



CURRICULUM VITAE

SOLOMON SIKULU MATANDA

CURRENT ADDRESS

University of Nairobi,
Kisumu Campus,
P.O Box 825 – 40100,
Kisumu.

PERMANENT ADDRESS

P.O Box 1200-50200,
Bungoma.

PERSONAL INFORMATION

Date of Birth : 12th JULY 1969

Nationality : Kenyan

ID. No. : 9901359

Languages : English, Kiswahili and Luhya

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TECHNICAL PROFILE

- Proficient in cataloguing using AACR2
- Proficient in classification using DDC, UDC and LC/LCSH.
- Languages: C++
- Applications: MS Office XP and Computerized accounting packages

WORKING EXPERIENCE

- i. Period : Feb 2024 to date
Organization : University of Nairobi, Kisumu Campus, P.O Box 825, Kisumu
Position : **Assistant Librarian Grade 11**
- ii. Period : May 2010 to Jan 2024
Organization : University of Nairobi, Kisumu Campus
Position : **Senior Library Assistant**
Duties : Electronic searching and retrieval, User training, Circulation, electronic registration of users, Training of Interns
- iii. Period : September 2009 to May 2010
Organization : University of Nairobi, College of Education and External Studies Library.
P.O. Box 92 - 00902, Kikuyu.
Position : **Skilled Casual**
Duties : Searching and retrieving of information both manually and electronically; facilitating information flow within the organization; processing i.e. Cataloguing, Classification; Also Circulation, handling both internal and external information Requests, etc
- iii. Period : May - August 2003
Organization : WWF-East Africa Regional Programme Office (EARPO), ASC Plaza, Lenana road, P.O Box 62440-00200, Nairobi.
Position : **Library Intern**
Duties : Facilitating information flow within the organization; Processing i.e. cataloguing, classification, abstracting, Accessioning, circulation, handling both internal and external information requests, photocopying and filing relevant press articles and organising for interlibrary loaning.
- iv. Period : May - June 2002
Organization : Margaret Thatcher Library, Moi University P.O Box 3900, Eldoret.
Position : **Library Attaché**
Duties : Ordering of materials both manually and electronically, Processing i.e. classification, cataloguing, abstracting, accessioning, circulation, offering reference service and Binding.

- v. Period : May - June 1997
 Organization : University of Nairobi, Kikuyu Campus
 Position : **Library Attaché**
 Duties : processing i.e. cataloguing, classification offering Reference services and circulation
- vi. Period : Jan 1990 – Aug 2001
 Organization : Bungoma High School, P.O Box 165. Bungoma
 Position : **School Librarian**
 Duties : Supervising and running all activities of the library

EDUCATION AND TRAINING

- i. Period : September 2001 – December 2004
 Institution : Moi University, P.O Box 3900, Eldoret
 Qualification : **BSc. in Information Sciences (Library and Information Studies Major)**
 Grade : **Second Class Honours Upper Division**
- ii. Period : January 1996 – December 1998
 Institution : Sigalagala Technical Institute, P.O Box 2966, Kakamega.
 Qualification : **Diploma in Information Studies**
 Grade : **Credit Pass**
- iii. Period : January 1987 – November 1988
 Institution : Bungoma High School, P.O Box 165, Bungoma
 Qualifications: **KACE Certificate**
 Grade : **1 Principal and 2 subsidiary passes**
- iv. Period : January 1982 – November 1986
 Institution : Bungoma High School, P.O Box 165, Bungoma
 Qualifications: **KCE Certificate**
 Grade : **Second Division**

TEACHING EXPERIENCE

- Period : June 2008 – August 2009
 Organization : Eldoret Polytechnic, P.O Box 4461, Eldoret
 Position : **Lecturer**
 Duties : Teaching and preparing information studies students for KNEC Exams.

Period : May 2014 – May 2017
Organization : Kisii University, Kisumu Campus, P.O Box 408, Kisii
Position : **Part-time Lecturer**
Duties : Lecturing and examining Diploma students.

MEMBERSHIP TO COMMITTEES

- i. Secretary Kisumu Campus Security Committee
- ii. Member Kisumu Campus Marketing Committee
- iii. Member Kisumu Campus Web Champions (representing the Library)
- iv. Member Kisumu Campus Quality Assurance committee
- v. Member University Library Web Champions
- vi. Member Kisumu Campus Mentorship Committee
- vii. Secretary Kisumu Campus Webinars and Innovations Committee

WORKSHOPS/CONFERENCES/ TRAININGS ATTENDED

- Member of secretariat in the First Annual International Conference on Monitoring and Evaluation Held Online and at the University of Nairobi Kisumu campus from 26th -28th April 2023
- Participated in Training organized by Taylor and Francis Group on Publishing your research Open Access on 16th March 2022
- Participated in Training organized by Taylor and Francis Group on Publishing Ethics on 23rd February 2022
- Participated in Training organized by Taylor and Francis Reviewer Training Network on Excellence in Peer Review: How to be an effective peer reviewer on 17th February 2022
- Participated in RSIF training Workshop on Knowledge Sharing for University Librarians organized by PASET and ICIPE on 15th – 16th February 2022
- Participated in Emerald General Access and Platform training (KLISC) organized by Emerald publishing on 18th May, 2021.
- Participated in Science Direct training on researcher Academy on campus organized by Elsevier on 7th May, 2021.

- Participated in RSIF training workshop in Information Literacy & Reference Management organized by PASET and ICIPE on 7th to 8th April 2021
- Participated in the 1st International Conference on Disability Rights, Awareness and Empowerment (ICDRAE 19) held on 2nd - 4th November, 2019 at The University of Nairobi, Kisumu Campus.

AWARDS AND RECOGNITIONS

- Awarded with Vice Chancellors Award of Excellence for exemplary performance in the FY 2021/2022 at a ceremony held on 5th Dec 2022
- Letter of Commendation from Director LIS for excellent performance during the FY 2020/2021

Key skills

- Commitment to understanding new technology;
- Excellent organizer with solid planning and problem solving skills;
- Self starter who can work independently and handle multiple priorities and deadlines;
- Quick learner who can rapidly master all aspects of job with limited training;
- Committed to career development;
- Good oral and written communication skills;
- Sound administrative skills and good analytical and reporting abilities;
- Effective time management and personal organization skills;
- An understanding and ability to work within a team;
- Research skills;

Hobbies

Playing and coaching football, Internet browsing and listening to music.

REFEREES

Jane Atieno Opiyo
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University of Nairobi,
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