

PAUL MUIA
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I am a skilled and well-motivated counsellor/ lecturer with a track record of safe guarding and promoting the welfare of humanity. I'm experienced in providing specialist psychological assessment based upon the appropriate use, interpretation, integration of complex data and psychological testing. Moreover, I have excellent administrative, verbal communication and written skills along with constructive and effective teaching methods that promote a stimulating learning environment. I'm able to work as part of team and proven ability to successfully work on tight schedules and deadlines and currently seeking to obtain an appropriate position that offers room for career progression.

Personal Details

- Date of Birth: 1969
- Marital Status: Married

Education and Professional Qualification:

- PhD (Clinical Psychology), Daystar University, began in January 2015
- Master of Arts (Counselling Psychology), Daystar University, 2010
- Bachelor of Arts (Theology), 2nd Upper, University of Eastern Africa, Baraton, 2004
- Kenya Certificate of Secondary Education, MIU Boys High School, 1986

Membership:

- Accredited member of the Kenya Counselling and Psychological Association (KCPA): Associate Counsellor Status

Key Professional Skills and Competencies:

- Ability to maintain high standards of achievement, behaviour, discipline and punctuality amongst students
- Works well with Word Processors, Ms Word and Ms PowerPoint, Spread sheets, Ms Excel, Ms Access and Internet use
- Excellent listening skills
- Ability to accurately identify and distinguish various forms of human behaviour
- Able to professionally manage frequent verbal abuse and occasional physical aggression from service users
- Having a sympathetic and understanding outlook to concerns
- Emotional resilience in the face of distressing situations
- Can communicate effectively in a highly emotive and tense atmosphere
- Ability to work co-operatively with other disciplines
- Good personal boundaries and ability to maintain these
- Ability to concentrate for substantial periods of time when with clients

PROFESSIONAL EXPERIENCE

Oasis Africa, January 2013 – to date;

Duties and Responsibilities:

- Conducting clients clinical Intake Interviews, preparation of clients treatment plans, and handling ongoing case management
- Counseling clients in office as well as accepting phone calls when required for emergency counseling
- Assisting clients with locating outside services to meet needs uncovered through counseling sessions
- Providing individual, couples and family counseling sessions
- Leading groups by providing psycho-education and experiential exercises
- Ensuring that workshops are conducted so that special interest groups are accommodated
- Conducting personal therapy to students referred from various universities

Part-Time Lecturer & Counselor;

International Leadership University, January 2011-2013;

Duties and Responsibilities:

- Providing personal therapy to both undergraduates and graduate students from various universities and tertiary colleges
- Develop relationships with students and be available to help them with their issues
- Utilizing life events as opportunities to assist students with learning relevant life skills
- Supervising educational needs, include providing tutoring as needed
- Planning and implementing structured activities which provide a variety of social, educational, and physical opportunities

Part-Time Lecturer;

Technical University of Kenya, September-December 2012;

Duties and Responsibilities:

- Child and adolescence therapy
- Delivered lectures, seminars and tutorials
- Developed and implemented new methods of teaching to reflect changes in research;
- Designed, prepared and developed teaching materials
- Assessed students' coursework
- Setting and marked examinations
- Supported students through a pastoral/advisory role
- Undertook personal research projects and actively contributing to the institution's research profile
- Supervised students' research activities

Part-Time Lecturer;

Oasis Africa, January 2011-December 2011;

Duties and Responsibilities:

- Completed continuous professional development and participating in staff training activities;
- Carried out administrative tasks related to the department, such as student admissions, induction programmes and involvement in committees and boards;
- Represented the institution at professional conferences and seminars, and contributing to these as necessary

Intern;

Oasis Africa, September-December 2010;

Duties and Responsibilities:

- Conducted Intake Interviews, prepared client plans, and handled ongoing case management
- Counseled patients in office as well as accepting phone calls when required for emergency counseling
- Assisted clients with locating outside services to meet needs uncovered through counseling sessions
- Provided individual, couples and family counseling sessions
- Led groups providing psychological education and experiential exercises
- Ensured workshops were conducted so that special interest groups were accommodated

Intern;

Kihara Sub-District Hospital, (VCT Centre), June-August 2010;

Duties and Responsibilities:

- Met with each new patients as they enter treatment to determine current status and counseling needs
- Met weekly with all patients for counseling sessions individually as well as group sessions
- Attend treatment plan meetings to make recommendations and ensure all staff are aware of any issues or particular needs of a client
- Assessed and developed case plans with patients either individuals, couples or families
- Maintained and evaluated patients progress and provided referrals to other services where needed

Gospel Minister/ Counselor;

Central Kenya Conference (Adventist Church), 2004 – 2007;

Duties and Responsibilities:

- Congregational spiritual nourishment and small group discipleship
- Conducted Outreach and Evangelism
- Conducted weekly counseling sessions to those in need
- Visited children homes in and outside Nairobi for spiritual and material support
- Organized Children's Vocational Bible school during holidays
- Conducted seminars on Leadership and Community Social Work
- Group therapy and pre-marital counseling

Book Store Assistant;

University of Eastern Africa, Baraton, 2000-2004;

Duties and Responsibilities:

- Stock-checking books and, depending on the shop, other merchandise;
- Created in-store and window displays
- Maintained commercial awareness including identifying business and promotional opportunities
- Helping with book events, including organizing talks, signing sessions and reading groups
- Liaised with teaching and library staff on set texts in academic shops
- Liaised with other external account holders, for example schools, councils and companies
- Reviewed sales performance and meeting sales targets
- Undertook general housekeeping duties, such as unpacking, stock replenishment and tidying

Significant Work Experience:

- Counselor/ Pastor in the Church, Central Kenya Conference, 1999- 2000

Hobbies/Interests:

- Reading, Singing, Networking and Counseling

Leadership Roles:

- Church Leader/ Pastor, Leader of the University Outreach group
- University Entertainment Coordinator
- Senior Class Chaplain
- Inter- University exhibition Team Leader

REFEREES

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance

Dr. Alice Munene

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