

# CURRICULUM VITAE

NGARI WANJIKU ANNE  
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## PROFILE:

Results oriented person with excellent business acumen and effective communication skills that transverse diverse cultural backgrounds. I possess immense and all-round operations and IT knowledge and strong management skills, with emphasis on procurement and Supply Chain Management.

## ACADEMIC QUALIFICATIONS

- 2010 - Ongoing** : PH.D.(Business Administration) –Operations Management.
- 2012 – 2013** : Graduate Diploma in Purchasing and Supply – Level 6  
The Chartered Institute of Purchasing & Supply (CIPS)
- 2011 – 2012** : Advanced Diploma in Purchasing and Supply – Level 5  
The Chartered Institute of Purchasing & Supply (CIPS)
- 2011** : Foundation Diploma in Purchasing and Supply – Level 4  
The Chartered Institute of Purchasing & Supply (CIPS)
- 2006 – 2008** : Masters of Business Administration (MBA) in Operations and Production Management, University of Nairobi.  
Research Project: *“A study of supply chain management practices At the University of Nairobi.”*
- 2002 – 2005** : Bachelor of Commerce, Management Science Option. University of Nairobi.  
Management Research Paper: *“Perceived Quality of Bachelor of Commerce Degree: A Case of the University of Nairobi.”*
- 1992 – 1995** : Diploma in Computer Studies, The Mombasa Polytechnic
- 1988- 1991** : Kenya Certificates of Secondary Education (KCSE), Othaya Girls Secondary School.
- 1979 –1987** : Kenya Certificate of Primary Education (KCPE), Nanyuki DEB Primary School.

## WORK EXPERIENCE

- October 2015 – Todate** : **Procurement Officer: University of Nairobi:**
- Head of Procurement Section in the College of Humanities and Social Sciences
  - Preparing annual procurement plans for the over 35 units in the College
  - Coordinating procurement of goods like equipment, office stationery, furniture, building materials and service and repair of motor vehicles among numerous others
  - Interpretation, implementation and enforcement of Public Procurement and Disposal Act and the procurement regulations, best practices and procedures in the college
  - Liaising with the Maintenance Officer in listing materials required for repair and maintenance works in the College

- Liaising with the Transport and Garage Coordinator in the repair of the fleet of motor vehicles in the College
- Giving professional advice to the College Management Board on procurement matters in the college
- Secretary to all College of Humanities and Social Sciences Procurement Committees
- Member to all Technical Evaluation Committees evaluating any item whereby the user department is in the college
- Secretary to the College's Disposal of unserviceable, obsolete, surplus stores and equipment Committee.
- Member of the College's Corruption Prevention Committee
- Supervising a team of 10

**Aug 2013 –October 2105 : Assistant Procurement Officer  
University of Nairobi – College of Humanities and Social Sciences**

**Duties involved: -**

- Sourcing of quotations.
- Analyzing quotations.
- Preparing write-ups for College procurement meetings.
- Taking minutes during College procurement meetings.
- Maintaining the document tracking system.
- Sourcing for quotations
- Caring out technical evaluation of tender documents.
- Preparing procurement plan.
- Sensitizing college staff on public procurement and disposal act, 2005.
- Processing requisitions and LPOs
- Maintaining a list of suppliers.
- Generating inspection and acceptance summary reports for the month.
- Deputize the procurement officer.
- Supervising on-going IT projects in designated campus.

**Jan 2012 – To date : Part-Time Lecturer  
University of Nairobi- Extra-mural Center**

**Duties:**

Teaching Public sector procurement.

**May 2011- To date : Part-Time Lecturer  
St Paul's University – Church House**

**Duties:**

Teaching of Production and Operations Management to 2<sup>nd</sup> year students taking a degree in business management and Public and Private sector procurement, Materials Management also Inventory and stores management to 4<sup>th</sup> year procurement option students.

**Mar 2010 – Nov 2011: Part-Time Lecturer- SCI  
University of Nairobi – Kenya Science Campus**

**Duties:**

Teaching of principles of Management to Diploma in IT students.

**Dec 2003 – Aug 2013 :**

**ICT Officer (User Support Services).**

**University of Nairobi - Information, Communication and technology Centre.**

**Duties involved: -**

- Helping users to develop IT equipment specifications.
- Helping users source for quotations from reliable vendors.
- Carrying out technical evaluation of tender documents on IT projects.
- Preparing procurement plan for the IT department at the campus level.
- Supervising on-going IT projects in designated campus.
- Managing assigned segments of the local network.
- Performing office automation training and providing first level support to users.
- Supervision of online registration of students.
- Ensuring proper functioning of computer equipment and networked resources.
- Training users and supporting proper use and access of networked resources.
- Implementing, maintaining and supporting computer networks in line with the established standards.
- Implementing and enforcing network security features.
- Carrying out basic maintenance for computer equipment and associated peripherals.
- Configuring Internet connections, email and web browsers.

**Nov 2000 – Dec 2003 :**

**Network Technologist and Officer in Charge**

**University of Nairobi – School of Business,**

**Duties involved: -**

- Helping users to develop IT equipment specifications.
- Helping users source for quotations from reliable vendors.
- Carrying out technical evaluation of tender documents on IT projects.
- Preparing procurement plan for the IT department at the campus level.
- Supervision of online registration of students.
- Processing of exam results
- Supervising the staff under the computer section.
- Supervising, implementing and supporting computer networks in line with the established standards.
- Assisting staff and students with day to day computer use,
- Providing system administration services on the Windows NT Server.
- Installing, Configuring, optimizing, maintaining and supporting the Windows NT server.
- Implementing and managing computer security systems and procedures.
- Monitoring and fine-tuning the performance of the Windows NT server and its processes.

- Carrying out basic maintenance for computer equipment and associated peripherals
- Identifying user skill requirements and pursuing appropriate training.
- Identifying tools, services and facility requirements and advice on their procurement.

**Dec 1996 - Nov 2000 :**

**Computer Operator.**

**University of Nairobi – School of Computing and Informatics.**

**Duties involved: -**

- To provide user support in the operation and maintenance of learning technologies.
- To plan and carry out backup on students, research and teaching servers and systems.
- Preparing training manuals for Microsoft packages.
- Monitoring and reporting on computer room equipment, resources and batch server processes.
- Payroll and Joint admission board intake processing.
- Assisting users to solve day to day computer problems.
- Configuring internet connections, email and web browsers.

**Aug 1996 – Nov 1996:**

**Tutor**

**Computer training centre**

- Teaching systems analysis and design.
- Teaching computer packages.

#### **RESEARCH INTERESTS**

Supply Chain Management, Operations Management, Project Management, Total Quality Management, Performance Monitoring and Evaluation.

#### **ACHIEVEMENTS AND AWARDS**

1. An award of Sasakawa Scholarship (University of Nairobi) to pursue a Masters of Business Administration (MBA) Degree (2006).

#### **COMPUTER SKILLS ACQUIRED**

1. Microsoft Office Applications including Microsoft Project, Windows 95, 98, 2000 and 2003
2. Microsoft Disk Operating Systems (MS-DOS).
3. Statistical Packages for example, Statistical Package for Social Scientists (SPSS).
4. Computer Networking.
5. Computer maintenance.
6. Researching on the Internet.

#### **OTHER SKILLS**

Possess a clean and valid Driving Licence with eight years driving experience.

#### **SEMINARS/ CONFERENCES AND SHORT COURSES PARTICIPATED IN**

- **August 26<sup>th</sup> 2010:** presented a paper on *Technology and Service Quality in the Banking Industry: Importance and Performance of Various Factors Considered in the Electronic Banking Services*. At the annual *African International Business and Management (AIBUMA) Conference* held at The Kenyatta International Conference Centre (KICC) Nairobi, Kenya

the paper was co-authored with Thomas Ogoro Ombati, Peterson Obara Magutu, ; Stephen Onserio Nyamwange, Richard Bitange Nyaoga

- **June 4th, 2009:** *A study of supply chain management practices at the University of Nairobi.* A paper presented at Public Procurement Oversight Authority (PPOA) Experts' workshop at the UNES Chiromo Conference Center.
- **October 2008:** Participated in the 4<sup>th</sup> international Operations Research Society of East Africa (ORSEA) Conference on "*The Role of Operations Research in Public and Private Sector Management.*" held at the Utalii Hotel, Nairobi, Kenya.
- **December 2005: Computia Network,** This was a four-week course conducted by the Kenya College of Communications Technology (KCCT). It aim was to equip the participants with the knowledge on how to Install, Maintain and Troubleshoot local area networks.
- **November 2005: Customer Care Workshop.** A two-day workshop conducted by The Steadman Group. It aimed at equipping the participants with different aspects of customer care.
- **September 2005: Team Building Exercise.** This was a two days exercise was supposed to enable participants improve their team work.
- **January 1999: UNIX Network Management, Digital and Sco UNIX Administration and Digital Unix operations.** This one month course was sponsored by the word bank and organized by Copycat limited. It exposed participants to the use and basic administration of Unix systems.
- **August 1998: Netware Administration** A two weeks course sponsored by the word bank and organized by Cyber networks. The aim was to give participants basic knowledge on Netware administration.
- **March 1996:Novell administrator :** Conducted by Strathmore University

## PERSONAL DETAILS

**Religion** : Christian  
**Citizenship** : Kenyan  
**Marital status** : Married

## EXTRA CURRICULA ACTIVITIES/HOBBIES

Travelling and Meeting People, Watching Documentaries.

## REFEREES

Mr. Ibrahim Otieno,  
Director  
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