



Joseph Macharia Waigwi

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CURRICULUM VITAE

BIO DATA

PERSONAL DETAILS

Year of birth: 1970
Gender: Male
Nationality: Kenyan
Marital status: Married
Languages: English, Kiswahili and Kikuyu
Current Position: College Registrar

I. ACADEMIC QUALIFICATIONS

- Master of Human Resource Management, Open University of Tanzania- 2014
- Bachelor of Arts (Hons) from the University of Nairobi - 1996
 - Majored in Literature and Political Science
- Nyeri Baptist High School (K.C.S.E)- 1990

- Kiandu Primary School (K.C.P.E)- 1986

II. **PROFESSIONAL QUALIFICATIONS**

- Higher Diploma in Human Resource Management, Institute of Personnel Management, 1999

Key Course Units

- ❖ Fundamental of Human Resource Management
- ❖ Employee Resourcing
- ❖ Training and Development
- ❖ Employee Relations
- ❖ Reward Management
- ❖ Personnel Administration
- ❖ Research Methods and Research Project
- ❖ Entrepreneurship and Business Plan

- Leadership Development Program, USAID/Management Science for Health, 2011

Key Course Units

- ❖ Organizational Culture and Change
- ❖ Organizational Leadership
- ❖ Communication in Groups and Teams
- ❖ Operations Management
- ❖ Performance Management
- ❖ Coaching In Organizations

III. **OTHER TRAINING**

- Trained in Quality Management Systems ISO 9001:2000 and 9001: 2008 by KEBS, February 13-15, 2007:
- Management Development Skills for Senior University of Nairobi Administrators by FKE- February 16-19, 2006

- Information Technology Course: Information and Communication Technology Centre, UON, 2003
 - Introduction to computer and windows
 - Ms word
 - Ms Excel
 - Computer networking and Internet
- Effective Minutes Writing and Management by the British Council, Nairobi, March 2011

IV. PUBLICATIONS

“Challenges facing the management of Performance Contracting: the Case of College of Health Sciences in the University Of Nairobi” a dissertation written and submitted in partial fulfillment for the award of the Master of Human Resource Management Degree, Open University of Tanzania, 2014

V. WORK EXPERIENCE

Jan 2012 to date: College Registrar- College of Health Sciences, UON

Duties and Responsibilities

- ❖ Secretary to the College Management Board and its Committees.
- ❖ Secretary to the College Academic Board and its Committees.
- ❖ Secretary, Steering Committee on Scientific Conferences
- ❖ Supervision of staff
- ❖ Attending to students welfare
- ❖ Coordination of the preparation and implementation of College Strategic Plan and Performance Contracting
- ❖ Interpretation and implementation of University statutes, regulations and rules, labour laws and other statutory requirements
- ❖ Coordinates Recruitment, promotion and Training of staff
- ❖ Maintenance and repairs of College assets
- ❖ Ensuring the Security of College assets.

- ❖ Personnel Administration in relation to welfare, discipline, transport, leave, gratuity and pensions, resignations, industrial relations, retirement, allowances, etc.
- ❖ Provision of general services to the College e.g. mail services, telephones, printing, and supervision of College transport services.
- ❖ Any other official duties as may be directed by my seniors

April 2006 to Dec 2011: Assistant Registrar - College of Health Sciences, UON

Duties and Responsibilities

- ❖ Deputizing the College Registrar
- ❖ Servicing the College Management Board and its Committees.
- ❖ Servicing the College Academic Board and its Committees.
- ❖ Preparing briefs for the Principal
- ❖ Performance Contract College Champion
- ❖ Secretary, Steering Committee on Scientific Conferences
- ❖ Ensuring maintenance of College Buildings, Furniture and Grounds.
- ❖ Recruitment and promotion of Staff
- ❖ Personnel Administration in relation to welfare, discipline, leave, gratuity and pensions, resignations, industrial relations, retirement, allowances, etc.
- ❖ Provision of general services to the College e.g. mail services, telephones, printing, and supervision of College transport services.
- ❖ Interpretation and implementation of University regulations and rules, labour laws and other statutory requirements
- ❖ Any other official duties as may be directed by my seniors

July 2004 – March 2006: Manager – Lower Kabete Strategic Management Unit (SMU)

Duties and Responsibilities

- ❖ Chair of SMU Management Committee

- ❖ Management of all finances
- ❖ Responsible for all personnel matters
- ❖ Responsible for student's welfare while in residence
- ❖ Management of Accommodation and Catering services
- ❖ Supervision of staff
- ❖ Responsible for proper management and maintenance of all assets in the Unit.
- ❖ Responsible for all Procurement, payments and control of supplies
- ❖ Responsible for Custody and security of all accountable documents

August 2003 – June 2004: **Senior Personnel officer,** Students Welfare Authority (SWA), UON

Duties and Responsibilities

- ❖ Deputizing Chief Personnel Officer
- ❖ Secretary to SWA Executive committee
- ❖ Responsible for personnel matters
- ❖ Preparing briefs for the Director
- ❖ In-charge of transport matters
- ❖ Any other duties given to me by my seniors

May 2000 – August 2003: **Manager –** Upper Kabete Strategic Management Unit (SMU)

Duties and Responsibilities

Those of SMU Manager as indicated above

1996-2000:

Halls Officer

- ❖ Parklands Campus Hostels, University of Nairobi
- ❖ Main Campus Hostels, University of Nairobi
- ❖ Upper Kabete Campus Hostels, University of Nairobi

VI. MEMBERSHIP TO PROFESSIONAL BODY

Full Member of the Institute of Human Resource Management

VII. ACTIVITIES

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|-----------|-------------------------------------------------------------------------------|
| 1994-1996 | Coordinating Hostels Chairman, UON.
A member with Free Travelling Theatre. |
| 1989-1990 | Chairman, High school, Drama and Debating clubs. |

VIII. OTHER INTERESTS

Plays Production, Directing and Acting

REFEREES

Professor Isaac O. Kibwage
Principal, College of Health Sciences
P.O. Box 19676
Nairobi

Mr. Robert Lugwe
Director, Students Welfare Authority
P.O. Box 30344--00100
Nairobi

Mr. Samson K. Osero
Executive Director
Institute of Human Resource Management
P.O. Box 4322-00200
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