

**CURRICULUM VITAE
PERSONAL INFORMATION**

NAME: Mabera Nyaboga N.
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PROFILE: I am an Information and Communication professional with skills in Communication, Stakeholder Management, Networking, Project Administration, IT, Records Management, Project and Information Management. My focus is on internal and external communications. I also have a keen interest in Resource Mobilization, Collaborations and Partnerships building. Largely, I am receptive to new working experiences, resilient in terms of adapting to change and always willing to take on new learning opportunities related or unrelated to my line of work.

SPECIALTIES: Communication, Stakeholder Management, Fundraising, Proposal writing, Programme & Grants Management and Donor Reporting

EDUCATIONAL BACKGROUND AND QUALIFICATIONS

2015 to DATE	MASTERS DEGREE MA in Development Communication Daystar University, Nairobi
2004-2009	UNDERGRADUATE DEGREE BSc in Information Science Faculty of Information Science, Moi University, Main campus (Kenya)

HIGHLIGHTS OF WORK EXPERIENCE

July 10 – 11, 2017 Chief Rapporteur for Consortium for Advanced Research Training in Africa (CARTA) 2nd Vice-Chancellor’s Meeting held at the University of Nairobi. The meeting aimed to provide a forum for Vice Chancellors and Heads of CARTA partner institutions to deliberate on the progress and future directions of CARTA and contribute to a position paper on *Research funding landscape and doctoral training in Africa*.

January 25-26, 2017 Offered Secretariat and rapporteur services for the Chancellors Convention held on 25-26 January 2017 at Safari Park Hotel. The overarching theme of the Convention was *‘University education and sustainable development in Kenya’*. In bringing together key stakeholders in the Education sector in Kenya, the Convention took stock of achievements in University Education in Kenya and also sought to consolidate and enhance these achievements. The convention also looked at challenges facing public Universities and gave recommendations on how the challenges can be addressed.

July 1 2016 Chief Rapporteur for the Inaugural Oil and Gas Public Lecture themed *“The Oil and Gas Sector in East Africa Region: Challenges and Opportunities”* held on June 1, 2016. The Kenya Pipeline Company Ltd partnered with the University of Nairobi to host the inaugural oil and gas public lecture at the University of Nairobi’s Taifa Hall. Over 500 participants drawn from the

Ministry of Energy and Petroleum, Chief Executives from oil companies, the Business Fraternity, KPC and University of Nairobi staff and Students from the School of Engineering and Physical Sciences.

- Oct 2014-March 2015 Appointed as a Joint Secretary for the Planning Working Group (PWG) to develop an Operational Framework for the establishment of the National Research Fund (NRF). This process was being spearheaded by the National Commission for Science, Technology and Innovation (NACOSTI) with facilitation from Consortium for National Health Research (CNHR).
- 19th – 21st June 2013 Planning and Rapporteur for the 3rd Annual National Health Research-to-Policy Dialogue under the theme *‘What specific strategic health research evidence should be generated in order to stimulate its demand, uptake and utilization in policy development that is responsive to the challenges of devolving health care delivery in Kenya?’* The workshop was hosted by the Consortium for National Health Research (CNHR) in collaboration with the Ministry of Health (MoH), National Commission for Science Technology and Innovation (NACOSTI) and the African Institute for Development Policy (AFIDEP) at the Windsor Gold and country Club.
- 21st – 22nd June 2012 Planning and Rapporteur for the Second National Health Research-to-Policy Dialogue under the theme *‘What strategic options should Kenya adopt in order to accelerate the attainment of the health MDGs?’* The workshop was hosted by the Consortium for National Health Research (CNHR) in collaboration with the National Council for Science and Technology (NCST) at the Windsor Gold and country Club. The meeting provided an opportunity to national stakeholders that includes leading health researchers, heads of research and teaching institutions, policy makers, and development partners to examine barriers and constraints that need to be addressed if Kenya is to fast-track the implementation of the health MDGs
- 21st – 22nd June 2011 Planning and rapporteur for the First National Health Research-to-Policy Dialogue under the theme *‘Are the Research-for-Health priorities in Kenya aligned to the goals of Vision 2030?’* The workshop was hosted by the Consortium for National Health Research (CNHR) in collaboration with the National Council for Science and Technology (NCST) at the Windsor Gold and country Club in respect to the realization of the goals of the Kenyan Vision 2030 Strategy.
- 17th Feb 2011 Planning and Rapporteur for the CNHR ‘Reflective Workshop’ held at Palacina Hotel, Nairobi. The purpose of the workshop was to reflect on the year’s activities and draw on lessons to guide in the subsequent year.

PROFESSIONAL COURSES UNDERTAKEN

February 14 – 15, 2017 Job Analysis Training

Underwent a Job Analysts Training (JAT) spearheaded by the Salaries and Remuneration Commission (SRC) and PricewaterhouseCoopers (PWC). I further participated in a Job Evaluation Exercise at the University of Nairobi.

November 8 -10 2016 Council for Advancement and Support of Education (CASE Africa Conference, 2016 – Training on University Advancement.

Topic Covered

- Addressing Challenges Facing Higher Education and Advancement in Africa;

- Trends and Development in Educational Philanthropy;
- Establishing Successful Advancement Programmes in Africa;
- Corporate Sector Engagement in African Educational Advancement;
- Building and Maintaining Your University's Reputation
- Alumni Relations;
- Strengthening Fundraising in Africa;
- Marketing & Communications: Communicating with Stakeholders;
- Creating a Strong University Brand in Times of Change; and
- Fundraising: Building a Compelling Case for Support;

October 11 - 12 2016 Certificate in Industrial Relations and Effective Skills in Leadership and Management (Training by Federation of Kenyan Employees-FKE)

Topics covered

- The Industrial Relations Charter and the Tripartite mechanisms;
- Leadership and Management Development;
- An overview of the Key Labour Laws;
- Managing by use of Synergistic Teams;
- An overview of the disciplinary process at the work place;
- Executive communication (documentation and report writing).

February 2014 Certificate in Scientific Communication and Publishing Organised by the Training Centre in Communication (TCC)

Topics covered

- Practical skills in scientific writing and graphical data analysis;
- Acquired knowledge on the conditions and traditions by which the scientific publication industry operates;
- To choose an appropriate forum for publishing their results;
- How to build institutional capacity as new skills are transferred afterward;
- Improve the project management skills.

December 2013 Certificate in Results Based Monitoring and Evaluation of projects

Computer skills Certificate in MS Office - Word, PowerPoint, Excel & Access

WORK EXPERIENCE

21ST SEPT 2015 - TO DATE

Assistant to the Director

Directorate of University Advancement, University of Nairobi

My overall responsibility is to assist the Director in scanning the environment to identify existing and emerging business and fundraising opportunities. This involves identifying prospective individuals and corporate foundations and major donors consistent with the University's priorities and objectives and reaching out to them for partnerships and collaborations with the University. Specific duties and responsibilities include:

- Researching, gathering and formulating content for concept papers, proposals, donor reports and special events;
- Editing and formatting content for concept papers, proposals, donor reports and special events;
- Seamlessly convening and managing relations with stakeholders;
- Analysing and assessing information from local, national and international sources, financial and philanthropy reports;

- Developing strategies to ensure that newly identified prospects are presented to stakeholders, philanthropists and donors in a timely and competent manner;
- Writing documents such as profiles, bios and project summaries using style, grammar and content appropriate for specific audiences;
- Data mining, market research and analysis to understand the market needs;
- Identifying fundraising prospects through list segmentation, electronic database screening and rating;
- Taking part in Marketing and Communication activities for the advancement office;
- Information management & processing;
- Taking part in proposal and concept writing;
- Assisting in the management of Alumni Relations;
- Partnerships Building & Fund Raising activities to increase funding resources for academic, student and capital needs (Scholarships, Infrastructure and Research).

Administrative Roles

- Organising and planning for meetings;
- Organising and preparing documents for meetings;
- Writing business letters, reports and office memos;
- Rapporteurship and Minutes-taking for meetings and workshops;
- Printing and filing papers and documents for different meetings; and
- Organizing for events.

1ST NOV 2013 – TO 21ST SEPT 2015

Programmes and HR Support Associate

Consortium for National Health Research (CNHR), Nairobi

My overall responsibility was to assist in Programme management activities, including maintaining regular contacts with grantees, planning for monitoring and evaluation of projects and publishing and disseminating project outcomes and reports. I also took lead in communication related activities and HR, Administration work at the Consortium. Specific duties and responsibilities are as follows:

Programme Coordination Roles

- Drafting grants documents;
- Compiling support documents for grantee payments;
- Maintaining accurate up to date document records in both hardcopy as well as electronic form for all grant correspondence, minutes of meetings and project-related reports;
- Monitoring and evaluation of grantee projects based on agreed upon conditions;
- Following up on grantee reporting and preparing documentation for grantee payments;
- Updating the CNHR website
- Organising and taking minutes of project-related meetings, workshops and conferences; and
- Organizing all project-related travel and site visits;
- Managing the budgets for various programme and communication activities;
- Preparing documents for programme meetings; and
- Rapporteurship for CNHR programme workshops, meetings.

Administrative Roles

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- Booking venues for meetings;
- Procurement of air tickets and accommodation;
- Organising and preparing documents for internal meetings;
- Organising staff retreats and seminars;
- Preparing contracts for consultants;
- Writing business letters, reports and office memos using word processing programmes;

- Printing and fling papers and documents for different meetings; and
- Meeting and event arrangements.

Human Resource Roles

- Drafting of job advertisements for vacant jobs;
- Coordinating and renewing staff medical insurance;
- Updating staff leave records and preparing summaries;
- Updating staff files.

Communication Roles

- Overseeing the development of CNHR publications and communication activities by taking lead in editing, printing and dissemination of CNHR reports and publications;
- Organizing and planning for CNHR Meetings/Workshops;
- Preparing quarterly and annual reports; and
- Maintaining a database of researchers and research institutions.

1ST DEC 2010 – 31ST OCTOBER 2013

Communications and Administrative Assistant

Consortium for National Health Research (CNHR), Nairobi

My overall responsibility was to support the Director and the Head of Scientific Programmes to develop communication material and messages to the Consortium's stakeholders including beneficiaries, strategic partners, government institutions and donors and to assist in administration issues. Specific duties and responsibilities included:

Communication and Administration roles undertaken

- Offering support to overall CNHR Programmatic work;
- Updating the CNHR website;
- Managing and monitoring of the CNHR internship programme;
- Planning and scheduling monitoring visits of interns;
- Providing support in the preparation of communication material for CNHR meetings/Workshops;
- Coordinating logistics for workshops and writing reports;
- Ensuring photography of high quality is undertaken during the various CNHR workshops;
- Coordinating logistics for reflective workshops and in particular Reflective workshops and compile a report on the reflections, lessons learnt and recommendations;
- Taking lead in procurement of administration and communication services;
- Booking venues for meetings;
- Procurement of air tickets and accommodation; and
- Preparing contracts for consultants.

Publications:

- Leading the development and production of CNHR publications i.e. workshop reports, brochures, annual reports Communication and Resource Mobilization strategies;
- Proofreading and editing various publications and communication material for CNHR i.e. workshop reports, brochures, fliers and publications; and
- Coordinating and overseeing the production and circulation of all CNHR publications.

Engaging with CNHR stakeholders and Researchers

- Establishing and maintaining links with key researchers in Kenya;

- Organizing meetings to share research evidence with researchers;
- Disseminating information to various CNHR stakeholders.

1ST MARCH 2010 - 30TH NOVEMBER 2010

Communications Assistant

Socio-Economic Rights Foundation, (SRF), Nairobi

My overall responsibility was to develop an effective communication strategy that promotes equal socio-economic rights for all based on the Bill of Rights. Specific duties and responsibilities included:

- Updating the Organization's website using the Joomla Content Management Software;
- Updating blog posts for the organization's blog (www.changiakenya.org);
- Monitoring and documenting news from the TV and Newspapers on the Constitution Review and Implementation processes, the Budget process and all information on the Bill of Rights in our New Constitution (Food, Education, Health, Water etc);
- Monitoring and Evaluation of the communication needs for the programme;
- Preparing Monthly and Quarterly Reports.

12TH JULY 2009 TO 25TH SEPTEMBER 2009

Account Head

Octopus ICT Solutions-Business Process Outsourcing Centre, Nairobi.

Specific duties and responsibilities included:

- Outsourcing of Articles for the Octopus B.P.O department mainly from www.guru.com and www.elance.com;
- Ensuring all client specifications were met when editing articles;
- Delivering work within the agreed Turnaround Time;
- Reviewing project details and preparing project proposals; and
- Compiling Department Reports and coming up with a company profile.

1ST FEB 2009 TO 11TH JULY 2009

Editor

Octopus ICT Solutions-Business Process Outsourcing Centre, Nairobi

My overall responsibility was to engage in editing articles ranging from health to technological topics for website updating in the Octopus Business Process Outsourcing Unit. Specific duties and responsibilities included:

- Creating website content (Search Engine Optimization articles);
- Coordination/management of the writing process;
- Substantive editing (dealing with message and copy of content);
- Copyediting (focusing on grammar, internal consistencies, headline writing and spelling); and
- Fact checking, Proofreading and Approval of articles before sending them to clients.