

MERCY NDILA MUSEMBI

CURRICULU VITAE

DATE OF BIRTH 29/12/1968
MARITAL STATUS: MARRIED
AREA OF SPECIALIZATION: ADMINISTRATION
RELIGIOUS ORIENTATION CHRISTIAN
TELEPHONE NUMBERS 0734767396
E- Mail ADDRESS mmusembi@uonbi.ac.ke.

ACADEMIC QUALIFICATIONS:

√ MA (MED. SOCIOLOGY) -2012
√ BA (SOCIOLOGY) - 2008
√ KACE ADVANCED LEVEL CERTIFICATE- 3 PRIN. & 1 SUB- 1989
√ KCE CERTIFICATE LEVEL- Div. III, 36 points- 1987

PROFESSIONAL QUALIFICATIONS

√-2013 MEMBERSHIP CERTIFICATE FROM IHRM
√-2009 CERTIFICATE IN COMPUTER APPLICATION PACKAGES
√ 1996: CERTIFICATE IN PERSONNEL MANAGEMENT
√ 2000: TWO WEEKS INDUCTION IN COMPUTER BASIC PACKAGES FOR COMPUTERIZATION OF HRMIS WORK AT THE ICT CENTRE.

WORK EXPERIENCE

- July 8, 2013- Present- Assistant Registrar, Recruitment & Training Section

In charge of coordinating advertisements, both internal and external

- In charge of updating University Establishment.

- Review Committee Member, the University of Nairobi Estimates Book.

- Servicing of Appointment Committees for the following Departments in the Central Administration:-

- Executive Offices
- Estates Department
- Finance Department
- Maintenance Department
- University Health Services
- Internal Audit

- Construction & Maintenance
- Dean of Students Office
- Preparing policy briefs concerning recruitment processes.
- Analyzing all appointment minutes for the entire university before they are considered for approval by management.

- December 17, 2010- July 8, 2013- Senior Administrative Assistant – Administration Division, Recruitment & Training Section-

-
- In charge of coordinating advertisements, both internal and external
- In charge of updating University Establishment.
- Review Committee Member, the University of Nairobi Estimates Book.
- Servicing of Appointment Committees for the following Departments in the Central Administration:-

- Executive Offices
- Estates Department
- Finance Department
- Maintenance Department
- University Health Services
- Internal Audit
- Construction & Maintenance
- Dean of Students Office

- Preparing policy briefs concerning recruitment processes.

✓ **February 18, 2008- 16 Dec. 2010- Senior Administrative Assistant – UNIVERSITY OF NAIROBI HEALTH SERVICES (UHS)**

DUTIES

- Deputizing the UHS Administrator.
- Secretary to various UHS Sub-committees.
- In charge of all human resource matters in the Department
- Assisting in coordinating and drawing up of duty rotas and activities for Clerks, Cleaners, Grounds men and Drivers
- Following up procurement, personnel and maintenance needs of the Department except drugs and theatre equipments cases.
- Assisting in coordinating activities about performance targets for UHS.
- Coordinating the performance Appraisal exercise.
- Any other duty assigned to me by senior officers of the UHS from time to time.
- Served as UHS Administrator from May to September 2007.

SECRETARIAT SERVICES TO THE FOLLOWING COMMITTEES AT UHS:

- UHS Performance Achievement Team
- UHS Strategic Plan(2008-2013)
- UHS Graduation Committee
- Staff /Student Hospital Steering Committee

- Students' Medical Review Board
- UHS Students' Handbook
- UHS Sections' Meetings
- Medical Fee Review Committee
- UHS Periphery Clinic Visits Reports
- Committees coming up from time to time.

27.4.2007-May 17 2008- ADMINISTRATIVE ASSISTANT GRDE CD, UNIVERSITY HEALTH SERVICES

- Deputizing the UHS Administrator.
- Secretary to various UHS Sub-committees.
- In charge of all human resource matters in the Department
- Assisting in coordinating and drawing up of duty rotas and activities for Clerks, Cleaners, Grounds men and Drivers
- Following up procurement, personnel and maintenance needs of the Department except drugs and theatre equipments cases.
- Assisting in coordinating activities about performance targets for UHS.
- Coordinating the performance Appraisal exercise.
- Any other duty assigned to me by senior officers of the UHS from time to time.
- Served as UHS Administrator from May to September 2007.

JUNE 2006- TO 26.4.2007- ADMINISTRATIVE ASSISTANT, SCHOOL OF THE ARTS AND DESIGN, COLLEGE OF ARCHITECTURE AND ENGINEERING

DUTIES

- Servicing all the meetings in the School including the School's Board Meeting, the staff meetings, The School's Management Board Meeting etc
- Processing Exam results. This included preparing exam results for all students in the School, including proof- reading for correctness of the exams.
- Processing and giving leave information to academic members of staff and all the other cadres
- Preparing the Annual Report for the School.
- Following up housing accommodation for our visiting staff in the School
- Coordinating payment of all our External Examiners and also members of staff who were working on Part- Time basis
- prepared the Procurement Report for the School and also its annual Budget Report
- Coordinated activities of the Linkages in the School. This includes linkages like the Terra-Nuova (EA), the Lund University. This included booking of the meeting venue, writing up the minutes of the various meetings, availing refreshments for the members.
- Supervision of cleanness in the School and all maintenance issues.
- Preparing payment of Service Provider for all members of staff in the School

√. **JUNE 26, 2003-JUNE 25TH 2006- ADMINSTRATIVE ASSISTANT, ADMINISTRATION DIVISION**

- Servicing of APCs for the following Department in the Central Administration:-
 - Estates Department
 - Finance Department
 - Maintenance Department
 - University Health Services

Internal Audit

- Computerized the entire Establishment. This made it easier to retrieve information on staff about staffing positions. It is still being used to date.
- Receiving requests from the entire university to advertise
- Filing and bringing to the attention of the Deputy registrar in (R&T)the same requests.
- Preparing draft advertisement for the attention of the Deputy registrar(R&T)
- Sending out external advertisements to Newspapers for advertising purposes.
- Coordinating the circulation process to all interested (before advent of posting on the web)
- Analyzing minutes from the entire university. This included making sure that there was prior approval to advertise and also making sure that the salary and staff recruited was according to the adverts' requirements.
- Was the custodian of all the files concerning advertisements?
- Any other duty assigned by any senior person in the Administration Division.

27 /2/1997- 25/6/2003- REGISTRY SUPERVISOR, RECRUITMENT SECTION

- Handling Establishment
- Attending to Appointment Committees as a Secretary
- Any other duty assigned

1995-26/2/1997- REGISTRY CLERK GRADE IV, RECRUITMENT REGISTRY

- Doing routine registry work in the Recruitment Registry
- Recording all the incoming applications for non- academic posts
- Preparing folders for the purposes of the appointment committees
- Helping in the Establishment especially the central Administration one.
- Any other duty assigned from time to time.

29/10/1990-1995- CLERK, PERSONNEL DIVISION

- First employed in the university as a Clerk. The work involved was compiling for possible computerization of Personnel records.
- I was confirmed on permanent after seven months and continued working in CAPIS. Transferred to Recruitment Registry where I was assigned routine duties in the Registry.

STRATEGIC ACCOMPLISHMENTS

1. Prepared a policy brief on a long standing case of staff in Grade I. Approval given by management and 64 staff administratively promoted.
2. Came up with a STATUS FORM document in R&T Section which in a glance shows the status of all positions advertised.

CORPORATE RESPONSIBILITIES

1. ACTIVE MEMBER, PARKALANDS BAPTIST WESTLANDS

2. MEMBER,STUDENTS' WELFARE, MUINDI MBINGU SECONDARY SCHOOL, MACHAKOS
3. MEMBER, HERITAGE OF FAITH PRIMARY SCHOOL, ATHIRIVER WELFARE COMMITTEE.

REFEREES

1. MR. G. P. MBUGUA
DEPUTY REGISTRAR (RECRUITMENT&TRAINING SECTION)
UNIVERSITY OF NAIROBI.
2. MR. PETER M. MBUTHIA
CHIEF PERSONNEL OFFICER
SWA
3. DR. MOSES R. B. OTIENO
CHIEF MEDICAL OFFICER
UNIVERSITYOF NAIROBI HEALTH SERVICES.