

## **CURRICULUM VITAE (CV)**

Name of Firm: University of Nairobi

Name of Staff: LabanNdegwa Kamau

Profession: ICT Officer

Date of Birth: 1<sup>st</sup> September 1973

Years with Firm/Entity: 1998                      Nationality: Kenyan

Membership in Professional Societies:

Detailed Tasks Assigned:

*Supervisory Responsibility:*

*Working under the Manager User Support services to supervise all staff in the College ICT office.*

**DUTIES AND RESPONSIBILITIES:**

*Reporting to the Manager and to manage ICT support Services in the College. More specifically;*

- (a) To manage and monitor and ensure proper functioning of assigned network segments and information systems.*
- (b) To implement, maintain and support computer networks in line with the established standards and policies.*
- (c) To train users in and provide support for proper use PC software and hardware.*
- (d) To ensure proper functioning of computer equipment, communication and Network resources.*
- (e) To implement and enforce network security features*
- (f) To adequately document network infrastructure and related network /systems issues*
- (g) To support information systems and websites at designated sites*
- (h) To maintain client-level security configurations to minimize host vulnerabilities.*
- (i) To perform any other duties assigned by the Director, ICT Centre*

Key Qualifications:

Year 2006 to 2013- Kikuyu Campus; 2013 to 2015 – ADD/SWA/UHS Campus; 2015 to 2019 – Kenya Science Campus; 2019 to 2021- ADD/SWA/UHS Campus; 2021 to Date Faculty of Business and Management Sciences (Lower Kabete Campus)

As a Senior ICT Officer am in charge of ICT equipments, user support, networking and training.

Some of the accomplishments are as follows;

- Supervised Campus network phase I for Kikuyu Campus
- Established Mombasa Extra Mural Centre link to UoN WAN
- Involved in Kisumu Extra Mural Centre link to UoN WAN project
- Involved in the establishment of Intranet link for Nakuru, Kakamega, Meru, Kisii and Garissa Extra Mural Centres
- Supervised ICT user support of all College of Education and External Studies, Extra Mural Centres
- Involved in increase of College computers from less than 100 to over 200 pc's
- Supervised the computerization of student records

Year 2000 to 2006 – School of Business (Lower Kabete Campus)

As an ICT Officer I was in charge of ICT equipments, user support, networking and training.

The accomplishments include

- Supervised Campus network phase I
- Involved in establishment of Masters Students 'Computer Lab
- Involved in the upgrade of students 'computer labs in the campus

Year 1998 to 2000- School of Business (Lower Kabete Campus)

As a Computer Technician I was in charge of students' computer Lab and assisted in examination processing.

Some of the Accomplishment include;

- Revived Students 'Computer Labs
- Involved in training of staff on examination processing

Education:

Jomo Kenyatta University of Agriculture and Technology

Diploma in Electrical and Electronics — 1994-1996

Specialised in Electronics

Afraha High School

K.C.S.E. - 1989 - 1993

### *Other Specialized education*

- *Kasperskey Lab – July 2013, Kasperskey*
- *Team Building – June 2007, Depot*
- *Networks – N+, UoN*
- *Practical IT Management Workshop – August 2007, Computer Society of Kenya*
- *Customer Care- November 2005, SteadmanTrains Ltd*
- *Leadership – July 2004, Nairobi Lighthouse Church*
- *Councelling in Communication, Interpersonal Relationships, Accountability and Stress Management - March 1999, UoN*
- *General Management Skills in Finance, Human Resources and Customer Care- December 1999, UoN*

### *Employment Record:*

*Snr ICT Officer, University of Nairobi*

*Faculty of Business and Management Sciences (Lower Kabete) Campus - 2021 to Date*

*ADD (ADD/SWA/UHS) Campus - 2019 to 2021*

*Kenya Science Campus – 2015 to 2019*

*ADD (ADD/SWA/UHS) Campus — 2013 to 2015*

*School Of Education and External Studies (Kikuyu) Campus - 2006 to 2013*

*In charge of ICT equipments, user support, networking and training.*

*ICT Officer, University of Nairobi*

*School of Business (Lower Kabete Campus) — 2000 -2006*

*In charge of ICT equipments, user support, networking and training.*

*Computer Technician, University of Nairobi*

*School of Business (Lower Kabete Campus) — 1998 -2000*

*In charge of students' computer and assisted in examination processing.*

### *Languages:*

*English – Excellent in speaking, reading and witting*

*Kiswahili - Excellent in speaking, reading and witting*

### *Certification:*

*I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.*

*Ddegwee*

Date:19<sup>th</sup> November 2021

Director, ICT Centre, University of Nairobi

Date:19<sup>th</sup> November 2021

Full name of staff member: Laban Ndegwa Kamau

Full name of authorized representative: Mr. Paul Kariuki