

---

**JOSEPH MULWA MUTEMI**

P.O. Box 332 - 90400 Mwingi,

Mobile +254-724-390-595

E-mail: [jmmulwa@uonbi.ac.ke](mailto:jmmulwa@uonbi.ac.ke)[mulwajoseph012@gmail.com](mailto:mulwajoseph012@gmail.com)

---

<b>Bio Data/ Personal information</b>	<b>Gender</b>	Male
	<b>Nationality</b>	Kenyan
	<b>D.O.B</b>	12 <sup>th</sup> May, 1984
	<b>Marital status</b>	Married
	<b>Religion</b>	Christian
<b>Personal Profile</b>	Self-motivated and result-driven thinker and practitioner with a strong academic background in Governance, Management, Counseling and Administration, Community mobilization and sensitization. My current assignment and designation as Assistant Registrar at The University of Nairobi (Faculty of Business Management and Sciences, Department of Management Science and Project Planning) My greatest asset is serving humanity guided by my patience and capacity to undertake different duties in a dynamic and challenging environment, where I know I can make a difference to the organization and Human kind	
<b>Professional Qualification</b>	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
	Jun 22- July 2020	Leadership Skills for Finance Managers (UNITaR), United Nations Institute for Training and Research
	Feb 2020	Quantitative Data Analysis using SPSS
	2015	Trained as a Project Manager
	2013	Trained as a Teacher
	2010	Trained as a clerk
	2009	Human Resource Management
	2008	Trained as Career Counselor
	2007	Certificate in computer applications basic (Dynamic Studies and Professional Institute Nairobi)
<b>Education</b>	<b>2019 - Ongoing</b>	Doctor of Philosophy in Project Planning and Management (Design and Implementation) Completed Course work successfully University of Nairobi (UoN)

---

<b>2013 – 2015</b>	Master of Arts in Project Planning and Management University of Nairobi (UoN)
<b>2009 – 2013</b>	Bachelor of Education (ARTS) University of Nairobi (UoN)
<b>2008 – 2009</b>	Diploma in Human Resource Management (University of Nairobi)
<b>Jan 2008- March 2008</b>	Certificate in Guidance and Counseling (University of Nairobi)
<b>2004</b>	Kenya Certificate of Secondary Education (KCSE), Tyaa-Kamuthale Secondary School
<b>2000</b>	Kenya Certificate of Primary Education (KCPE), Mwambui Primary School

<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>○ Policy briefs writing</li> <li>○ Mobilization, organizing and planning</li> <li>○ Record keeping, filing systems</li> <li>○ Counseling</li> <li>○ Solving Highly developed conceptual and analytical concepts</li> <li>○ Communication (verbal and written), research and presentation</li> <li>○ Strong leadership, team building and team player</li> <li>○ Interpersonal and cross-cultural skills</li> <li>○ Create a functional alliances and collaborative relations</li> <li>○ Influence and resolve differences and conflicts and manage change</li> <li>○ Strategic and innovative/creative thinking and problem-solving skills</li> <li>○ Passion to work in a very demanding and challenging environment</li> <li>○ Multi-tasks, respond to incidentals effectively and keep timelines</li> </ul>
---------------------------	---

<b>Working Experience</b>	<b>2024 - To date</b>	<b>University Of Nairobi</b>
	<b>Works as:</b> Assistant Registrar	
	<b>Responsibilities:</b>	
	<ul style="list-style-type: none"> <li>• Manage day to day operations for the department/ maintain effective department operations</li> <li>• Monitor and ensure compliance the implementation of University Policies/regulations and statutes</li> <li>• Prepare comprehensive reports and presentations on a regular basis</li> <li>• Scheduling meetings and appointments/ Events Planning and Management</li> <li>• Reviewing workloads and manpower to ensure targets are met</li> <li>• Manage HR back-office operations, including compliance with all employment laws &amp; regulations</li> <li>• Implementation and formulation of Performance contracting (PC) at the departmental level</li> <li>• Custodian and accounting officer for the finances allocated to the department</li> <li>• Ensuring the compliance to the service charter and commitment to service in the department</li> <li>• Development of procurement plan and budget plan</li> <li>• Communicating changes to relevant parties</li> </ul>	
	<b>2025 – To date</b>	<b>Danida Qualifood Project (University of Nairobi and University of Copenhagen in Denmark)</b>
	<b>Works as:</b> Project Administrator	
	<b>Responsibilities:</b>	
	<ul style="list-style-type: none"> <li>i. Coordinating and scheduling meetings (Kenyan Team)</li> </ul>	

- ii. Organizing field work visits
- iii. Prepare comprehensive reports of all activities undertaken by the project for reporting
- iv. Organizing any other activities for the project
- v. Managing operations of the project
- vi. Fleet management for the project
- vii. Website management and update

- **July 2021** Senior Administrative Assistant
- **2015:** Administrative Assistant
- **2008 to 2014:** Working as a Clerk/Assistant

**2007** Ministry of Agriculture

**Worked as:** Farmer trainee

**Responsibilities:**

- Training farmers on new farming methods
- Soil conservations
- Agri- business/ Crop farming /livestock keeping /bee keeping and harvesting and management of farm produces to increase value chain
- Smart farming

**2006** Kenya Human Right Commission

**Worked as:** Paralegal and Community Mobilizer

**Responsibilities:**

- Community advocacy
- Para-legalism
- Creation of community awareness on utilization and management of the allocated resources
- Group formation

**Major Consultancies**

**RESEARCH INNOVATION AND DISSEMINATION ACTIVITIES**

- Dissemination of results on Seasonal Livelihood Programming (SLP) World Food Program (WFP), in partnership with the University of Nairobi (UoN) and in collaboration with Kitui County Government) 2022
- Development of School Improvement Planning (SIP) Primary Schools 2016 (Ministry of Education State Department of Basic Education)
- 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 Kitui county, Kenya
- Participated in road map development on ICT infrastructure development at Makueni County (2015)
- Factors affecting the rate of radio listenership on Tunza Punda Daima at Kirinyaga, Embu, Meru Counties (2015) under KENDAT
- 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)
- 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 2016

**Workshop Facilitation**

- Facilitate A Farmers' Network: Shevax+ Kenya in collaboration with Tufts University and Africa One Health University Network (AFROHUN), (26, 27 and 28th April 2022)

- Training on Public relations, effective communication, and customer care & conflict / stress management in organization at Kitui level 4 hospitals (2016)
- Training of Primary School Head Teachers, Board of Management and PTA on School Improvement Plan (SIP) at (Kanyango, Ulaani, Mutuyu, Kyanzasu, Iiani, Kimutwa and Mangauni) Machakos County, Machakos Subcounty - Ministry of Education State Department of Basic Education
- Training of the youth on Entrepreneurship at Mwingi Sub-County (2015)
- Training on entrepreneurship and leadership for Youth, Women and people with Disabilities at Makueni County (2014)
- Validation Workshop on The Draft Essential Veterinary Medicines List for Kenya, Lake Naivasha Resort, April 14, 2025

## **Committee Membership**

### **Road Safety Mainstreaming**

#### **Responsibilities**

- Implementation of the University's Road safety strategic objectives
- Developing annual budget proposal on Road safety activities
- Sensitization annual awareness campaigns on Road Safety
- Promoting collaboration, partnerships and networking with key stakeholders
- Preparing quarterly reports and submitting the same to management

### **Public Complaint and Corruption Prevention**

#### **Responsibilities**

- Member of the committee
- Capture prevention measures
- Reporting cases emerging on corruption
- Giving feedback on corruption cases

### **Disciplinary**

#### **Responsibilities**

- Member of the committee
- Identify the disciplinary cases reported
- Preparation of disciplinary reports

### **Departmental Performance Contracting**

#### **Responsibilities**

- Member of the committee
- Develop a work plan for achieving performance targets
- Sensitize members of staff on performance contracting
- Linking performance contracting and staff performance appraisals
- Preparing performance contracting Report
- Review of performance contracting at Departmental level

### **Departmental Management**

- Evaluation of departmental achievement and status
- Identify the areas requiring improvement for both short- and long-term strategies
- Prepare and submit a report of the departmental status to the Dean

### **Procurement & Tender**

- Review the assessments undertaken by Evaluation committee for all tender responses
- Provide recommendations for the award by the Accounting Officer
- Ensure that procurement laws and regulations are adhered to

<b>Professional Membership</b>	<p><b>2019 – present</b> Member of Kenya association of project Managers (KAPM) Membership No. <b>684</b></p> <p><b>2021-present</b> Member of Kenya Institute of Management Membership No. <b>64412</b></p> <p><b>2023</b> Institute for Systems and Technologies of Information, Control and Communication INSTICC Membership No. 20033</p> <p><b>May-June 2019</b> United Nations Institute for Training and Research (UNITAR) International Institute of Online Education (IIOE)</p>
<b>Journal Publications</b>	<ul style="list-style-type: none"> <li>• Mulwa<sup>1</sup>, Owegi<sup>2</sup>, Too<sup>3</sup>, Kikwatha<sup>4</sup> (2024) Higher Learning Institutions Preparedness, Adoption and Implementation of E-Learning Programmes: A Conceptual Review ISSN No. 2454-6186   DOI: 10.47772/IJRIS   Volume VIII Issue VII DOI: <a href="https://dx.doi.org/10.47772/IJRIS.2024.807192">https://dx.doi.org/10.47772/IJRIS.2024.807192</a></li> <li>• Too, Ngetich, Kariuki, Gitao, Bebora, Kavulavu, Mbutia and Mulwa (2026) Global Overview on Epidemiology and Evidence of Contamination by Carbapenemase-Producing Bacteria Across Various Ecological Reservoirs with Potential Treatment Alternatives (Accepted 2026)</li> <li>• Joseph M Mulwa (2015) Factors influencing adoption of ICT in service delivery by county governments in Kenya: a case of Kitui county University of Nairobi repository</li> </ul>
<b>Trainings and Conferences</b>	<ul style="list-style-type: none"> <li>• <b>23rd to 25<sup>th</sup> April 2025</b> Kenya Veterinary Association (KVA) Annual Scientific Conference and World Veterinary Day Celebrations at the Grand Royal Swiss, Kisumu County theme; <b><i>Animal Health Takes a Team</i></b></li> <li>• <b>September 30<sup>th</sup>, 2022:</b> Building the Higher Education Digital Infrastructure (IIOE)</li> <li>• <b>May, 23rd, 2022:</b> Current Status of Traditional Medicine in Kenya under National Traditional Health Practitioners Association (NATHEPA)</li> <li>• <b>April 26<sup>th</sup>-28<sup>th</sup>, 2022:</b> 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</li> <li>• <b>March 24<sup>th</sup> 2022:</b> UNITAR online conference on Closing the Digital Divide: Strengthening digital literacy and infrastructure in the Sahel region, Iraq and Afghanistan"</li> <li>• <b>March 13<sup>th</sup> -April 4<sup>th</sup> 2022:</b> Participated in Seasonal Livelihood Programme workshop under World Food Program /UON 3PA Project at Kitui and Kisumu (training social economic groups and County Staff)</li> <li>• <b>November- December 2020:</b> 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</li> <li>• <b>October 12<sup>th</sup> -14<sup>th</sup>, 2020:</b> Letter of appreciation as the secretariat committee for the 2<sup>nd</sup> annual international conference of project management</li> <li>• <b>October 1<sup>st</sup>-2<sup>nd</sup>, 2020:</b> University of Nairobi: Policy Brief Training; <b>Title:</b> Alcohol and drug abuse prevention; a call to review the alcohol and drugs prevention policy (2015) of the University of Nairobi</li> </ul>

- **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 **SPPS**
- **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

## Social Responsibilities

- **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

## Social Interests And Activities

- Reading
- Academic Research/ Training
- Team builder and player
- Driving
- Making new friends with people

## Referees

Prof. S. M. Githigia  
 Professor University of Nairobi  
 Box 30197-00100 Nairobi, Kenya  
 Cell: 0722833639  
 email: [sgithigia@uonbi.ac.ke](mailto:sgithigia@uonbi.ac.ke)

Prof. Dorothy Kyalo  
 Professor University of Nairobi  
 Box 92 Kikuyu  
 Cell: 07228213341  
 email: [ndunge.kyalo@yahoo.com](mailto:ndunge.kyalo@yahoo.com)

Dr. John Mbugua  
 Senior Lecturer  
 University of Nairobi  
 Box 92 Kikuyu  
 Cell: 0714861717  
 email: [john.mbugua@uonbi.ac.ke](mailto:john.mbugua@uonbi.ac.ke)