

Curriculum Vitae

Timothy Sukya Nzioki

P.O. Box 30197-00100 Nairobi, Kenya

E-Mail: timothy.nzioki@uonbi.ac.ke

Personal Profile

Focused information professional with over 10 years work experience in a busy academic environment.

Masters degree holder in Library & Information Sciences, as well as a Diploma in ICT Management.

Capable administrator, ICT savvy and experienced in capacity building and project supervision.

Education History

- **Masters, Library & Information Sciences** Jan, 2016 – Dec, 2018
University of Nairobi
- **Diploma, ICT management** Sept 2011 – Dec, 2012
Institute of Advanced Technology (IAT)
- **Degree, Sociology & Public Administration** 2004 – 2009
University of Nairobi
- **Diploma, Social Work & Social Development** 2002 – 2004
University of Nairobi

Academic Highlight

Undertook a research project titled - **“The Emerging Role of Librarians in a Digital Environment: Case of the University of Nairobi’s Jomo Kenyatta Memorial Library”**.

Masters level academic requirement (Masters of Library & Information Science, 2018).

Work Experience

Library Assistant, Digital Services - University of Nairobi Library Department
(April, 2010 – To Date)

- Administrative oversight of the Turnitin plagiarism detection system.
- Preparation of monthly and quarterly reports from the Information Management Systems.

- Supervising of the digitization of records for the institutional repository.
- Participating in capacity building activities that are aimed at improving the technical abilities of students and staff members as well as their ability to access and effectively navigate digital systems and information resources.
- Maintenance of the Library Management Information System (V-Smart)
- Maintenance of the UON Institutional Repository system
- Management of electronic information databases.
- Digital information searching, packaging and dissemination.
- Maintenance of the Library department website including regular updates and the preparation of relevant content.
- Administrative duties related to planning, scheduling, implementation, and needs assessment.

Administrator - Brand Mechanics (Dec, 2009 – Mar, 2010)

Account Manager - Span Image, Kenya (Jan – Nov, 2008)

Customer Advisor (Retail Banking) - Barclays Bank (K) Ltd (Jul – Dec, 2007)

Supervisor-Receiving (Kenya-Re IPO Processing Centre)
Kenya Commercial Bank (Apr – Jun, 2007)

Appointments / Responsibilities

2022	Appointment to Supplier Quotation Evaluation Committee
2021	Appointed to Library Committee on Capacity Building for Researchers & Students.
2021	Appointment to Ad Hoc Committee on Library Website Staff Duties.
2021	Appointment to Ad Hoc Committee to Library System & Bindery Services Staff Duties.
2020	Appointed as Library Information Security Management System Leader.
2019	Appointment as Online Helpdesk System Champion
2018 – 2020	Appointed to secretariat, Annual Conference on the Status of African Women (UoN AWSC) University of Nairobi Research Week.
2017 – 2019	Appointed to organizing committee, UoN Library delegation to the Nairobi International Trade Fair.

2016 – 2020 Appointed to organizing committee, UoN Library staff team-building.
 2015 Appointed to Library marketing and publicity committee.

Workshops / Conferences Attended

CERN-UNIGE Workshop on Innovations in Scholarly Communication (OAI 11)	June 2019, University of Geneva (Uni-Mail), Switzerland
CERN-UNESCO School on Digital Libraries 2nd Part	June, 2019, Geneva, Switzerland
Fifth CERN-UNESCO School on Digital libraries	October 2018, University of Nairobi
Digitalization and digital preservation workshop	February 2017, University of Nairobi
Workshop on Institutional repositories & DSpace	April 2014, University of Nairobi

Referees

Can be provided upon request.