

ADUDA ROSE LINDA

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CAREER OBJECTIVE

To expend my expertise to the benefit of the society as a whole and to the enhancement of skills, with the aim of assisting the organization achieve its desired goals.

PROFILE

I am a young industrious and aspiring lady who is up to the task, outgoing with good communication skills and a great team player.

PERSONAL DATA

Gender: Female

Marital Status: Single

Nationality: Kenyan **Date of Birth:** 2nd December 1985

Religion: Christian

Languages: English, Kiswahili, Luo

Current Employer: University Of Nairobi (Student Welfare Authority)

Position: Assistant Halls Officer

Permanent Postal Address: P.O Box 54139-00200 Nairobi. Kenya

Physical Address: City Park Court Parklands Hse No 11 (City Park Drive off Limuru Road)

EDUCATIONAL BACKGROUND

2010(Ongoing): Msc. Health Systems Management
Kenya Methodist University

2004-2007: Bachelor of Arts Degree in Social Work
University of Nairobi

Award : 2nd Class Honours (Lower Division)

2004: Computer Driving License (ICDL)

Institute of Advanced Technology

Award

Certificate in International Computer Driving License

2000-2003:- Kenya Certificate of Secondary Education (KCSE)

Pangani Girls High School

1991-1999: Kenya Certificate of Primary Education (KCPE)

Buru Buru 1 primary school

CORE COMPETENCIES

- ❖ Proposal development, formulation of a program cycle and Report Writing
 - ❖ Activity Based Budget formulation and Planning
 - ❖ Facilitation of Treatment adherence and literacy Trainings for People Living with HIV/AIDS
 - ❖ Emergency response in administering Humanitarian Aid to the Internally Displaced Persons.
 - ❖ Strong team building and motivational skills
 - ❖ Good oral and written communication skills, especially in English and Swahili
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STRENGTHS

- ❖ Detail oriented with excellent research, proposal development, program cycle formulation and reporting skills
- ❖ Resourceful, with the ability to assess issues and complete assignments while adhering to rigid deadlines and high achievement orientation

- ❖ Able to exercise independent judgment and possessing decision making abilities
- ❖ A persuasive individual, possessing strong negotiating skills, oral and written communication skills
- ❖ High level of confidentiality
- ❖ Strong team building and motivational skills
- ❖ Human rights advocate especially children, youth and vulnerable members of the community;
- ❖ Good community educator and mobilizer for HIV/AIDS interventions among different target groups;
- ❖ Good in facilitating engagement of policy makers at the local, Regional and International level to engaging in policy advocacy and research work in the health sector with the aim of influencing pro-poor change in policies, law and practice especially those linked to HIV/AIDS
- ❖ Strong orientation on issues of HIV/AIDS and young people;
- ❖ Strong social skills including counselling and psychosocial support for young people, orphans and vulnerable children.

CAREER

October 2012 to Date:

Assistant Halls Officer-University of Nairobi (Student Welfare Authority)

- ❖ Administrative Assistance in charge of a cluster of Pioneer and University Halls
- ❖ Reports to the Halls Officer and the SMU Manager on day to day business but responsible to the Chief Halls Officer on technical accommodation issues.
- ❖ Secretary to Halls Committees.
- ❖ Services Halls Student disciplinary committees in the SMU.
- ❖ Ensure prompts room allocation to students and authorized guests.
- ❖ Handle student /staff grievances in the respective areas.
- ❖ Maintain statistics of student in the room.
- ❖ Maintain room inventory.
- ❖ Supervision of staff.
- ❖ Develop leave/Duty Roster.
- ❖ Sign Occurrence Books and staff check-in –check –out Book.
- ❖ Liaise with Manager /Warden on all residential matters.
- ❖ Verify goods received.
- ❖ Initiate requisition and orders for goods, works and services.
- ❖ Supervise operations of all income generation activities within the residential area.
- ❖ Inspect and report any residential anomaly to the Chief Halls Officer/Manager.

- ❖ Invoice resident students/customers and cause recovery /payments of accommodation fee, depts. and damages.
- ❖ Update HAMIS.
- ❖ Discharge any other duties as may be directed.

December 2010 –June 2012:

Volunteer Research Associate - Policy Research& Management Consultancies:

- ❖ Undertake basic research for example by preparing, setting up, conducting and recording the outcome of experiments and field work,
- ❖ Conduct literature and database searches;

Liaison and networking:

- ❖ Liaise with colleagues on routine matters;

Planning and organizing:

- ❖ Plan own day-to-day research activity within the framework of the agreed
- ❖ Programme; co-ordinate own work with that of others to avoid conflict or duplication of effort;
- ❖ Contribute to the planning of research projects

October 2009 to November 2010:

Project Officer- Kenya Treatment Access Movement (KETAM)

Responsibilities:

Project management and implementation

- ❖ Overseeing the successful implementation of Campaign to End Pediatric Aids (CEPA) in Kenya. A campaign targeting 6 African countries, Kenya included.
- ❖ Compiling accurate, comprehensive activity reports
- ❖ Conducting periodic visits in liaison with CEPA Kenya partners to provide feedback, monitor progress, address challenges,

Representation and coordination

- ❖ Engaging and coordinating with key government ministries and departments in HIV/AIDS program implementation as well as program development, implementation and management, financial planning, and reporting. Represents KETAM in technical meetings and conferences and maintains relationship with partners, including the National AIDS Control Council (NACC), National Aids and STDs Control Programme (NASCOP) and development partners. Provides and arranges technical assistance to local partners and

identifies new grantees for potential support.

- ❖ Representing KETAM and CEPA at stakeholder and Technical working Group meetings relevant to organizational mission and participate as appropriate

Programme Support

- ❖ Providing programme support design, planning and implementation;
- ❖ Providing support in programme monitoring, evaluation, reporting and learning including development and use of various information management tools;
- ❖ Providing support for performance management for the programme team;
- ❖ Providing timely, complete and accurate and relevant information to stakeholders on a continuous basis;
- ❖ Generating relevant data that will support all aspects of effective and efficient programming;
- ❖ Helping in updating and organizing organizational information shared in various media
- ❖ Organize and manage different kinds of events;
- ❖ Participating in the administration of the programme's budgets and expenditures and ensure timely and accurate accountability of resources in his/her charge; and,
- ❖ Analyzing, documenting and disseminate emerging trends and knowledge in the sector

Staff Management

- ❖ Assisting with recruitment of project personnel as appropriate
- ❖ Supporting project personnel, with the aim of ensuring that individuals work effectively together to achieve project objectives.
- ❖ Responsible for organizing training of local partner staff to ensure the maximum use of their skills and their full and effective participation in project activities whilst conforming to KETAM protocols.
- ❖ Ensuring that staffs are fully conversant with and trained on national guidelines, protocols and data collection forms.
- ❖ Conducting induction in the field for new staff on KETAM health policy as well as project aims, objectives, and activities.

Communication and Advocacy

Coordination and implementation of campaign and advocacy strategy focusing on achievement of the following results:

- Actively supported the strategic coalition building and advocacy with various constituencies ranging from grassroots and community-based organizations to parliamentarians and legislators at the national and local levels to ensure the amendment was done to the Anti-Counterfeit bill of 2010.
- Promoting and operationalizing advocacy and campaign strategy within KETAM.
- Undertaking the organization of campaign advocacy forums with key partners.
- Identifying key campaign events and advocacy tools to promote necessary policy change for the achievement of access to treatment

B. Planning and design of strategies for communications and media outreach:

- Drafting, revising and put in action communication and outreach strategy based on the collaboration framework between KETAM and its campaign partners.
- Assessing strategies around the current political, economic and social context of the country including democratic space for campaign and policy advocacy work, such as the role of media and the civil society.

April 2009 to September 2009

HIV/AIDS field Officer- Handicap International- Kitale

An international solidarity organization with the status of a non-profit-making association implementing HIV/AIDS, Sexual and Gender Based Violence, disability, diabetes and conflict recovery projects in Trans Nzoia and Pokot districts.

Responsibilities:

Ensuring direct implementation of the USAID|APHIA II Rift Valley youth out of school prevention activities by:

- ❖ Establishing behaviour change youth support groups in the larger Trans-Nzoia and west Pokot districts and establishing a youth friendly resource center at Makutano and Moi's Bridge.
- ❖ In liaison with key MOH counterparts, take the lead in development of and implementation of IEC/SBCC strategies for prevention and control of HIV/AIDS, TB, Malaria, STI, RH/FP, MCH and other diseases as outlined in the respective project proposals.

- ❖ Develop and review IEC/SBCC messages / materials in collaboration with other program staff, MoH counterparts and community representatives.
- ❖ Support development and review of training materials and job aids.
- ❖ Develop SBCC skills of Handicap International staff, MOH staff, CHWs, CORPs, theatre groups and other partners.
- ❖ Organize and execute community IEC/SBCC campaigns in collaboration other program staff, MoH counterparts and community representatives.
- ❖ Design appropriate monitoring tools for IEC/SBCC activities in collaboration with other stakeholders
- ❖ Evaluate and document the impact of IEC/SBCC activities in collaboration other stakeholders.
- ❖ Participate in Handicap International (HI)-initiated as well as multi-stakeholders advocacy activities, forums and networks aimed at raising the profile of key health issues in the agenda of government, donors and communities.
- ❖ Organize HI's participation in local, national and global commemorative and advocacy events such as World Malaria Day, World AIDS Day etc.
- ❖ Undertake Monthly documentation of departmental activities including lessons learnt and success stories.
- ❖ Ensure Gender is mainstreamed in the implementation of project activities
- ❖ Ensuring that marginalized groups (deaf community and prisons) community are reached with HIV/AIDS, STI, RH/FP, TB, MCH and Malaria services and activities promoting health seeking behaviors' amongst the youths in Trans Nzoia and Pokot districts
- ❖ Creating a link between the Ministry of Health and Ministry of youth and sports development to ensure sustainability of the project
- ❖ Ensuring regular reporting by processing and forwarding monthly activities reports to the HIV/AIDS field officer.

March 2007- to March 2009

Programme Assistant –Kenya Treatment Access Movement (KETAM)

KETAM is a Multi-sectoral Non Governmental Organization Who's mandate is to stream line and ensure universal access to treatment through successful advocacy and activism for policy formulations and implementation, treatment literacy campaigns and workshops and information sharing,

Responsibilities

- ❖ In charge of the implementation of Presidential emergency Plan For Aids Relief (PEPFAR) programmes with Funding received from USAID through Health Policy Initiative (HPI). This included budgeting and planning of all activities to be undertaken under the subcontract with HPI.
- ❖ Coordinating and engaging KETAMs secretariat in policy advocacy and research work in the health sector with the aim of influencing pro-poor change in policies, law and practice thus enhancing the participation of the Secretariat in health sector policy making and implementation
- ❖ Building the capacity of the Parliamentary health committee through a policy dialogue on adverse effects of the Anti Counterfeit Bill 2008 on the access to essential medicines
- ❖ Facilitated and built an alliance with other partnering organizations including Social Development Network (SODNET) Health Action International (HAI), Health Rights Advocacy Forum (HERAF), Global Aids Alliance (GAA), in meaningful activism and advocacy towards the achievement of equitable access to treatment.
- ❖ Emergency response to the internally displaced through mapping out treatment access in conflict situation this was in partnership with other organizations and it involved tracing and ensuring IDPS at the Jamhuri show ground living with HIV had access to ARVS and nutrition support, food distribution and referrals to health facilities for ARVS and treatment of Opportunistic infection.
- ❖ Involved in the planning and was also the Rapporteur at the successful consultative meeting with African Civil Societies on the reauthorization of Presidential Emergency Plan for Aids Relief (PEPFAR) held at the Nairobi Panafric Hotel. This saw an increase in the provision of the PEPFAR funding and increase in programs for implementation to include Care and support, Orphans and Vulnerable Children and prevention programmes amongst youths, IDUs and the vulnerable groups
- ❖ Facilitate, coordinate and arrange for trainings on treatment literacy and access amongst PLWHA
- ❖ Collecting data for write ups on missing the target for International Treatment Preparedness Coalition (ITPC)

July-November 2006: Network for African People Living With HIV/AIDS (NAP+)

Research assistant and data collector; CARE Kenya Survey on establishing Micro-Credit programs for 16 community based women groups in Siaya district Kenya

June 2005-December 2005: AIDs Information Centre (AIC)

Research assistant and Data collector in a baseline survey whose aim was to determine the efficacy of nutritional food supplement on People Living with HIV and AIDS living in the informal settlements in Kariobangi

PROFESSIONAL TRAININGS

April 2008

Attended Macro Literacy training organized by Action Aid International. The training sort to achieve the following Objectives:-

- Enable the Partners gain a deeper understanding of the Structural Adjustment Programmes (SAPs) and their effects on the budgetary allocations in the Health, Education and Women Rights based on the conditionality's they put on 3rd world spending.
- Equip the participants with knowledge on the causes, effects, threats of inflation and the steps undertaken the Central Bank of Kenya to contain inflation by critically studying its causality.

July 2008

Attended training organized by USAID| Health Policy Initiative (HPI) on community based palliative care.

- **July 2008**

Participated in a treatment literacy workshop organized by Kenya Treatment Access Movement

- **September 2008**

Participated in a one week Monitoring and evaluation training organized by USAID|Helath Policy Initiative (HPI)

- **November 2008**

Participated in a consultative meeting for Greater involvement of people living with HIV/AIDS (GIPA) whose aim was to

- define strategies for enhancing GIPA within the Kenya HIV/AIDS national response
- Develop consensus on key issues for inclusion in the revision of the draft National GIPA mainstreaming Guidelines
- Make recommendations on strengthening CSO voices in national HIV policy and advocacy dialogue.

- **November 2008**

Participated in a training for development and writing of USAID proposals whose objective is to

- To enhance the capacity proposal writing and fund raising for program activities
- Get exposure to ,USAID|Health Policy Initiative small grants program requirements
- Prepare a draft proposal for use to raise funds for 2009

- **December 2008**

Participated in a consultative meeting by USAID|HPI to come up with a networks capacity assessment tool whose aim was to

- Undertake a critical analysis of the draft Networks capacity assessment tool to confirm its suitability for use by Kenyan networks
- Generate discussions leading to validation of the networks capacity variables presented in the tool.
- Share experiences on assessing and addressing capacity gaps at organizational level

PERIODIC ENGAGEMENTS;

FEBRUARY 2011 TO DATE: Part time Lecturer

Thika School of Medical & Health Sciences

Involved in lecturing of communicable diseases.

JULY- AUGUST, 2010:

Engaged by the National Informal Sector Coalition (NISCO) to carry out a survey and mapping of HIV/AIDS related Human rights issues among informal sector Associations in Kenya

MEMBERSHIP ORGANIZATIONS AND AFFILIATIONS

- ❖ A student member of the I choose life University of Nairobi chapter, an organization that deals in the promotion of peer education amongst university students in the promotion of preventive activities for the youths
 - ❖ Founder Member of Maximizing Facts on HIV/AIDS (MAXFACTA) youth group
 - ❖ Member of the Wildlife Club (Pangani Girls)
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COMMUNITY SERVICE

- ✓ Volunteer with the following children's homes:-
 - -New life Children's Home.
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INTERESTS

Listening to music, cooking, swimming and travelling

REFEREES

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| <p>1. Ms. Elizabeth Ochola
Principle Investigator
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Consultancies
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| <p>2. Mr. James kamau Njenga,
Chief Executive Officer,
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Chairman of department of
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