

CURRICULUM VITAE (CV)

1.0 PERSONAL INFORMATION

NAME : COLEMAN O. OTAGE **DATE OF BIRTH** : 24TH JUNE 1972.

GENDER : MALE **MARITAL STATUS:** MARRIED.

ADDRESS : 22657, 00100 GPO NAIROBI **PHONE** : 0722 938664

E-MAIL : *otagecole@yahoo.com* **RELIGION** : CHRISTIAN

2.0 SKILLS:

Self motivated, innovative, excellent communication skills, excellent IT skills, organised, public relations, Leadership, Management and Supervisory skills.

3.0 EDUCATION QUALIFICATIONS:

Currently : Pursuing Masters of Business Administration (MBA) - UoN

1992 - 1996 : University of Nairobi – BSc. (Maths & Physics), 2nd Class Hons.

1987 - 1990 : Shimo La Tewa High School, KCSE, Mean Grade B-.

1979 - 1986 : Fahari Primary School, Mombasa. KCPE.

4.0 PROFESSIONAL QUALIFICATIONS:

- **Diploma in Computer Applications: Infotech College (Jan - Jun 2000)**
- **CPA (Part I)**

5.0 COMPUTER SKILLS

Proficiency in Computer Programming, Ms Office applications and Desktop Publishing

6.0 SEMINARS & TRAININGS ATTENDED

- Law of Trust & Succession.
- Role of Trustees, Fund Managers, Actuary and Custodians.
- Pension Administration.

- Design and management of pension schemes
- Corporate Governance.
- Strategic Management.
- Administration and Supervisory Skill.
- Taxation of Pension Benefits.
- Performance Management.
- Procurement.
- Report Writing.
- Counselling in the workplace.
- Anti Corruption Strategies.
- Working with the Pensions Administration Software - Fund Master.

7.0 JOB EXPERIENCE:

i) July 2008 to date: Scheme Officer - University of Nairobi Pension Scheme 2007 Duties

- Preparing documents (briefs, reports) for Trustees meetings
- Writing minutes of all the Board of Trustees meetings
- Following up on all Trustees resolutions and reporting back.
- Keeping custody of all records of Trustee Meetings
- Designed and developed the Pensions Management System for capturing, updating and maintaining member's information.
- Preparing annual calendar of events, notices and agendas for Trustee meetings
- Maintaining the Pension Scheme's Website
- Preparing the annual member's newsletter
- Preparing appropriate tender documents
- Preparing appropriate adverts, correspondence and communication materials for members
- Preparing briefs for death cases after investigating and obtaining relevant information.
- Organising Members' Education, Trustee Seminars/Workshops, and Annual General Meetings.
- Preparing documentation for and co-ordinating Trustee elections
- Maintaining Staff files
- Receiving registration/ nomination forms from members
- Liaising with the Scheme's service providers, i.e. Actuaries, Fund Managers and Custodians
- Preparing and providing members with annual benefits statements.
- Obtaining annuity quotations for retiring members.
- Any other duties as may be assigned by the Board of Trustees from time to time.

ii) Jun 2003 to June 2008: Administrative Secretary, UoN Pension Scheme

Duties

- Servicing all Trustee and Staff Meetings including education days and annual general meetings.
- Taking minutes for all Trustees and staff meetings.
- Preparing necessary documentations i.e. reports and briefs for the Trustee meetings.
- Ensuring prompt follow up on the Trustees resolutions.
- Providing guidance to the Board of Trustees.
- Organising Trustees seminars and workshops.
- Liaising with the Scheme's service providers, i.e. Fund Managers and Custodian.
- Development and Administration of back-up systems in the Scheme.
- General IT Support.
- Ensuring regular servicing of IT System in place.
- Entering monthly pension contributions into the System.
- Updating all the members' records in the System.
- Preparation of appropriate reports from the System for the Board and its Committees.
- Preparing benefit statements from the System for members.
- Preparing newsletters and other communication for members.
- Organising and coordinating election of Trustees.
- Receiving and responding to members' and stakeholders' queries and complaints.

iii) September 2000 to Jun 2003: Senior Administrative Assistant, UoN

Duties: -

- Servicing Appointment Committees for Senior Lecturers.
- Servicing Senior University Committees.
- Designed the University Reform Database.
- Maintaining the University Reform Database.
- General IT Support.
- Offering support for Co-ordinating the University Reform Process.
- Servicing the University Technical Reform Committee.
- Producing the new University Internal Telephone Directory.

iv) Sept 1996 - Sept 2000: Administrative Assistant, Board of Postgraduate Studies

Duties: -

- Developed a Postgraduate Management System in Visual Basic & Ms Access 97.

- Processing students' applications, progress reports, examinations and graduation.
- Updating the system with appropriate student information.
- General Maintenance of the computers in the department.
- Maintaining the Students Database Management System.
- Producing reports for University Senate and Board of Postgraduate Studies.
- Training other members of staff in software applications.
- Desktop publishing i.e. Designing and typesetting Postgraduate Prospectus, programmes, presentations, minutes of meetings, brochures and other publications.

8.0 OTHER POSITIONS OF RESPONSIBILITY HELD

- **2003 - 2013** : National Secretary, Church of Pentecost – Kenya.
- **Previously** :Vice-Chairman, University of Nairobi Physics Students Association.
High School Prefect.

9.0 HOBBIES AND INTERESTS:

Reading, Music, Sports, Travelling

REFEREES:

- Mrs. Theresia Kathae-Alyela,
University of Nairobi Pension Scheme 2007,
P. O. Box 30197, 00100,
NAIROBI.
Tel: 0721354335
- Prof. Patrick G. O. Weke,
University of Nairobi,
P. O. Box 30197, 00100,
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Tel: 0722317855.
- Prof. Eric M. Aseka,
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P. O. Box 60954, 00200,
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