

CURRICULUM VITAE

Mercy W. Macharia

Basic Information

Name : Mercy W. Macharia P.O.
Address : Box 1489 - 00902
KIKUYU
Tel.: : 254 727 973 065
: 254 20 3318262 Ext. 28588 (Office)
ID No. : 13797902
Birth Day : 17th May 1974
Gender : Female
Marital Status : Single 2
Dependant : Sons
Kenyan
Nationality : English & Kiswahili
Languages :
Christian
Religion :

Educational Background

2013 – 2016 : Bachelor of Business in Information Technology
2006 – 2008 : Dip. in Information and Communication Management
1996 College : Desktop Publishing Certificates

1995 : Jamaick Graphic & Designers
Graphic & Design Basic Foundation
Recommendation Letter

1991-'94 Secondary Education Kahuhia Girls High School
K.C.S.E Grade C

1982-90 Primary Education Kiamuturi Primary School
498 Marks

Professional Qualification

Computers

: Desktop Publishing and Graphic Design

Working Experience

2021- To date : **Office of the Associate Vice Chancellor**
Research, Innovation and Enterprise

Duties

- Plan and coordinate research events. Including conferences, trainings, meetings, seminars and workshops.
- Work in close collaboration with researchers and research units in view of the interest of the University and funding agencies.
- Produce and provide information and details of research activities to the DVC (RIE) as may be required.
- Collect input from researchers, units and other stakeholders on research issues and generate and manage follow up action.
- Undertake analyses of research activities to understand past performance and determine present for planning purposes.
- Undertake processing of research funds.
- Handle Performance Contracting activities as allocated in the workplan.
- Any other duty as may be assigned by the DVC (RIE) and Registrar, RIE.

2020 : **Planning and Public Relation**

Duties

- Responsible for the Departmental Performance Contract
- Responsible for Divisional PC
- Provides Administrative Services to the Department
- Responsible for design and typeset of the UoN Annual Report
- Providing Protocol Services during UoN Corporate functions
- Responsible for the process preparation, design and typeset of the “Departmental Planner” Magazine
- Servicing of the UoN Council Committee on Infrastructure and Development.
- Preparation of the annual budget for the departmental activities.
- Any other duties assigned by the Registrar, Planning

2000 -2019 : University of Nairobi Press

Duties

- : Book Typesetting and Page Layout
- : Cover Design
- : Book Indexing
- : Proof-reading
- : IT User support

1998-99 : The Star Publishers Ltd
P.O. Box 34109
Nairobi, Kenya

Duties

- : Typesetting
- : Copy-taking
- : Composing pages
- : Acting Editorial Secretary

1996-1997 : African Council for Communication Education
(ACCE) Kenya Chapter
P.O. Box 47495
Nairobi

Duties

- : Typesetting and Laying out the following:
ACCE Newsletter (Africom)
Published quarterly (Annual)
- : ACCE Journals:
African Media Review (AMR)
Published quarterly (Annual)
- : Development Communication Principles (Devcom)
Published twice a year
- : Organising and preparing ACCE Workshops/Seminars
and Biennial Conferences.

Activities in School

- : Chairperson of School Red Cross Society
- : House Prefect
- : Member of Swahili Club
- : Member of Geography Club

Hobbies & Personal Interests

- : Help the less fortunate
- : Reading
- : Travelling
- : Browsing
- : Music
- : Making friends

Referees

1. Prof. M.J. Hutchinson A
Associate Vice Chancellor (RIE)
University of Nairobi
P.O. Box 30197
Nairobi

Office. +2540204913164
Mobile: 0703126934

2. Pauline Mahugu
Pawhan Communications
P.O.Box 22942-00400
NAIROBI

Tel.: 0722 792 451

3. John K. Mbugua
IT Technologist
P.O. Box 30197
Nairobi