

# CURRICULUM VITAE

MARY MBITHE MUSYOKI

Email: [mary.musyoki@uonbi.ac.ke](mailto:mary.musyoki@uonbi.ac.ke)

## PROFESSIONAL/CAREER OBJECTIVE

Working as a renowned Human Resource Practitioner with ability to offer all round dynamic, creative, innovative and positively impactful human resource management programs/solutions in a result oriented organization where professionalism is considered key in all areas including in Human Resource Management and Human Resources are adored as the most valuable resources of the organization.

## PROFESSIONAL QUALIFICATIONS

QUALIFICATION	INSTITUTION	YEAR	EXAMINING BODY
1. Certified Human Resource Practitioner, Kenya (CHRP K)	College OF Human Resource Management	2019-2021	HRMPEB
2. Higher Diploma in Human Resource Management	Kenya Polytechnic	2002- 2003	KNEC
3. Diploma in Personnel Management & Industrial Relations	Zafrica College	1999	CPM

## ACADEMIC QUALIFICATIONS

QUALIFICATION	INSTITUTION	YEAR	EXAMINING BODY
<b>Currently pursuing PHD, Business Administration – Human Resource at the University of Nairobi</b>			
1. Masters in Business Management(HR option)	University of Nairobi	2012	University Senate
2. Bachelor of Commerce Degree(HR Option)	University of Nairobi	2008	University Senate
3. Diploma in Personnel Management	Kenya Polytechnic	2000- 2001	KNEC
4. Certificate computer packages	NCPB ICT training section	2008	NCPB ICT Training Section

## SOME SHORT COURSES ATTENDED

COURSE/WORKSHOP/SEMINAR	WHEN	TRAINERS
1. Senior Management Course	2016	Kenya School of Governement
2. Performance management	2014	Selwood Consultants
3. strategies for performance improvement	2014	IHRM
4. ISO lead Auditor	2014	KEBS
5. ISO Auditor	2014	KEBS
6. Disability and Gender Mainstreaming	2014	EDMAP
7. The Public Procurement Act 2005 and Regulations 2006	2007	SPA Infosuv East Africa LTD
8. Implementation of ISO 9001:2000	2006	Kenya Bureau Standards

9.	Lead QMS Auditor	2014	KEBS
10.	Internal QMS auditor	2007	SGS Kenya LTD/KEBS
11.	HIV/Aids and TB peer Education at work place	2007	Kenya HIV/AIDS Business Council
12.	Performance Management	2010	High Achievers Institute of Professionals
13.	Women in Sacco leadership	2007	KUSCCO
14.	Credit Administration Seminar	2004	KUSCCO

## **CAPABILITY STATEMENT**

**Mbithe** is a seasoned Performance-driven, experienced and information technology savvy Human Resource Professional with ability to offer positively impactful human Resource management solutions in all human resource Management related functions. She is capable of working with no supervision under any circumstances, a listener, a likeable leader, good communicator, team player, innovator, trust advisor and Business Acumen just to mention but a few of my capabilities. In a nutshell, she is the kind of an employee any employer would always want to retain in their organization.

## **WORKING EXPERIENCE**

### **FROM TO POSITION DUTIES AND RESPONSIBILITIES**

#### **University of Nairobi (CHS & Central Administration )**

Jan 2021	To date	Senior Assistant Registrar	<ul style="list-style-type: none"> <li>• Coordinating departmental performance contract</li> <li>• Supervision of the records and caretaker sections</li> <li>• Coordinating, University Executive Board Meeting, providing its secretarial services and ensuring safe custody of the committee minutes</li> <li>• Coordinating, council Human resource Administration committee Meeting, providing its secretarial services</li> <li>• Assist coordinating university wide administrative activities</li> <li>• Processing new employees payroll numbers and some welfare claims (medical waiver and last respect benevolent dues)</li> </ul>
Nov 2019	Jan 2021		<ul style="list-style-type: none"> <li>• Administer administration and human resource polices</li> <li>• Dealing with student matters (discipline, graduation amongst others)</li> <li>• Processing college Recruitment and selection</li> <li>• Handling employee relations</li> <li>• Coordinating and facilitating College Management Board and College Academic Board meeting and other administrative committees</li> <li>• Assist coordinating College performance contract</li> <li>• processing staff claims</li> </ul>

#### **Centre for Self-Sponsored Programmes CESSP-UON**

<b>FROM</b>	<b>TO</b>	<b>POSITION</b>	<b>DUTIES AND RESPONSIBILITIES</b>
March 2015	Nov 2019	Head Operations (HR & Administration)	<ul style="list-style-type: none"> <li>▪ Develops and implements Human Resources and Administration policies and strategies</li> <li>▪ Oversees the recruitment and retention of employees.</li> <li>▪ Human Resource Planning</li> <li>▪ Manages Employees Rewards</li> <li>▪ Manages Employee Relations</li> <li>▪ Manages Employee Welfare and Separation</li> <li>▪ Manages Employee Development and Talents</li> <li>▪ Updating of HR policies</li> </ul>

### **University of Nairobi Enterprises -UNES**

December 2013	February 2015	Head HR & Administration	<ul style="list-style-type: none"> <li>▪ Developed and implemented Human Resources and Administration policies and strategies</li> <li>▪ Oversaw the Recruitment and Retention of Employees.</li> <li>▪ Human Resource Planning</li> <li>▪ Managing Employees Rewards</li> <li>▪ Managing Employee Relations</li> <li>▪ Managing Employee Welfare and Separation</li> <li>▪ Managing employee development and Talents</li> <li>▪ Updating of HR policies</li> </ul>
---------------	---------------	--------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### **National Cereals and produce Board - NCPB**

August 2012	November 2013	Chief Human Resource Officer (HRP)	<ul style="list-style-type: none"> <li>▪ In Liaison with the HRM developing and monitoring the implementation of Human Resource and Administration policies and strategies</li> <li>▪ Managing recruitment and all the related activities, selection, reward, retention, job descriptions writing and updating, job designing etc</li> <li>▪ Review of staff establishment and implementing optimum staff establishment</li> <li>▪ Coordinating the Human Resource Department performance contract and preparing its reports: monthly, quarterly and annual</li> <li>▪ Handling Human Resource planning and Reward management</li> <li>▪ Overseeing management of the activities of the human resource records; updated record keeping, retrieval of documents</li> <li>▪ Handling employee relations (vice chairperson of the Human Resource Disciplinary Committee , participating in Collective Bargain agreement negotiations and writing the Collective Bargaining agreements )</li> </ul>
May 2009	July 2012	Senior Human Resource Officer (HRP & Recruitment)	<ul style="list-style-type: none"> <li>▪ Human Resources planning</li> <li>▪ Dealing with recruitment, selection, preparing and updating of job descriptions &amp; specifications</li> <li>▪ Formulating of HR policies and procedures based on current good hr practices</li> <li>▪ Maintaining and administering all NCPB's employee records</li> <li>▪ Preparing Human Resource Budget and monitoring for adherence</li> <li>▪ Dealing with New employees induction, probations</li> </ul>

FROM	TO	POSITION	DUTIES AND RESPONSIBILITIES
			<ul style="list-style-type: none"> <li>and confirmation</li> <li>▪ Handling staff promotions and transfers</li> <li>▪ Preparing Human Resource department reports (monthly &amp; annual)</li> <li>▪ Coordinating HR departments performance contract (preparing the performance contract, monitoring for implementation and preparing its reports)</li> <li>▪ Preparing, updating and maintaining of Human resources skills inventory</li> <li>▪ Providing secretarial services HR departmental meetings</li> <li>▪ Maintaining and updating Human resource database</li> <li>▪ Handling employment contracts and staff acting appointments</li> <li>▪ Maintaining job applicants database</li> <li>▪ Participated in Collective Bargaining process, prepared Collective Bargaining Agreements and interpreted the document to the implementers</li> <li>▪ Administered Human Resource policies and Collective bargaining agreements</li> <li>▪ Participated in review of Human resource polices, strategies, procedures</li> <li>▪ Handling reward management</li> <li>▪ Handling employee relations (employee disciplinary cases, court cases among other issues)</li> <li>▪ Administered employee payroll</li> <li>▪ Supervised the general HR department sections staff</li> </ul>
July 2007	April 2009	Human Resource Officer I ER&R	
March 2006	June 2007	Human Resource Officer T&D/ Regional HR Supervisor	<ul style="list-style-type: none"> <li>▪ Carrying out training needs analysis/ assessment and preparing the related reports</li> <li>▪ Preparing training budget, schedules and calendars</li> <li>▪ Coordinating training in liaison with training institutions and trainers(collecting of training calendar, identifying trainers)</li> <li>▪ Carrying out training impact assessment and doing reports for the same</li> <li>▪ Preparing a training policy in liaison with the Human Resource Manager</li> <li>▪ Developing career and progression paths, assisting employees identify career path and counseling them</li> <li>▪ Carrying out the HR functions ( recruitment, training and development, reward management, employee relations, employee welfare and separation) at the Nairobi regional office</li> </ul>
April 1998	March 2006	Personnel Supervisor	<ul style="list-style-type: none"> <li>▪ Managing employee terminal benefits</li> <li>▪ Administering of staff claims and benefits (NHIF, NSSF, subsistence, work injury benefits medical, leave, final benefits etc )</li> <li>▪ Administering the payroll (payroll variations, checklists and reconciliations</li> <li>▪ Administering staff savings scheme</li> <li>▪ Supervising Hr clerks</li> </ul>
October	March	Senior	<ul style="list-style-type: none"> <li>▪ Preparing salaries and claims payment vouchers</li> </ul>

<b>FROM</b>	<b>TO</b>	<b>POSITION</b>	<b>DUTIES AND RESPONSIBILITIES</b>
1994	1998	Personnel Clerk	(Mileage, subsistence, leave among others) <ul style="list-style-type: none"> <li>▪ Maintaining and updating staff records</li> <li>▪ Calculating and processing final dues</li> <li>▪ Updating staff NSSF records</li> </ul>
September 1992	September 1994	Personnel Clerk	<ul style="list-style-type: none"> <li>▪ Preparing payment vouchers for employee claims (mileage, leave, subsistence among others)</li> <li>▪ Preparing payroll variations</li> <li>▪ Updating and maintaining staff records (leave, medical, employee details among others)</li> <li>▪ Processing staff savings scheme funds withdrawal requests</li> <li>▪ Preparing statements for final dues, NSSF and other related claims</li> <li>▪ Updating employee tax returns</li> </ul>

### **NOTABLE WORK RELATED ACHIEVEMENTS**

Prepared Human Resource Policies and documented them to an HR manual for National Cereals and Produce Board which was adopted in 2008 from scrap.

Introduced Electronic Employee's Profiles Master File and a skills inventory files for National Cereals and Produce Board from in 2009 from scrap.

Prepared a Human Resource Manual and updated the Terms and Conditions of Service with good HR practice for UNES. However the same was in the process of adoption by the time we were separated and deployed to CESSP

### **LEADERSHIP POSITIONS**

<b>POSITION</b>	<b>WHERE HELD</b>
Chairperson	- Hr Department Performance Contract Coordinating Committee - NCPB
Honorary Secretary	- Nafaka Savings and Credit Society
Vice Chairperson	- HR disciplinary committee - NCPB
Committee Member	- My sons class since baby class up to eight 2014
Treasurer	- Mwiwano welfare group and Urafiki women groups
Treasurer	- Lengorinyo Court Buruburu Phase IV estate
Class prefect	- Secondary School
Board member	- Church HBC Board