

LEONARD MUE MUSYOKA

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Bio Data

Gender : Male
Marital Status : Married
Date of Birth : December 22, 1980
Nationality : Kenyan

Personal Profile

Leonard M. Musyoka currently the Registrar, College of Health Sciences of the University of Nairobi in charge of coordination of all administrative functions of the College. As such, he is the responsible on behalf of the College Principal for the strategic direction of the College and performance management process. He holds a Masters in Business Administration (UON); Bachelor of Science in Business (USIU). He has the ability to sort and manipulate computer based reporting tools in any relational database management system while maintaining secrecy in an advanced system security. He is highly effective team player who understands the value of working together towards a common goal.

Leonard is a highly organized and detail-oriented administrator with over 17 years' experience providing thorough and skillful administrative support to senior management. He is comfortable working in a multitasking project-oriented environment with a well outgoing appearance and respectable public approach. He possesses excellent analytical and communication skills both verbal and written communication. Leonard Musyoka is extensively experienced in both strategy development and performance management specifically in areas with strong components on: participatory needs assessment in connecting the dots between big picture strategy elements, strategic focus, organizational approaches to task selection, prioritization and design, implementation, evaluation and monitoring.

Education

2020	University of Nairobi PhD, Project Management and Planning (<i>ongoing</i>)
2012	George Washington University Balance Scorecard Professional Certification
2009	University of Nairobi Masters in Business Administration (MBA)
2006	Oracle University Diploma, Oracle Database Administration (DBA).
2003	United States International University- Africa Bachelor of Science in Business Administration
1998	Tala High School Kenya Certificate of Secondary Education (K.C.S.E.).

Professional Association

- Full member in Kenya Institute of Management (KIM) Admitted on the 28th June 2011

SHORT COURSES ATTENDED

- **May 2018** - Attended and successfully completed a training on Becoming an Innovation Trainer
- **March 2018** - Attended and successfully completed a training on Becoming an Innovation Champion
- **February 2017** - Attended and successfully completed a training on Job analysis conducted by PricewaterhouseCoopers
- **April 2015 and** - Attended and successfully completed Training Course on National Cohesion National Values.
- **June 2014** - Successfully completed course, assessment and examination for Lead Internal Quality Auditing Course.
- **March 2012** - Attended and successfully completed users training on using Q-Pulse software
- **November 2010** - Attended and successfully completed Q-pulse Administration Techniques course.
- **April 2010** - Attended a performance contract management (M&E) seminar.
- **March 2010** - Successfully completed Team building and corporate governance course.
- **July 2009** - Successfully completed course, assessment and examination for the Internal Quality Auditing Course.
- **February 2009** - Successfully completed an FKE in-house training on Industrial relations and collective bargaining.

Skills

- **Communication Skills:** Communicates very well both orally and in writing. Possess good presentation skills and people handling techniques.
- **Interpersonal Skills:** Ability to work in a team, demonstrated ability to build agreement and navigate complex and appropriate frameworks. Ability to develop effective working relationships with other program partners and counterparts.
- **Decision Making and Problem Solving Skills:** I am able to make timely, well considered and logical decisions on problem situations that may arise so as to find appropriate and workable solutions.
- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Teamwork:** Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times.
- **Computer Skills:** Proficient in Microsoft packages, SQL programming, Aldus PageMaker, Microsoft Outlook, Oracle RBMS

Work Experience

July 2019 to date

University of Nairobi

Position: College Registrar, (College of Health Sciences)

Responsibilities:

Managerial responsibilities

- Serve as the Principal advisor and Secretary to the College.
- Provide secretariat services to the College main committee on a regular basis and ensure proper documentation of all deliberations for future reference.
- Coordinate the periodic collection of evidence used in gauging achievement of performance targets within the College for use in decision making on how to enhance performance.
- Advise the College on all Administrative matters.
- Interpretation of statutes, Terms of Services,
- Advice on adherence to Rules and Regulations governing students conduct as stipulated in the University Statutes.
- Be the supportive and custodial or protective of the rights, interests, resources and property of the College.
- Designing and reviewing job descriptions.
- Participate in staff and students disciplinary committees for professional guidance and enforcement of ethical behavior.
- Maintaining College records and reports.
- Recommending human resource policies and procedures.
- Maintaining the University staff handbook, policies and procedures.
- Advising on new policies, approaches and procedures to College Management Board
- Communicate to staff any information from the University and College governance organs.

Operational Responsibilities:

- Maintaining the University staff handbook, policies and procedures
- Prepare for submission College quarterly performance contract reports so as to evaluate ongoing performance
- Maintain a College performance contracting database and reports for future reference and record keeping.
- Prepare for submission College annual performance contract reports in order to evaluate ongoing performance.
- Sort, distribute and monitor performance targets and periodic assignments for staff in the College
- Coordinate College annual performance evaluation to meet the required policies and requirements;.
- Identify and track performance benchmarks to be used in comparisons in order to improve quality of services.
- Participate in development of the College Strategic Plan in line with the set policies and guidelines.

- Participate in the harmonization of Schools and Unit Annual Work Plans Plans to ensure they are standardized and that they have common goals
- Prepare College annual performance contracts to compare set targets and achieved targets.
- Carry out annual, mid-term and ad-hoc evaluations of Units on performance contract and explain any significant variations in performance to the College Management;
- Develop and implement a performance monitoring framework and system across the College structure.

December 2017 to July 2019 University of Nairobi

Position: Manager, (Transformation, Performance Management and Reform Unit)

Responsibilities:

Managerial Responsibilities:

- Participate in development of the Corporate Strategic Plan of the University of Nairobi in line with the set policies and guidelines;
- Participate in the harmonization of Corporate and Unit Strategic Plans to ensure they are similar and that they have common goals
- Prepare University annual performance contracts to compare set targets and achieved targets
- Coordinate and help in drafting of performance contracts for all Colleges, UNES and Central Administration Units to ensure that the whole University works towards set goals;
- Develop and implement a performance monitoring framework and system across the University structure;
- Develop a reporting template and other monitoring and evaluation instruments and tools for Units on performance contract for monitoring of the performance;
- Carry out annual, mid-term and ad-hoc evaluations of Units on performance contract and explain any significant variations in performance to the Management;
- Coordinate performance monitoring for performance evaluation of all the Colleges, UNES and Central Administration Units to ensure they implement the performance contract;
- Coordinate corporate annual performance evaluation by the Government of Kenya to meet the required policies and requirements;
- Identify and track performance benchmarks to be used in comparisons in order to improve quality of services;
- Sort, distribute and monitor performance targets and periodic assignments for staff in the Transformation, Performance Management and Reform Unit (TPMRU)

Operational Responsibilities:

- Prepare for submission quarterly performance contract reports so as to evaluate ongoing performance
- Maintain a performance contracting database and reports for future reference and record keeping
- Prepare for submission annual performance contract reports in order to evaluate ongoing performance

November 2012 to December 2017 University of Nairobi

Position: Senior Assistant Registrar (Transformation, Performance Management and Reform Unit)

Responsibilities:

- Serve as the Head of the University's performance contracting secretariat;
- Undertake sensitization of staff on performance contracting process
- Coordinate the preparation and implementation of University's Strategic Plan.
- Harmonize Corporate and Unit strategic plans.
- Develop and coordinate annual work plans.
- Facilitate pre-negotiations, negotiations and vetting of annual University's performance contract
- Facilitate cascading and signing of performance contracts within the University
- Develop and implement a performance monitoring framework and system across the University governance structure
- Develop reporting template and other M&E instruments.
- Coordinate periodic performance monitoring for performance evaluation
- Prepare on behalf of Management quarterly and annual performance reports
- Facilitate end of year performance contract evaluation by the Government
- Identify, collect and compile evidence of performance for evaluation
- Manage performance contracting database and reports.

April 2009 to November 2012 University of Nairobi

Position: Assistant Registrar (Performance Contracting)

Responsibilities:

- Harmonization of corporate and unit strategic plans.
- Help in drafting performance contracts for all levels and staff.
- Developing and implementing a performance monitoring framework and system across the University governance structure (from UMB to CODs).
- Coordinating performance monitoring for performance evaluation
- Coordination of performance evaluation
- Serve as secretary to the University's Performance contract steering committee
- Prepare University performance contract
- Prepare for submission performance contract reports
- Receive and consolidate individual performance contract reports from various university units
- Prepare for submission periodic performance contract reports
- Maintaining performance contract database and reports

Other Positions Held

2008-2009

Post: Performance Contract Administrator

Responsibilities:

- Serve as secretary to the University's Performance contract steering committee;
- Prepare University performance contract;
- Prepare for submission performance contract reports receive and consolidate individual performance contract reports from various university units;
- Monitoring departmental/college performance contracts and provide feedback;
- Prepare for submission periodic performance contract reports;
- Maintaining performance contract database and reports.

2003-2008

Post: Accountant

Responsibilities:

- Creating, implementing and monitoring processes and procedures around the creation of monthly forecasts;
- Assist in preparing periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis and commentaries;
- Informing strategic decisions and formulating business strategies;
- Managing the budgetary control system;
- Informing operational decisions;
- Liaising with other functions to put the finance view in context;
- Safeguarding tangible and intangible assets.

RESPONSIBILITIES HELD/FURTHER MANAGEMENT EXPERIENCE

- **2007:** Member, 2008-2013 University of Nairobi Strategic Plan Review Committee.
- **2007:** Technical Secretariat, Joint Negotiations Committee of the Inter Public Universities Council Consultative Forum (IPUCCF)
- **2012:** Member, Joint Negotiations Committee of the Inter Public Universities Council Consultative Forum (IPUCCF)
- **2013:** Member, Commission for University Education Audit Committee.
- **2013:** Member, 2013-2018 University of Nairobi Strategic Plan Review Committee.
- **2015:** Member, ODeL Campus Strategy Taskforce.
- **2015:** Member, 2015/2016 FY Short-term Implementation Plan (STIP) Strategy Taskforce.
- **2016:** Member, 2016/2017 FY and 2017/2018 Short-term Implementation Plan (STIP) Strategy Taskforce.
- **2016:** Member, ICT Master Plan Development Strategy Taskforce.
- **2016:** Member, Joint Negotiations Committee of the Inter Public Universities Council Consultative Forum (IPUCCF)

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- **2017:** Member, Commission for University Education Audit Committee
 - **2017:** Member, 2018-2023 University of Nairobi Strategy Taskforce.
 - **2018:** Member, Joint Negotiations Committee (Technical and Secretariat bench) of the Inter Public Universities Council Consultative Forum (IPUCCF)
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Additional Information

PUBLICATIONS

2011:Aduda, JO; Musyoka, LM. [The Relationship between Executive Compensation and Firm Performance in the Kenyan Banking Industry](#). Journal of Accounting and Taxation Vol. 3(6), pp. 130-139, October 2011 Available online at <http://www.academicjournals.org/JAT>ISSN 2141-6664 ©2011 Academic Journals

AWARDS/RECOGNITIONS

Certificate of appreciation in recognition of the key contribution to the Strategic Planning and performance contracting process in the University of Nairobi between 2005/2006 FY – 2013/2014 FY.

ACTIVITIES/ INTERESTS

- Computer enterprising and Community Service

Referees

Prof. Peter M. F. Mbithi

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