

CURRICULUM VITAE

DAVID KENGERE SERETI

BA (Hons) (Egerton), MBA (Nairobi), CPS (K), PhD (Ongoing, Nairobi)

Postal Address: P. O. Box 104505-00101- Jamia, Nairobi.

Cell phone: +254 729 398 438 or +254 733 960 467

E-mail: david.sereti@yahoo.com OR davidsereti@gmail.com

PERSONAL DATA

Date of Birth : 20th December, 1967

Marital Status : Married

Languages : English, Kiswahili, French and Ekegusii

ACADEMIC AND EDUCATIONAL QUALIFICATIONS

2013 to Date: PhD Student, University of Nairobi (On-going)
Majoring in Strategic Management

2007 – 2010: University of Nairobi, Masters of Business Administration (MBA), *Majored in Strategic Management*

1988 – 1991 : Egerton University, Njoro – Nakuru
Bachelor of Arts & Social Sciences

1986 - 1987 : Matongo High School, Kisii
Kenya Advanced Certificate of Education (KACE)

1982 – 1985 : Mokomoni Secondary School
Kenya Certificate of Secondary Education(K.C.S.E)

1975 - 1981 : Nyabinyinyi Primary School, Kisii
Certificate of Primary Education (C.P.E.)

PROFESSIONAL QUALIFICATIONS

1. Certified Public Secretaries, CPS (K)
2. Senior Management Course (SMC), Kenya School of Government
3. Certified Human Resource Professional (CHRP) part II
4. Diploma in French Language : Alliance Francaise (Nairobi)
5. Diploma in Personnel Management & Industrial Relations: College of Professional Management (UK)
6. Principles of Modern Management: College of Professional Management (UK)
7. Certificate in Computer Proficiency – Microsoft office: Zetech College, Nairobi
8. Driving License Class BCE : Glory Driving School, Nairobi

SUMMARY OF TRAININGS, SEMINARS, WORKSHOPS AND INDUCTION COURSES ATTENDED

COURSE TITLE	INSTITUTION /TRAINER	DATE	COURSE CONTENT
Senior Management Course (SMC)	Kenya School of Government, Kabete – Nairobi	05.06.2017 To 30.06.2017	Overview of Management; Decision Making; Effective Management of Human Resource; Approaches to Staff Motivation; Management of Succession Planning; Public Policy formulation and implementation; Public Service Reforms and Vision 2030; Strategic Planning; Project Management; Interpersonal Communication Skills; Public Service Etiquette; Interviewing Skills; Negotiation Skills; Presentation Skills; Leadership in Public Sector; Managing Teams; Risk Management; Managing and Leading Change; Good Governance; Disaster management; Constitution and the Rule of Law; Developed Government structure and Institutions; Public Service Ethics and Integrity; International Relations and Regional Integration; Public Financial Management; Budget & Budgetary Control; Auditing; Public Procurement; Evolution of the Public Service, Performance Management Framework; E-Government and Research project
Certified Human Resource Management Professional (CHRP)	CHRP PART III		Leadership and Corporate Governance, Strategic Human Management, Counselling and Coaching, Human Resource Accounting (HRA) and Project
Certified Human Resource Management Professional (CHRP)	CHRP PART II		Organization Change & Development, Employee Resourcing, Learning & Development; Reward Management; Employee Relations and Labour Laws
Certified Human Resource Management Professional (CHRP)	CHRP PART I		Introduction to Human Resource Management, Business Communication, Business Law, Introduction to Financial Accounting, Principles and Practice in Management, Introduction to Economics, Office Administration and Practice, Organizational Theory and Behaviour, Human Resource Administration and Management Information Systems Organization Change & Development, Employee Resourcing, Learning & Development; Reward Management; Employee Relations and Labour Laws
Certified Public Secretaries (CPS)	CPS PART III		Principles & Practice of Management, Meetings-Law & Procedure, Financial Accounting II, Systems Theory & Management Information Systems, Financial Planning & Management and Company Secretarial & Administrative Practice
Certified Public Secretaries (CPS)	CPS PART II		Commercial Law, Cost Accounting, Business Finance, Human Resource Management, Statistics and Company Law
Certified Public Secretaries (CPS)	CPS PART I		Financial Accounting I, Principles of Law, Economics, Taxation, Communication & Report Writing and Office Management
Management of Meetings, Writing Board Papers, writing of Minutes and Board Resolutions	Institute of Certified Secretaries (ICS) of Kenya, Sarova Stanley Hotel	25.07.2019 To 26.07.2019	An Overview of the types of Meetings, Purpose and importance of meetings, Legal and regulatory provisions of meetings, writing Board Papers, Board Resolutions, ICT in Management of Meetings; Emerging issues in Management of Meetings, General Meetings, Boards and Committees Meetings, Management of Meetings and Minutes (Before the Meeting, During the Meeting & After the Meeting)

ISO 9001:2008 Internal Quality Auditing Course	Kenya Bureau Of Standard (KEBS)	10.06.2015 To 12.06.2015	Quality Management System (QMS); Checklist; Audit Notification, QMS Processes; Opening and closing the meeting; Risk Analysis; Q-Pulse; Indicators of Audit Objective; ISO Audit Documentation /Records; Data Analysis; Setting Targets; Correction and Corrective Action Plan; Non-Conformities
Management Skills Development Course (MSDC)	Embu Government Training Institute (GTI)	14.02.2011 To 11.03.2011	Principles and Practices of Management; Public Service Reforms and Vision 2030; Communication Skills; Human Resource Management; Public Relations and Customer Care, Management of Public Resources; Ethics and Integrity; Life Skills; Records Management and Contemporary Issues
Induction Course for Procurement Officers	Embu Government Training Institute (GTI)	22.06.2003 To 27.06.2003	Procurement Procedures and Methods; Inventory Control, Warehouse Management; Global Sourcing, Cost Reduction Strategies; Budgeting and Budgetary Systems; Professional Ethics and Integrity; Total Quality Management and Effective Service Delivery
Fleet Transport & Logistics/ Management	Kenya Polytechnic University College	01.12.2008 To 07.12.2008	Fleet Management Principles; Principles of Supervision; Stress Management; Vehicle Valuation, Inspection and Insurance; Preventive Maintenance; Workshop Organization and Administration; Communication Skills; Computerized Transport Planning and Control; Law of Arbitration; Tort and Contract in Road Transport; Traffic Act; Car Jacking Prevention Techniques and; Report Writing

CHAPTER SIX (6) OF THE CONSTITUTION

1. Kenya Revenue Authority (**KRA**) certificate of Compliance
2. Higher Education Loans Board (**HELB**)
3. Criminal Investigation Department (**CID**) certificate
4. Credit Reference Bureau (**CRB**)
5. Ethics and Anti Corruption Commission (**EACC**)

KEY COMMITTEE MEMBERSHIP

1. University Development of University of Nairobi Transport Committee
2. Prequalification of Dealers/Garages for Repair and Servicing of Motor Vehicles
3. Internal Quality Auditor (IQA)

WORK EXPERIENCE

- (1) **January 9, 2020 - To date, Senior Assistant Registrar, Institute of Anthropology, Gender and African Studies (IAGAS)**
- ❖ Principal Assistant to the Director
 - ❖ Coordinate Institute's Academic Programmes in liaison to the Director
 - ❖ Supervise, oversee, evaluate and appraise non-teaching staff
 - ❖ Secretary to the Institute's Board; Institute's Board of Examiners and the Institute's standing Committees
 - ❖ Handling of welfare matters for non-academic staff
 - ❖ Graduation preparation for the Institute's graduands

- ❖ Ensure availability of teaching and examination venues for all programmes of the Institute
- ❖ Handling of Institute's students matters /queries
- ❖ Oversee preparation and implementation of the Institute's Performance Contract
- ❖ Ensure compliance with ISO Standards and Quality Management Systems (QMS) in the Institute
- ❖ Ensure preparation and implementation of Institute's Annual Work Plans
- ❖ Preparation and implementation of the Institute's Budgets and Procurement plans
- ❖ Coordinate implementation of the University's Policies and Procedures
- ❖ Any other duty that may be assigned by the Director or his/her nominee

(2) July 19, 2019- January 9, 2020: Senior Assistant Registrar, Centre for Pedagogy and Andragogy (CEPA)

- ❖ Organize and facilitate smooth operation of meetings, taking minutes and maintenance of such records
- ❖ Prepare and implement Performance contract for the Unit
- ❖ Involved in preparation and implementation Procurement Plan
- ❖ Involved in formulation and implementation of work plans
- ❖ Supervision of office staff
- ❖ Monitor use and maintenance of office
- ❖ Involved in determination of manpower needs
- ❖ Ensure implementation of Departmental Service Delivery Charter
- ❖ Ensure safe and clean working area/ environment.
- ❖ Involvement in procurement of tools of work
- ❖ Assist the Director in coordination of CEPA trainings
- ❖ Perform any other duties as assigned by Director, CEPA.
- ❖ Any other duty that may be assigned by the Director or his/her nominee

(3) Nov 2017 – July 2019: Senior Assistant Registrar, Transport University of Nairobi

- ❖ Oversee preparation and implementation of Cascaded Departmental performance contracting and submission of reports
- ❖ Management and supervision of administrative and operational functions of the Division
- ❖ Ensuring compliance with ISO standards and Quality Management System (QMS) in the Department
- ❖ Ensure efficient provision of transport services for students and staff
- ❖ Preparing corrective action plans with a view to meeting set standards
- ❖ Undertake annual staff performance appraisals and work plans, ensuring that results of the evaluation are communicated to staff.
- ❖ Planning and coordination of both internal and outsourced services and contract management
- ❖ Monitoring and following up of utilities bills, invoices and coordination of their payments
- ❖ Determination of Departmental manpower needs, supervision, deployment and staff development and training
- ❖ Coordinate implementation of University policies and procedures in line with best practices
- ❖ Ensure implementation of Departmental service delivery charter
- ❖ Prepare departmental and monitoring of budgets and procurement plans

- ❖ Responsible for formulation, reviews and implementation of Divisional strategic plan
- ❖ Preparation of monthly and quarterly report and then submit to management

**(3) April 2011- Oct 2017: Assistant Registrar - University of Nairobi
(Administration- Transport & Garage Department)**

Duties and Responsibilities

- ❖ Prepare and monitor Departmental budgets and procurement plans
- ❖ Responsible for formulation, reviews and implementation of Divisional strategic plan
- ❖ Preparation and submit periodic reports to management
- ❖ Ensure compliance with statutory regulations in matters relating to insurance and inspection for University motor vehicles
- ❖ Custodian of departmental meetings
- ❖ Ensure efficient and effective management of insurance and Messengerial services
- ❖ Facilitate administration of academic programmes in matters relating to provision of transport for research, Examinations, sports and Games, Graduation ceremonies, students openness, exhibitions, students organizations and sonu retreats, student career talks, provision of water to students
- ❖ Coordination of stakeholders (Government Ministries, insurance, NTSA, Government Vehicle check Unit etc) in matters relating to transport
- ❖ Design and collect data on customer surveys and customer complains to obtain feedback, ensuring that delivery of quality service to the customer.
- ❖ Any other duties that may be assigned from time to time by the Coordinator, Transport & Garage.

Occasional duties

- ❖ Represent the Coordinator, Transport & Garage in various meetings
- ❖ Act in place of Coordinator, Transport & Garage when he is away from duty
- ❖ Participates in Tender Opening
- ❖ Participate in negotiations during purchase of motor vehicles

Core competencies in addition to experience and Educational attributes

- ❖ Trained as an Internal ISO Auditor
- ❖ Strong managerial, administrative and leadership skills
- ❖ Excellent decision making capabilities
- ❖ Capable of driving performance and achievement
- ❖ Excellent oral and communication skills
- ❖ Effective interpersonal skills and delivery techniques of interacting, engaging and inspiring teams
- ❖ Computer performance in standard packages (word processing and internet use)
- ❖ Proper time management
- ❖ Strong analytical skills
- ❖ Proactive, self driven and result oriented

Notable achievements

- ❖ Development of University of Nairobi Transport Policy
- ❖ Development of University of Nairobi Transport Manual (**PROCEDURES**)

- ❖ Development of Transport management System (**TRANSMIS**) to facilitate updating and maintenance of online vehicle records
- ❖ Participated in implementation of **Vehicle Tracking System** to control movement of University of Nairobi motor vehicles
- ❖ Developed in house **Drivers' Training Manual Booklet**. It is used to induct new drivers on matters relating to accident and incident reporting, Need for handing/taking over reports, Time management, cleanliness of motor vehicles, Preventive maintenance, work-ticket management, abuse, fuel management, safety driving, effect of drug abuse and corruption eradication
- ❖ Initiated a welfare for **100 Transport Staff Members** (Transport Wheels). This welfare is to supplement what the University gives to the bereaved member of staff.

Working tools

- ❖ Desktop computer
- ❖ Laptops

**(4) Feb. 2004 - March 2011: Administration Officer-Transport
Kenya Broadcasting Corporation (KBC)**

Duties and Responsibilities

- ❖ Prepare monthly reports on vehicle and fuel usage, cost and recoveries
- ❖ Plan and provide transport requirements as per the request
- ❖ Monitor and update motor vehicle inventory
- ❖ Supervise drivers
- ❖ Recommend training and deployment of drivers
- ❖ Facilitate in testing of new drivers
- ❖ Ensure valuation of vehicles for disposal and insurance renewals
- ❖ Update insurance records and claims
- ❖ Ensure prompt payment of suppliers
- ❖ Initiate disposal and procurement process of motor vehicles.

Notable achievements

- ❖ Developed a transport policy for the Corporation

**October 2003- Jan. 2004: Administration Officer – Operation Services
Kenya Broadcasting Corporation (KBC)**

Duties and Responsibilities

- ❖ Provision of office accommodation
- ❖ Provision of registry services
- ❖ Supervision of administrative officers and office assistants
- ❖ Monitor cleaning services, both internal and contracted cleaners
- ❖ Disposal and environmental management
- ❖ Maintain lawn mowers and gardeners
- ❖ Land and lease matters

- ❖ Photocopying services
- ❖ Monitor repair and maintenance of Corporation buildings
- ❖ Facilitate in telephone operations
- ❖ Settlement of bills (rent, water and electricity)

**May 2003 – Sept. 2003: Procurement Officer
(Kenya Broadcasting Corporation)**

Duties and Responsibilities

- ❖ Inventory control
- ❖ Warehouse Management
- ❖ Sourcing of supplies
- ❖ Cost Reduction strategies
- ❖ Budget & budgetary control

**Sep 1996 – April 2003: Licensing officer
(Kenya Broadcasting Corporation)**

Duties and Responsibilities

- ❖ Control of allocated fund and revenue generated
- ❖ Oversee banking and processing of returns
- ❖ Appraisal reports for Departmental staff
- ❖ Budget in terms of office and equipments/stationeries
- ❖ Control of stores and accountable documents/permits

**Jan 1996 – July 1996: Documentation Officer
Norwegian Church Aid, Nairobi Office.**

**Jan 1992 – Nov. 1995: Personnel Officer
Keboko Enterprises, Kisii-Kenya**

PUBLICATIONS- REFERRED JOURNAL ARTICLES

- 1. Benchmarking** KASNEB Newslines Issue No. 1 (Pages 3-7), Jan. –Mar.2012
- 2. Time Management** KASNEB Newslines Issue No. 3 (pages 32-35), July-Sep. 2011
- 3. Creating a Sustainable
Competitive Advantage** KASNEB Newslines Issue No. 4 (Pages 3-11), Oct. –Dec. 2010

MEMBERSHIP TO PROFESSIONAL BODIES

S/ No	Organization	Date of admission	Membership Number
1	Institute of certified Public Secretaries of Kenya(ICPSK)	25.06.2014	2877
2	Institute of Human Resource Management (IHRM)	24.09.2019	013454
3	Kenya Institute of Management (KIM), <i>Associate Member</i>	28.09.2010	42987
4	University of Nairobi Alumni Association(UONAA), <i>Bronze Life Member</i>	23.01.2012	00016948

REFEREES

1st Referee	2nd Referee
<p>Harrison Shimanyi Akala Assistant Registrar, University of Nairobi P.O Box 30197- 00100, GPO Nairobi E-Mail: hakala@uonbi.ac.ke Tel: +254 20 318262 Mobile: +254 721-777-869</p>	<p>Prof. Julius Maima Ogola Senior Lecturer- University of Nairobi Coordinator, Transport & Garage P.O Box 30197- 00100, GPO Nairobi Email: Julius.ogola@uonbi.ac.ke Tel: +254 20 318262 Mobile: +254 733 952 777</p>
3rd Referee	4th Referee
<p>Mr. Edward Sibota Assistant Registrar, Administration University of Nairobi P.O Box 3004- 00100, GPO Nairobi Email:eddysibota Mobile: 0725-156 693</p>	<p>Mr. Fredrick Abea Okari, Internal Auditor, National Council for Law Reporting P.O Box 10443-00100 GPO, Nairobi fredbuchana@gmail.com Tel: +254 20 271 2767 Mobile: +254 718 799 464</p>
5th Referee	6th Referee
<p>Soet Abiudi Financial Accountant Agricultural sector Coordination Unit P.O Box 3025-00100 Mobile 0722-145-914</p>	<p>James Mwamba Sales Manager Kenya Broadcasting Corporation P.O Box 30456-00100, Nairobi Mobile: 0725-348-374</p>