

Naomi Maberu Nyaboga

CURRICULUM VITAE

PERSONAL INFORMATION

NAME: Naomi Maberu Nyaboga
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SEX: Female
NATIONALITY: Kenyan

EDUCATIONAL BACKGROUND AND QUALIFICATIONS

MASTERS DEGREE

MA in Communication (Development Communication Major)
Daystar University, Nairobi

UNDERGRADUATE DEGREE

BSc in Information Science (Publishing & Media Major)
Faculty of Information Science,
Moi University, Main Campus (Kenya)

SECONDARY SCHOOL

Moi Girls' High School-Eldoret

KEY SKILLS

- Communication
- Social Media
- Website Management
- Information & Knowledge Management
- Content Development (Writing, Editing)
- Document Development
- Rapporteurship
- Event Management
- Media Engagement
- PR & Stakeholder Management
- Proposal Writing
- Programme Management
- Grants Management & Donor Reporting
- Customer Care Service

PROFESSIONAL COURSES UNDERTAKEN

March 16-18, 2019 Certificate Course on Management of Office of Career Services

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

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

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

December 2013 Certificate in Results Based Monitoring and Evaluation of projects

Feb – April 2003 Certificate in MS Office - Word, PowerPoint, Excel & Access

WORK EXPERIENCE

FEBRUARY 2020 TO DATE

**Chief Information Officer
Office of Career Services, University of Nairobi**

My overall responsibility is to identify, analyze and assess the suitability and value of information relevant to the careers service or careers information unit. This involves managing and maintaining databases, information catalogues, web resources and media relations.

21ST SEPT 2015 – FEBRUARY 2020

**Assistant to the Director and handling Communications Matters
Directorate of University Advancement, University of Nairobi**

My overall responsibility was to spearhead communication matters in the office and assist the Director in scanning the environment to identify existing and emerging business and fundraising opportunities. This involved 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.

1ST NOV 2013 – TO 21ST SEPT 2015

**Communications and Programmes Associate
Consortium for National Health Research (CNHR), Nairobi**

My overall responsibility was to manage Programme activities, including maintaining regular contacts with grantees (Interns, Research Leadership Grantees (RLGs), Centres of Research Excellence (CoReS), 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.

1ST DEC 2010 – 31ST OCTOBER 2013

**Communications 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.

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.

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.

AUGUST 4TH 2008 TO 31ST JAN 2009

Article Writing Agent (Content Developer)

Call Center Solutions East Africa Ltd, Nairobi

My overall responsibility was to write general articles on various themes such as technological, medical, and environmental themes for website updating.

JUNE 9TH - AUGUST 1ST 2008

Internship

Kenya Institute for Public Policy Research and Analysis at the KIPPRA -Publications Section referred to as (KIPDOC).

My overall responsibility was to Proofread, edit and typeset various KIPPRA policy briefs and discussion papers.

HIGHLIGHTS OF WORK EXPERIENCE

- Nov 26 – 28, 2018 Awarded a Rapporteurship Consultancy by UNDP to record the Scientific Forum proceedings of the Sustainable Blue Economy Conference. This was the first global conference on Sustainable Blue Economy held from November 26 to 28, 2018 hosted at KICC Nairobi and Side Events at the University of Nairobi.
- June 2017 – April 2018 Appointed as the Lead Secretariat member for the RUFORUM Local Organising Committee planning for the 6th Higher Education week and RUFORUM Biennial conference to be held from 22-26 October, 2018 at KICC, Nairobi. The theme for the conference was “*African Universities to support agribusiness and sustainable development*”.
- July 16 – 28, 2017 Visited Tsinghua University’s International Student’s Centre and Career Development Centre. Of great interest was the Career Development Centre that seeks to educate students on their career development and employment.
- 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 Rapporteur and Secretariat member 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*’.

- 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.
- 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 the Consortium for National Health Research (CNHR).
- 19 – 21, June 2013 Planning and Rapporteur for the 3rd Annual Consortium for National Health Research (CNHR) National Health Research-to-Policy Dialogue. 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)
- 21 – 22, June 2012 Planning and Rapporteur for the Second CNHR National Health Research-to-Policy Dialogue. 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
- 21 – 22, June 2011 Planning and rapporteur for the First CNHR National Health Research-to-Policy Dialogue under the theme ‘*Are the Research-for-Health priorities in Kenya aligned to the goals of Vision 2030?*’
- 17 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.