

CURRICULUM VITAE

STEPHEN IVAVIIA
P O Box 30197-00100
Dept. of Real Estates & Construction Management
University of Nairobi
NAIROBI.

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PERSONAL DETAILS

NAME : Stephen Mulili IvaviiA
NATIONALITY : Kenyan
LANGUAGE : English, Kiswahili, Kikamba
RELIGION : Christian

PROFFESIIONAL QUALIFICATIONS

COLLEGE : **Kenya Polytechnic University**
2000-2002 : **Diploma Civil Engineering**

1999-2000 : **Kenya polytechnic University**
: **Certificate in Civil Engineering**

EDUCATION BACKGROUND

1994-1997 : **MASII SDA SECONDARY SCHOOL**
: **Kenya Certificate of Secondary Education (K.C.S.E)**

1984-1993 : **NTHAANI PRIMARY SCHOOL**
: **Kenya Certificate of Primary School (K.C.P.E)**

OTHER COURSES:

Certificate in Computer Applications:

- Introduction to Computers
- Windows 2000
- Microsoft Word
- Arch cad

DRIVING LICENCE-Valid

FIELD EXPERIENCE

March 2012 up to date : **University of Nairobi
Dept. of Real Estates &
Construction Management**

Position : **Technologist Grade ABC**

Duties & Responsibilities:

1. Participate in the organization and running all departmental practical exercise
2. Guide and assist students in their practices exercises
3. Setting up of equipments needed for running practical exercise.
4. Participate in research and consultancy activities in the Departments
5. Keep and maintain an inventory of equipment and material under their care
6. Assisting in setting up class practicals

February 2010-February 2012 – : Balozi Housing Co-operative Society Ltd

Position : **Clerk of Works/Office Manager**

Duties & Responsibilities:

- Preparation of site report
- Maintaining raw materials inspection, sampling and testing procedures to ensure they meet the required specifications to guarantee quality
- Ensure safety standards are well maintained during construction times
- Coordinates the office workers, members of the Society, contractors on site , relevant authorities and the management committee

September 2006-January 2010: Houseman General Contractors Ltd

Position : **Project Technical manager**

Duties & Responsibilities:

- Preparing Bills of Quantities
- Managing all site works and coordinating between the client and the contractor
- Preparing certificate of payment

May 2003-August 2006 : **Karuri Civil Engineering (K) Ltd**

Position : **Foreman-Building and Civil works**

Duties & Responsibilities: -

- Supervision of all site works
- Setting out and putting levels
- Assisting in procurement

January 2003-April 2003 : **Ministry of Roads and Public Works-Nairobi**

Position : **Trainee civil Engineering technician**

Duties & Responsibilities:

- Carrying out soil test
- Testing concrete strength
- Supervision of laying drainage
- Supervision of Laying bitumen
- Design of carriage drainage

EXTRACURRICULUM ACTIVITIES

University: Responsibilities: Academic Secretary
Kenya Polytechnic University

High School: Responsibilities: School Captain

Awards and Honors

Excellent performance as Academic Secretary Kenya
Polytechnic University
Honored as the Chairman of Christian Union-High
School

INTERESTS & HOBBIES

- Listening to music
- Reading
- Traveling and making new friends
- Watching Football

REFEREES

1).Dr. Nicky Nzioki

Department of Real Estate and Construction
Management
University of Nairobi
P.O. Box 30197-00100
NAIROBI

2).Mr. Waweru

Kenya Polytechnic University
P.O BOX 52428
NAIROBI

3).Chief Lower Mbooni Location

Tawa- Makueni