

CURRICULUM VITAE

TRACISIO MAINA THUITA

ACADEMIC & PROFESSIONAL QUALIFICATIONS

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| 1985 School | Kenya Advanced Certificate of Education (KACE)- 3 principles, 1 Subsidiary Kiambu High School |
| 1983 School | Kenya Certificate of Education (KCE), Second Division Muthuaini Secondary School |
| 1976 School | Certificate of Education (CPE) – 30 points Gatuyaini Primary School |
| 2007-todate | Pursuing Master of Arts in Valuation & Property management (completed course work and undertaking Research Project) |
| School | University of Nairobi |
| 1990 School | Bachelor of Arts (Land Economics), Second Class Honours (Lower Division) University of Nairobi |
| 2012 | Elected Full Member of Institution of Surveyors of Kenya (ISK), Valuation and Estates Management Surveyor Chapter. |
| 2012 | Registered as Valuer by the Valuers Registration Board (VRB). |
| 1998 | Elected Full Member of the Institution of Surveyors of Kenya (ISK), Land Management Surveyor Chapter. |

WORK EXPERIENCE

2011-Todate **University of Nairobi**
Position **Estates Manager**

Duties

- Ø University of Nairobi land management including title documentation.
- Ø Custody of ownership documents for University of Nairobi parcels
- Ø Preparation and maintenance of University of Nairobi assets register.
- Ø Establishing boundaries and coordinating surveying work boundaries dispute and way leave processing of University of Nairobi parcels.
- Ø Payment of University of Nairobi land taxes, extension and renewals
- Ø Sourcing and ensuring execution of service contract for the University plants and equipments.
- Ø Overall management & administration of the Estates Department.

- Ø Coordination, supervision and guidance of the members of staff.

2008-2010 **University of Nairobi**
Position **Acting Estates Manager**

Duties

- Ø University of Nairobi land management including title documentation.
- Ø Custody of ownership documents for University of Nairobi parcels
- Ø Preparation and maintenance of University of Nairobi assets register.
- Ø Establishing boundaries and coordinating surveying work boundaries dispute and way leave processing of University of Nairobi parcels.
- Ø Payment of University of Nairobi land taxes, extension and renewals
- Ø Sourcing and ensuring execution of service contract for the University plants and equipments.
- Ø Overall management & administration of the Estates Department.
- Ø Coordination, supervision and guidance of the members of staff.

2004-2007 **University of Nairobi**
Position **Estates Officer**

Duties

- Ø Coordinating allocation of University houses through the laid down University regulations governing allocation of such houses.
- Ø Maintaining and updating tenants register of University houses.
- Ø Maintaining a waiting list for applicants of University houses.
- Ø Ensuring adherence by tenants to the Housing Regulations governing occupation of University houses including payment of utilities, security and cleaning services.
- Ø Liaising with the chief Security Officer to ensure security of vacant University houses.
- Ø Marketing University houses to maximize returns by reducing voids to the berets minimum.
- Ø Liaising with the Legal Officer and finance Officer to ensure recoveries of rent arrears accrued by previous tenants and tenants on leave of absence.
- Ø Coordinating the checking in and out of tenants occupying University houses.
- Ø Liaising with Estates manager, managing privately rented University premises to ensure rent recovery from such rented houses and adherence to lease agreement entered thereof.
- Ø Ensuring accurate rent deductions from the salaries section for tenants occupying university houses and rent payment for privately rented university houses.

1998 **Ministry of Lands & Settlement**
Position **Lands Officer I**

Duties

- Ø Attending to members of the public as well as dealing with Institutional, Government and Ministries land matters.
- Ø Processing development proposals including part development plans, sub-division schemes, extension of leases, change of user proposals and approving building.
- Ø Studying draft physical development and part development plans submitted by the Director of Physical Planning in respect of urban areas and making comments to the Director of Physical Planning.
- Ø Carrying out investigations in consultation with the Officer-in-charge of Land rent collection regarding arrears in land rent.
- Ø Processing and approving building plans.
- Ø Processing recommendations from the Plot allocation Committee and preparing letters for allotment.
- Ø Processing matters relating to sale, mortgage or sub-lease of Government or Trust Land.
- Ø Processing lease applications.
- Ø Supervising members of staff

1995 **Ministry of Lands & Settlement**
Position **Lands Officer II**

Duties

- Ø Attending to members of the public as well as dealing with Institutional, Government and Ministries land matters.
- Ø Processing development proposals including part development plans, sub-division schemes, extension of leases, change of user proposals and approving building.
- Ø Studying draft physical development and part development plans submitted by the Director of Physical Planning in respect of urban areas and making comments to the Director of Physical Planning.
- Ø Carrying out investigations in consultation with the Officer-in-charge of Land rent collection regarding arrears in land rent.
- Ø Processing and approving building plans.
- Ø Processing recommendations from the Plot allocation Committee and preparing letters for allotment.
- Ø Processing matters relating to sale, mortgage or sub-lease of Government or Trust Land.
- Ø Processing lease applications.
- Ø Supervising members of staff

Duties

1991-1993 **Ministry of Lands & Settlement**
Position **Lands Officer**

Duties

- Ø Attending to members of the public as well as dealing with Institutional, Government and Ministries land matters.
- Ø Processing development proposals including part development plans, sub-division schemes, extension of leases, change of user proposals and approving building.
- Ø Studying draft physical development and part development plans submitted by the Director of Physical Planning in respect of urban areas and making comments to the Director of Physical Planning.
- Ø Carrying out investigations in consultation with the Officer-in-charge of Land rent collection regarding arrears in land rent.
- Ø Processing and approving building plans.
- Ø Processing recommendations from the Plot allocation Committee and preparing letters for allotment.
- Ø Processing matters relating to sale, mortgage or sub-lease of Government or Trust Land.
- Ø Processing lease applications.
- Ø Supervising members of staff

June – Nov 1990 **Gatheru Irungu Mugo Company Ltd**
Position **Valuer Trainee**

Duties:

- Ø Collecting data for Valuation purposes.

RESPONSIBILITIES

2012-Todate Member of the Finance Committee of Institution of Surveyors of Kenya (ISK)

2009-2010 Chairman Land Management Surveyors of Institution of Surveyors of Kenya (ISK) and Council Member.

2002-2005 Chairman, Land Management Surveyors Chapter of the Institution of Surveyors of Kenya (ISK) and council Member.

COURSES ATTENDED

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| 14th -24th April 2008 | Management Development Seminar for Land Officers. |
| 10th -12th Nov, 2004 | Experts Group meeting on secure land tenure “New Legal Framework and Tools” |
| 12th -13th June 2003 | Regional workshop on security of Land Tenure in Actualization of Millennium Development Goals (MDG) |
| 12th -13th March 2003 | 4 th International African Real Estates Society (AFRES), conference on Real Estates Africa. |
| 5th -23rd August 2002 | Senior Management seminar at Kenya Institute of Administration (KIA) |