

RICULUM VITAE

Personal Details

Name: Mary M. Kariuki Languages: English, Kiswahili
Nationality: Kenyan Address: P.O. BOX 8059 00200,
Nairobi.
Gender: Female Tel: 0721 449 315
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Professional Qualifications

2006-2008: The Chartered Institute of Purchasing and Supply (CIPS) Graduate Diploma (Level 6)

Membership:

- Kenya Institute of Supplies Management(KISM)
- Chartered Institute of Purchasing and Supply(CIPS)

Academic Background

2014 to present: PHD Supply Chain Management, Jomo Kenyatta University of
Agriculture and Technology

2009 to 2010: Master's degree in Procurement and logistics, Jomo Kenyatta University
of Agriculture and Technology

1990 to 1995: Bachelor of Education (B.E.D): Kenyatta University

2015 to Date: University of Nairobi

Title: Deputy Procurement Manager, Tender Section

Duties and Responsibilities

- Overseeing Tender activities
- Assist in preparation of professional opinion
- Ensuring compliance with Public Procurement Law
- Drawing, administration and compliance of service and works contracts
- Coordinating Procurement & Disposal activities
- Custodian of Procurement documents
- Liaison and administrative functions
- Preparation of Performance Contract reports
- Preparing management reports
- Coordinating Secretariat services for Procurement Committees e.g. opening, technical evaluation, disposal e.t.c.
- Enforcing procurement and disposal systems and procedures
- Overseeing administration and implementation of e-Procurement
- Coordinating tender evaluation activities
- Coordinating performance contracting activities
- Web champion and coordinating web activities
- Coordinating the consolidation of the University annual Procurement and Disposal plans
- Any other duties that may be assigned

2011 to 2015: University of Nairobi

Title: Senior Procurement Officer-Procurement Head College of Health Sciences

Duties and responsibilities

- Providing Leadership in public procurement in sourcing for supplies and procurement and disposal processes according to the Public Procurement and Disposal Act, (PPDA) 2005.
- Secretary to the college procurement committee and being in charge of preparation of procurement documents, advertising and managing of contracts awarded register.
- Conducting technical evaluations for tender awards as the secretary to the committee.
- Managing and updating prequalified suppliers lists to ensure performance while remaining fair and just.
- Supervising and providing technical advice to the staff
- Coordinating disposal of obsolete and idle equipments and assets

is, managing stock levels, maintaining store records.
urement and logistics.

2011 to date: Part Time Lecturer-Procurement and Logistics, Daystar University

2010 to 2011: Part Time Lecturer-Procurement and Logistics, St. Paul's University

1995 to 2011: TeachersøService commission (TSC)

Title: Graduate Teacher /Secretary-School Tender Committee

Duties

- Planning and organizing events and preparing school work plans
- Counseling and advising students on career development

Procurement Secretary- Tender Committee

Duties

- Providing Leadership in public procurement in sourcing for supplies and tendering processes according to the Public Procurement and Disposal Act, (PPDA) 2005.

Interests:

- Reading
- Studying and analysis of languages