMINISTRATIVE ASSISTANT, UNIVERSITY OF NAIROBI

June 2013 – Present

- Participating in harmonization of Corporate and Units Strategic Plan and other institutional policies;
- Coordinating the preparation of the University's annual Performance Contract;
- Coordinating the drafting of Performance Contracts for all Colleges, University of Nairobi Enterprises and Services (UNES) and Central Administration Units;
- Developing a reporting template and other monitoring & evaluation instruments & tools;
- Monitoring and evaluating the implementation of Performance Contract targets and annual work plan;
- Consolidating the performance contracting reports and data from various University Units;
- Preparing and maintaining annual, half yearly, quarterly and continuous reports emanating from the Units;

IT PLATFORMS TRAINER, COMPUTERS FOR SCHOOLS KENYA (CFSK)

March 2011 – May 2013

- Liaised with the school heads and deployed trainers to various schools within Kenya;
- Prepared training documentation and conducted training on E-Learning systems in various schools within Kenya;
- Gathered information and requirements to support analysis of Schools and Colleges' needs, reviewed the E-Learning content curriculum and system to respond to the needs, thereby meeting specific needs of each institution;
- Participated in testing and evaluation of the new and existing E-learning system on a regular basis;
- Benchmarked training performance indicators, tracked the progress, relevance, demand and supply side related indicators and fed into programme planning;
 - The training focused on the use of ICT tools to develop and enhance individual management practices, curriculum development and teachers' capacity to undertake their duties through ICT tools;
 - The training enabled efficient sharing of information in Schools, thereby focusing on reduction of publishing and distribution costs.

HUMAN RESOURCE RECORDS MANAGEMENT CONSULTANT, MUMIAS SUGAR COMPANY LTD

July 2010 – Feb 2011

- Developed data collection questionnaire for collecting information from the employees and feeding into the electronic database;
- Analyzed the data, compiled reports and responded to inquiries;
- Conducted skills mapping and ensured the transfer of

- requisite skills to fitting roles within the Company;
- Restructured the employees data storage facilities for safe keeping and effective retrieval; and
- Supervised other team members during the exercise.

**VERIFYING OFFICER, PRICEWATERHOUSECOOPERS (PWC) - KENYA
Feb 2010 – March 2010**

- Verified the validity of the documents of the employees’ of the client, (The City Council of Nairobi) as they participated in the counting exercise;
- Registered biometric features of the employees’ into the electronic database of the Council;
- Generated new and orderly manual files during the counting and verification exercise;
- Compiled reports and proposals based on the daily experience and observation to my Supervisor;
 - This process generated a new and accurate electronic database, manual files and ensured elimination of ghost workers, thereby resulting into reduction of wage bill for the client.

**DATA CLERK, STRATEGIC PUBLIC RELATIONS AND RESEARCH LTD
Jan 2009 – April 2009**

Processed and analyzed data from the baseline to end-of-project surveys of short-term projects.

EDUCATION

UNIVERSITY OF NAIROBI—NAIROBI— 2014

MSc/ Computer Science

Thesis: *Multi agent based traffic light control system*

**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY (JKUAT)—
JUJA— 2010**

BSc/Mathematics and Computer Science

- Second Class Upper Division

ORIWO BOYS SECONDARY SCHOOL—RACHUONYO— 2004

K.C.S.E. / O – Level

- B+(plus) Mean Grade

**PROFESSIONAL
TRAININGS AND
QUALIFICATIONS**

**USAID & MEASURE AND EVALUATION—ONLINE— OCTOBER - DECEMBER,
2014**

Monitoring & Evaluation Fundamentals

REFERENCES

Available on request