



JOSEPH MULWA MUTEMI
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1. PERSONAL INFORMATION:

Date of Birth :1984
Citizenship :Kenyan
Sex :Male
Marital Status :Married
Religion :Christian
Contact :0724390595

2. EXECUTIVE SUMMARY:

Self-motivated and result-driven thinker and practitioner with a strong academic background in Governance, Coordination, Counseling process and Administration, Community mobilization and sensitization. My current assignment and designation is Senior Administrative Assistant at University of Nairobi (Faculty of Veterinary Medicine, Department of Veterinary Pathology, Microbiology and Parasitology).

My greatest asset is serving humanity and ensuring exploration of their potential guided by my patience. Capacity to undertake different duties in a dynamic and challenging environment, where I know I can make a difference to the organization and Mankind.

3. EDUCATION:

- 2015 Degree of the Master of Arts in Project Planning and Management (University of Nairobi).
- 2013 Degree of the Bachelor of Education (ARTS) (University of Nairobi).

- 2009 Diploma in Human Resource Management (University of Nairobi).
- Jan 2008- March 2008 Certificate in Guidance and Counseling (University of Nairobi).
- 2004 Kenya Certificate of Secondary Education (KCSE), Tyaa-Kamuthale Secondary School.
- 2000 Kenya Certificate of Primary Education (KCPE), Mwambui Primary School.

4. **PROFESSIONAL COURSES:**

- Nov 2- Dec 11, 2020 Responding to Crisis: Strengthening Finance and Trade Resilience to Global Pandemics. (Geneva School of Diplomacy and International Relations).
- Oct, 2020 Policy Brief Writing (University of Nairobi).
- Jun 22 –July 2020 Leadership Skills for Finance Managers (UNITaR), United Nations Institute for Training and Research.
- Feb 2020 Quantitative Data Analysis using SPSS (University of Nairobi).
- 2015 Trained as a Project Manager (University of Nairobi).
- 2013 Trained as a Teacher (University of Nairobi).
- 2010 Trained as a clerk (University of Nairobi).
- 2009 Human Resource Management.
- 2008 Trained as Career Counselor (University of Nairobi).
- 2007 Certificate in computer applications basic (Dynamic Studies and Professional Institute Nairobi).

5. **JOB EXPERIENCE:**

- **December 2023 to Date:** Assistant Registrar- Faculty of Veterinary Medicine
- **July 2021 to November 2023:** Senior Administrative Assistant- Faculty of Veterinary Medicine, Department of Veterinary Pathology, Microbiology and Parasitology, (University of Nairobi).
- **Jan- Jul 2021:** Senior Administrative Assistant at Dean’s Office School of Open and Distance Learning (University of Nairobi).
- **October 2018 to 2019:** Senior Administrative Assistant, Wote Regional Learning Centre (University of Nairobi), incharge of Lower Eastern Region.
- **2014:** Administrative Assistant Machakos Learning Centre (University of Nairobi).
- **2008 to 2014:** Working as a Clerk/Assistant Centre Organizer (Garissa Extra-Mural Centre and its Sub-Centres i.e. - Mwingi, Kitui, Machakos and Makueni (Wote) (University of Nairobi).
- **2007:** Worked with Ministry of Agriculture as a supportive staff for Farmers Trainee schools (FFS) Mwingi District.
- **2006:** Worked with Kenya Human Right Commission as a paralegal and community Mobilizer (**KHRC**) Mwingi District.

6. **SKILLS / COMPETENCIES:**

- Ability to support online studies through online tools.
- Policy Briefs Writing (University of Nairobi).

- Big Data-general level (International Institute of Online Education).
- Mobilization, organizing, planning and organizational skills.
- Record keeping, filing systems.
- Ability on counseling process on different issues affecting students.
- Highly developed conceptual and analytical skills.
- Communication (verbal and written), research and presentation skills.
- Strong leadership, team building and team player skills.
- Interpersonal and cross-cultural skills with the ability to build and sustain extensive and functional alliances and collaborative relations.
- Ability to influence and resolve differences and conflicts and manage change.
- Strategic and innovative/creative thinking and problem-solving skills.
- Ability and passion to work in a very demanding and challenging environment.
- Ability to handle multi-tasks, respond to incidentals effectively and keep timelines.

7. RESEARCH/ TRAINING/ CONFERENCES

7.1 RESEARCH:

- Carried a study and report writing on Factors Influencing the sustainability of WRUAs in Laikipi County (February 2014- April 2014).
- Factors influencing County Governments' readiness to adopt ICT projects in Kenya: a case of Kituicounty, Kenya.
- Training on entrepreneurship and leadership for Youth, Women and people with Disabilities at Makueni County (2014).
- Participated in carrying out the road map on ICT infrastructure development at Makueni County(2015).
- Carried a study on factors affecting the rate of radio listenership on Tunza Punda Daima at Kirinyaga, Embu, Meru Counties (2015) under KENDAT.
- Training of the youth on Entrepreneurship at Mwingi Sub-County (2015).
- Career counseling, cluster subject and guidance in secondary schools (The Mbaikini, Mumbuni, Machakos Baptist- Machakos County, Muaani Boys and Girls, Kathonzweni and Mbooni Boys – Makueni County, Musuani, Mwingi Boys, Migwani, Kyuso, Tyaa Kamuthale, Muunguu –Kitui County).
- Training on Public relations, effective communication, and customer care & conflict / stress management in organisation at Kitui level 4 hospitals (2016).
- Base line survey for African Digital School Initiative (ADSI), through Global Education Schools and Community Initiative (GESCI) at Narok County, Taita County, Kiambu County and Nyamira County.

7.2 TRAINING/CONFERENCE:

- **October 25th -27th ,2023:** 1st Annual International Conference of Faculty of Veterinary Medicine 2023
- **September 30th , 2022:** Attended conference on Building the Higher Education Digital Infrastructure (HIOE).
- **May, 23rd , 2022:** Conference on Current Status of Traditional Medicine in Kenya under National Traditional Health Practitioners Association (NATHEPA).
- **APRIL 26th-28th ,2022:** Shevax+ Kenya, Tufts University and Africa One Health University

Network (AFROHUN), training farmers value chain and networks at Machakos county a programme covering three countries Rwanda, Kenya and Uganda.

- **March 24th 2022:** UNITAR online conference on Closing the Digital Divide: Strengthening digital literacy and infrastructure in the Sahel region, Iraq and Afghanistan".
- **March 13th -April 4th 2022:** Participated in Seasonal Livelihood Programme workshop under World Food Program /UON 3PA Project at Kitui and Kisumu (training social economic groups and County Staff).
- **November- December 2020:** Geneva School of Diplomacy and International Relations; Responding to crisis: Strengthening finance and trade resilience to global pandemics and health emergencies in Sub-Saharan Africa.
- **October 12th -14th, 2020:** Letter of appreciation as the secretariat committee for the 2nd annual international conference of project management.
- **October 1st-2nd, 2020:** University of Nairobi: Policy Brief Training; **Title:** Alcohol and drug abuse prevention; a call to review the alcohol and drugs prevention policy (2015) of the University of Nairobi.
- **September 28th-19th October 2020:** International Institute of Online Education; Big Data, general level, advanced training series big data in higher education.
- **30/01/2020 -01/02/2020:** University of Nairobi –Training on Quantitative Data Analysis using SPSS. **June – July 2020: UNITAR-AGFUND-** Leadership skills for finance managers.
- **October 22-24, 2019:** Paper Presentation at Open, Distance & e-Learning Conference at University of Nairobi. **Title:** Higher learning institutions preparedness, adoption and implantation of e-learning programmes.
: Adoption of ICT in service delivery and performance in county governments in Kenya. A case of Kitui County, Kenya.
- **September 23-24, 2016:** Training farmers' representatives and stakeholders on infrastructure project and value chain on livestock products at Kivandini, Machakos County under INADES-Kenya.

8. **DUTIES/RESPONSIBILITIES:**

- Processing postgraduate student from admission to graduation at the Faculty of Veterinary Medicine
- Manage day to day operations for the department/ maintain effective department operations.
- Monitor and ensure compliance through implementation of University Policies/regulations and statutes.
- Communicating changes in an order process to relevant parties.
- Prepare comprehensive reports and presentations on a regular basis.
- Supervise staff and periodic performance evaluations.
- Cascading and Developing work plan for the department.
- Reviewing workloads and manpower to ensure targets are met.
- Development of procurement plan and budget plan.
- Overseeing on accounting for the finances allocated to the department.
- Ensuring the compliance to the service charter and commitment to service in the department.

- Manage HR back-office operations, including compliance with all employment laws & regulations.
- Implementation and formulation of Performance contracting (PC) at the departmental level.
- Scheduling meetings and appointments/ Events Planning and Management.
- Servicing the departmental meetings and the custodian of confidential documents at the department.
- Digitization of personnel records at the department/ management and maintenance of relevant data.
- Manage general office admin correspondence.
- Facilitate staff recruitment process like payroll and leave systems.
- Ensuring Safety of University Documents/Assets stock control and inventory checks.
- Ensuring smooth work flow and coordination within the department.
- Handling interdepartmental administrative issues.

9. AFFILIATIONS:

- The Kenya Association of Project Managers (KAPM), Full member no. 684
- The Kenya Institute of Management Full member KIM-MSDM-64412.
- Institute for Systems and Technologies of Information, Control and Communication INSTICC reg.no: 20033.

10. COMMUNITY SERVICE:

- **2019** Committee member for development for New Apostolic Church Mwambui.
- **2018** Member of Mwambui Football Club
- **2017** To date Board of Management member at Mwambui Secondary and Primary school.
- **2016** Advisor of Mwambui bee keeper's Self-Help Group
- **2015** Member of Katakani Women Self-Help Group

11. SOCIAL INTERESTS AND ACTIVITIES:

- Reading
- Academic Research/ Training
- Team builder and player
- Driving
- Interacting with people and sharing views

12. LANGUAGES:

English, Kiswahili and Kamba

13. REFERENCES:

1. Prof. John Mande – Dean, Faculty of Veterinary Medicine -University of Nairobi
Box 30197-00100 Nairobi, Kenya
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2. Prof. Dorothy Kyalo –Professor , University of Nairobi
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3. Dr. John Mbugua
Senior Lecturer University
of Nairobi Box 92 Kikuyu
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