

# **CURRICULUM VITAE**

## **I. PERSONAL DETAILS**

**Name:** Peter Mwai Muturi

**Date of Birth:** 4<sup>th</sup> March 1963

**Place of Birth:** Murang'a County

**Nationality:** Kenyan

**Marital Status:** Married

## **EDUCATIONAL QUALIFICATIONS**

**2002 - 2004:** University of Nairobi, MA in Communication Studies.

**1984 – 1987:** University of Nairobi, Bachelor of Arts, Upper second class (Hons), 1987.

**1981 – 1982:** Kirimara High School, K.A.C.E, 3 Principals, as follows:

Economics	-	B
History	-	B
Literature	-	D

**1977 – 1980:** Githumu High School  
K.C.E. Div. II

## **II. COURSES AND SEMINARS / PROFESSIONAL QUALIFICATIONS**

**March 2010:** Attended one-day course on Team-Building and Corporate Governance conducted by FKE.

**1<sup>st</sup> – 3<sup>rd</sup> July 2009:** Attended and passed the Internal Quality Auditing course conducted by KEBS.

**February 2009:** Attended an in-house training on Industrial Relations and Collective Bargaining Skills conducted by FKE.

**6<sup>th</sup> – 8<sup>th</sup> Feb 2007:** Attended a three-day course on Implementation of ISO 9001:2000, conducted by KEBS.

- 23<sup>rd</sup> – 26<sup>th</sup> Feb 2006:** Attended an in-house training programme on Management Development for University of Nairobi Administrators, conducted by FKE.
- October 1997:** Attended a one-week Human Resource Management Course at the Kenya Institute of Business Training, Nairobi.
- November 1996:** Attended a course on Total Quality Management at the British Council, Nairobi (27<sup>th</sup> – 29<sup>th</sup> November)
- May 1994:** Completed the following computer packages offered by the Institute of Nuclear Science, University of Nairobi (1) MS – DOS (2) Lotus 123.
- March 1992:** Attended a Seminar on Management organized by the Federation of Kenya Employers (FKE) at Green Hills Hotel, Nyeri (26/27 March).
- August 1989:** Awarded a Full pass in the Civil Service Administrative Officers' Examination held in that year.
- Six subjects covered: Law, Government Organization and Practice, Civil Service Regulations, Public Financial Management and Control, General Knowledge of East Africa and World Affairs, Applied Logic and Report writing.
- February 1988:** Attended a one-month induction course for Administrative Officers at the K.I.A, Lower Kabete.

### **III. WORKING EXPERIENCE**

- March 2011:** Deployed to be the Officer-in-Charge of Performance Contracting and Strategic Planning.
- January 2006:** Promoted to Senior Assistant Registrar, Office of Deputy Vice-Chancellor (A&F)
- May 2005:** Deployed at the Office of Deputy Vice-Chancellor (A&F), with the following duties:
- Day to day management of office operations.
  - To do briefs and follows up on issues for the Deputy Vice-Chancellor (A&F)
  - Handling protocol and public relations functions.

- Liaising with Heads of Departments of Matters relating to their Departments.
- Member, University Publicity Team that produces Varsity Focus and other publicity material.
- Personal Assistant to the Deputy Vice-Chancellor (A&F)

**1999 – 2005:** Promoted to Assistant Registrar and posted to the Academic Division, with the following duties.

- Processing of JAB Admissions
- Processing Module II Admissions
- Servicing Senate Students Disciplinary Committee
- Servicing Deans Committee and sub-committees
- Servicing Senate
- Servicing Vice-Chancellors' Committee

**1998-1999:** Deployed to the Office of Deputy Vice-Chancellor (A&F) and posted to Office of International Programs.

- Also worked as the Personal Assistant to the Deputy Vice-Chancellor (A&F).

**Dec 1992-1998:** Employed as a Senior Administrative Assistant, Principal's Office, College of Architecture and Engineering.

#### **Duties**

- Servicing the College Academic Board.
- Handling Personnel and Administrative matters in the college.
- Servicing staff Disciplinary Committees and processing disciplinary matters.
- Processing retirement and resignations and related benefits.

#### **Other Responsibilities**

- Was appointed as Acting College Registrar, CAE, during the following period:
  - October 1996 to November 1997

**1990 – 1992:** Employed as Administrative Assistant at Jomo Kenyatta University Agriculture and Technology (JKUAT).

**Duties**

- In charge of University transport functions.
- Coordinating University telephone services
- Processing appointments for staff at Lecturer, Assistant Lecturer, Technician and equivalent grades.
- Processing of study leave for staff.
- Assisted in the establishment and running of the University Bookshop.

**1988 – 1990** Employed in the Civil Service as Assistant Secretary, Ministry of Finance, Treasury.

**Duties**

Responsible to Senior Assistant Secretary (Administration) for:

- Coordinating the maintenance of buildings occupied by the Ministry's departments.
- Handling misuse of vehicles for the Ministry and parastatals including surcharge recommendations.
- Supervision of the Main and Secret Registries.
- Efficient management of Telephone Supervisor and Office Superintendent functions.

**IV. Community Work**

**2006 to present:** Executive member of Board of Governors, New Nyaga Secondary School, P O Box 797, Thika.

**V. Hobbies**

Reading, writing, current affairs

**Current Engagement**

Registered as a Ph.D. student (Mass Communication) at JKUAT: May 2011