

# CURRICULUM VITAE

FULL NAME : MUMO MUEKE  
AGE : 49 YEARS  
MARITAL STATUS : MARRIED  
NATIONALITY : KENYAN  
SEX : MALE  
LANGUAGES : ENGLISH,KISWAHILI& KIKAMBA  
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## **EDUCATIONAL BACKGROUND**

### **1. ZOMBE PRIMARY SCHOOL**

Period : 1972 -1978  
Examination : C.P.E  
Grade : 29 Points

### **2. MACHAKOS BOYS' SCHOOL**

Period : 1979 -1982  
Examination : K.C.E.  
Grade : Division II - 27 pts.  
Responsibilities : Member of Drama Club

### **3. MACHAKOS BOYS' SCHOOL**

Period : 1983 -1984  
Examination : K.A.C.E  
Grade : 3 Principals, 1 Sub.  
Responsibilities : Member of Economics Club

### **4. UNIVERSITY OF NAIROBI**

Period : 1986 - 1989  
Degree Course : Bachelor of Arts  
Grade : Second Class Hon. - Lower  
Responsibilities : Member of Economics Society

### **5. UNIVERISTY OF NAIROBI**

Period : 2006 - 2010  
Degree Course : Masters in Project Planning & Management

## **COURSES/WORKSHOP ATTENDED**

### **1. EFFECTIVE MANAGEMENT PRACTICES COURSE (By Paldim Management Consultants & Associates Ltd- 1991)**

Period : One Week

### **2. ENHANCED MANAGEMENT SKILLS COURSE (By Sheer logic Management Consultants Ltd- 2003)**

Period : One Week

### **3. SCHOOLS STRATEGIC PLAN WRITING WORKSHOP (By University of Nairobi – 2006)**

Period : One Week

### **4. DEPARTMENTAL STRATEGIC WRITING WORKSHOP (By University of Nairobi – 2011)**

Period : One Week

### **5. COMPUTERS SKILLS**

Course in Computer Studies - By GebconsComputers Ltd.

Modules undertaken:

- Introduction to Computers and Keyboarding
- MsWindows
- MsExcel
- Ms Access
- MsWord
- Ms PowerPoint
- Adobe PageMaker
- Ms Outlook

## **WORKING EXPERIENCE**

### **1. February 1990 - May 1991 - Ministry of lands and Settlement**

Designation : Assistant Secretary: transport/administration

#### **DUTIES AND RESPONSIBILITIES**

- Alternate Secretary to the Ministerial Committee
- Briefing the P.S. on daily press reports on land issues.
- Investigation of land disputes.
- General correspondence with the public on land matters.
- Authorisation of vehicles movement.
- Maintenance of vehicles quality.

- In charge of transport personnel.
- Member to the Ministerial Show Committee.
- Receiving and attending to the public on land complaints.

**2. May 1991 - March 1998 - National Social Security Fund (N.S.S.F)**

Designation : Inspector

**DUTIES AND RESPONSIBILITIES**

- Inspection of employers' records.
- Prosecution of non-complying employers.
- Verification of members benefit claims.
- Planning and supervising registration of Fund members.
- Collection and remittance of contributions.
- Signatory to the branch's account.
- Deputizing the District Branch Manager - Machakos Branch Office.

**3a. March, 1998 - July 2003 - University of Nairobi - Institute of Dry Land Research, Development and Utilisation.**

Designation : Senior Administrative Assistant.

**DUTIES AND RESPONSIBILITIES**

- Management & Supervision of Staff.
- Management of the Institutes Guest House.
- In --charge of the institutes Water project.
- Custodian to the Institutes properties.
- Secretary to the Institute Management Board.
- Facilitation of students on field trips.

**3b. July 2003 - date, University of Nairobi - Department of Extra Mural Studies**

**DUTIES AND RESPONSIBILITIES**

- Servicing of Departmental Meetings.
- Alternate Secretary to the Faculty Board.
- Administratively in charge of departmental examination matters.
- Supervision of departmental Junior Staff.
- Handling and administration of University examinations
- Processing of students admissions.
- Arranging for students residential venues.
- Marketing of departmental programmes.
- Handling of various Faculty's students issues.
- Facilitation of departmental students support services.
- Rapporteur ó School and Departmental Strategic Plan Writing.
- Part time teaching ó University of Nairobi

### **EXTRACURRICULAR ACTIVITIES**

- Member : Senior Common Room -UoN.
- Coordinator : Mwitika Water Project.
- Member : Mwitika Forum for Development.
- BOG Member : Mwitika Mixed Day Secondary School.

### **HOBBIES**

- Community Service.
- Counselling
- Travelling & Site Seeing.
- Watching Football.

### **NATURAL TALENTS**

- Excellent Public Relations.
- Excellent Team Player.

### **REFEREES**

- 1) PROF. J.P. MBUVI  
Lecturer - DEPARTMENT OF SOIL SCIENCE  
UoN - C.A.V.S.  
P.O. BOX 30197, NAIROBI  
CELL: 0722 622 347
- 2) PETER K. NZUKI  
Lecturer - DEPARTMENT OF EDUCATIONAL STUDIES - UoN  
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- 3) DR. J.K. MBWESA  
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