

# CURRICULUM VITAE

## **Nzuve, Rosemary M.**

BCom. HRM, University of South Africa (UNISA),  
Advanced Secretarial Studies (Kianda)  
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**Nationality:** Kenyan      **Marital Status:** Single

### **EDUCATION**

<b>Institution</b>	<b>Period</b>	<b>Award</b>
University of Nairobi, School of Journalism (SOJ)	On going	MA (Communication Studies). Have completed course work. Writing project paper
University of South Africa (UNISA)	2001 – 2005	B.Com Degree - Human Resources Management
Kenya Institute of Administration	2007	Certificate - report writing skills
USAID/ Pact-Kenya	2007	Certificate - course in Monitoring and Evaluation
Kianda Secretarial College,	1990	<b>Certificates - Pitman Secretarial Training</b> Shorthand – 100wpm Typewriting – 50wpm Business English –III Office practice / Office Management Business English Commerce
Murray Girls High School		KNEC, KACE certificate
Mbooni Girls Secondary School		KNEC, KCE certificate

### **SHORT TRAINING COURSES ATTENDED**

<b>Date &amp; Location</b>	<b>Course Title</b>
March 16 <sup>th</sup> to May 25 <sup>th</sup> 2019, Personal Finance Academy	Wealth Creation Master Class
12 <sup>th</sup> February 2019, University of Nairobi	USPAS Administrator : new instruments for staff performance appraisal, 2018/2019.
August 2017, University of Nairobi	Biometric Student Management Information System (BSMIS)
28 <sup>th</sup> April 2017, University of Nairobi	Examination regulations, processes and procedures
8th December 2016, University of Nairobi (UoN)	Online Staff Performance Appraisal System
July 2016, UoN	Complaints handling Process and Service Delivery Charter
June 2016, UoN	Online application system (for students' admission)
May 2016, UoN	Knowledge Management Course
Feb 2007, Kenya Institute of Administration	Certificate - report writing
2007, USAID/ Pact-Kenya	Certificate - course in Monitoring and Evaluation

## Professional Bodies

Members, Kenya Institute of Management (KIM), 2019

## Relevant Work Experience

<b>Administrative Assistant (Holding against position of Assistant Registrar)</b>	<b>Construction &amp; Maintenance Department, October 2018 -</b>
	<ul style="list-style-type: none"> <li>• Performance Contracting – report preparation to DVC (A&amp;F) /Registrar, Administration – collecting, compilation, gathering evidence and report preparation.</li> <li>• Staff performance appraisal – posting objectives, individual targets and staff sensitisation on instruments/system use.</li> <li>• Offering administrative support to non teaching staff, technical and auxiliary staff - online HRM services (Staff Movement Advice, new employees, Leave Applications), and renewal of contracts.</li> <li>• Regular reports preparation for the Department</li> <li>• Servicing meetings, minute taking, document preparation, agenda preparation and notices to staff meetings.</li> <li>• ISO, KEBS and CUE audits meetings: support and information provision.</li> <li>• Institutional logistics support and information flow.</li> <li>• Preparation of action points and implementation of staff meetings’ resolutions.</li> </ul>
<b>Notable Achievements</b>	<ul style="list-style-type: none"> <li>• Organized an end of year staff tea party bring together staff from various campuses for the Manager’s address and bonding, on December 2018.</li> <li>• Successful Mid-Term Performance review in April 2019.</li> <li>• Succeeded in raising the authenticity of Dept’s outgoing mail - enforced the stamping of all outgoing letters from the Manager’s office</li> <li>• Succeeded to have staff at main campus issued with tissue paper from February 2019 - ladies 3 and gents 2 per month.</li> <li>• January 2019, appointed USPAS administrator and succeeded in training staff, posting Dept objectives, and carrying out appraisal to completion.</li> </ul>
<b>Administrative Assistant</b>	University of Nairobi, Institute for Development Studies (IDS) August 2013 to September 2018

<p>ties &amp; Responsibilities</p>	<ul style="list-style-type: none"> <li>• Servicing academic meetings, minute taking, document preparation, agenda preparation and notices to staff, academic and postgraduate meetings.</li> <li>• Preparation of action points and implementation of staff meetings' resolutions.</li> <li>• Servicing postgraduate and masters proposal defence seminars, facilitating registration and communication.</li> <li>• ISO audit meetings: support and information provision.</li> <li>• Institutional research: logistics support and information flow.</li> <li>• Supervise non teaching support staff.</li> <li>• Manage the Student Management Information System (SMIS) for administration of student affairs - admissions, registration, fees payment, examination, timetabling, results, class reports, attendance lists, cards, library use, clearance and graduation.</li> <li>• Coordinate teaching activities – timetables, examination, moderation, class scheduling, meetings and required materials.</li> <li>• Performance Contracting – report preparation to College – collecting, compilation, filing and gathering evidence.</li> <li>• Support staff performance appraisal.</li> <li>• Transport arrangements and coordination including vehicle signing, scheduling, maintenance/service, valuation, inspection and insurance.</li> <li>• Preparation of procurement plan for goods and services.</li> </ul> <p><b><u>Directly responsible for</u></b></p> <ul style="list-style-type: none"> <li>• Coordination of Postgraduate candidates' and applicants' information processing, admission, communication, responses and scheduling of meetings, reporting and control.</li> <li>• Research Associates – applications processing and information flow</li> <li>• Conferences, seminars and workshops : bookings and logistics support.</li> <li>• Air travel - booking and logistics support.</li> <li>• Office Cleanliness, coordination and reporting.</li> </ul>
<p><b>Notable Achievements: 2013-2017</b></p>	<ol style="list-style-type: none"> <li>1. Fees collection greatly enhanced and management of students affairs improved through the efficient use of the Management Information System (SMIS)</li> <li>2. Performance Contract – Introduced an innovative presentation of the evidence to CHSS for the 2013/2014 and 2014/2015 Financial Years, for which the IDS received commendation.</li> <li>3. On time communication with stakeholders – Research Associates and PhD applicants and candidates.</li> <li>4. Introduced a Year Planner in 2015 for meetings, events and activities of the Institute – faculty, Academic, Corruption Prevention, Monthly seminars, Postgraduate Committee and Board of Examiners.</li> <li>5. Petty Cash Requisition Form for financial control.</li> <li>6. Transport Requisition Form to facilitated M/V planning.</li> </ol>

<p><b>Administrator/Secretary to Interim Management</b></p> <p>Duties and Responsibilities</p>	<p><b>Institute of Policy Analysis &amp; Research (IPAR) - May 2010 to December 2012</b></p> <ul style="list-style-type: none"> <li>• Preparation of annual reports, periodic donor reports, and proposal documentation and research reports for monitoring and evaluation.</li> <li>• Routine aspects of personnel Matters - recruitment – selection &amp; logistics, induction &amp; orientation, training planning &amp; needs assessment, employee benefits administration and relaying information on key aspects of Institute’s operations (rules and regulations) etc.</li> <li>• Responsible for day to day supervision of all non-research staff.</li> <li>• Oversee routine aspects of procurement; goods and services; stationery; computers &amp; equipment, insurance, repairs and disposals etc.</li> <li>• Transport arrangements and coordination including vehicle maintenance - valuation, inspection and insurance.</li> <li>• Preparation of Board of Directors, appointments committees' documents, reports for meetings and despatching.</li> </ul>
	<p>Secretary to the Interim Implementation Committee (IIC) carrying out the executive management functions of the Institute.</p> <ul style="list-style-type: none"> <li>• Taking and keeping minutes of all meetings and resolutions of the Committee.</li> <li>• Engaged in contacting donors and negotiation for funds, fund raising proposals/bids; personnel recruitment; budget and work plans development and implementation; report preparation; monitoring and evaluation.</li> <li>• Management and administrative functions; logistics support, procurement, transport arrangements and coordination (including vehicle maintenance - valuation, inspection and insurance) and personnel matters.</li> </ul>
<p><b>Notable Accomplishments 2010-2012</b></p>	<ol style="list-style-type: none"> <li>1. Prepared a first draft of the Institute’s Annual Reports 2010 and 2011.</li> <li>2. Participated in negotiations for funding for IPAR-IV project with major donors.</li> <li>3. Provided information and status reports thus enabled the settling in of the in-coming Management Committee of the Board.</li> <li>4. Identified bids and EOI and contributed to proposal development.</li> </ol>
	<ol style="list-style-type: none"> <li>5. Participated in finalisation of donors Monitoring and Evaluation reporting to donors 2009-2010.</li> </ol>

<p><b>Administrative Assistant</b></p> <p><b>Duties &amp; Responsibilities</b></p>	<p><b>IPAR (June 2003 – March 2010)</b> (Personal Assistant to the Finance &amp; Administration Manager)</p> <ul style="list-style-type: none"> <li>• Routine aspects of personnel Matters - recruitment – selection &amp; logistics, induction &amp; orientation, training planning, employee benefits administration and relaying information on key aspects of Institute’s operations (rules and regulations)</li> <li>• Preparation of Board of Directors, appointments committees' documents, reports for meetings and despatching</li> <li>• Preparation of annual reports, periodic donor reports, and proposal documentation and research reports for monitoring and evaluation.</li> <li>• Oversee routine aspects of procurement; goods and services; stationery; computers &amp; equipment, insurance, repairs and disposals.</li> <li>• Responsible for day to day supervision of all non-research staff.</li> <li>• Transport arrangements and coordination including vehicle maintenance - valuation, inspection and insurance.</li> </ul>
<p><b>Notable Accomplishments</b></p>	<ol style="list-style-type: none"> <li>1. Participated in proposal writing for funding for IPAR-II-III projects.</li> <li>2. Provided logistics support during the recruitment of IPAR members; increasing them from 15 to 28 in 2007.</li> </ol>
<p><b><u>Senior Secretary</u></b></p> <p><b>Duties &amp; Responsibilities</b></p> <p><b>Notable Accomplishments</b></p>	<p><b>IPAR (September 1995- May 2003)</b> Principal Assistant to the Executive Director</p> <ul style="list-style-type: none"> <li>• Following up on donors and other scheduled appointments, inquiries and information.</li> <li>• Acting on in-coming and out-going mail</li> <li>• Maintaining the filing system – opening, closing, cross filing and information flow.</li> <li>• Receiving visitors and taking accurate telephone messages for the Director.</li> <li>• Travel /hotel bookings/confirmations, etc. for the Director and Board Members and staff of the Institute.</li> <li>• Liaison between Executive Director and other departments of the Institute</li> <li>• Assist in writing and compilation of quarterly and annual reports</li> </ul> <ol style="list-style-type: none"> <li>1. Initiated and developed the Institute’s filing system.</li> <li>2. Provided logistical support to very successful annual conferences :- <ul style="list-style-type: none"> <li>• 2-day annual conference on <i>Strategic Development Paths for Kenya in the 21<sup>st</sup> Century</i> in April 1998.</li> <li>• 2-day conference on <i>Insecurity in the Greater Horn of Africa</i>, in November 1998.</li> <li>• 2-day training courses on ‘<i>Basic Poverty Measurement and Diagnostic</i>’, sponsored by The World Bank via video conferencing in 2001.</li> <li>• 3-day International conference on the <i>Nature of Civil Society in Africa</i>, with funding from International Society for Third sector Research (ISTR), November 2001.</li> <li>• Annual Conference on Setting the Agenda for Economic Recovery in the Second Republic, in November 2002.</li> </ul> </li> <li>3. Promoted to Management Assistant in 2003.</li> </ol>

## **OTHER RELEVANT SKILLS**

- 1) Combined knowledge and experience as secretarial and management assistant
  - 2) Good command of English and Kiswahili languages; elementary French
  - 3) Good inter personal skills and Managerial skills
  - 4) Good knowledge of MS Office packages & internet
  - 5) Clean driving license with over 15 years' driving experience
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## **REFEREES**

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