

# C U R R I C U L U M V I T A E

## **Personal Details**

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## **Career Objective**

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I currently work with the University of Nairobi as a Senior Administrative Assistant. I have been involved in the implementation of Performance Management especially monitoring and evaluation of Performance Contracts. My desire is to work in an organization where I will have great responsibilities and an opportunity to influence and positively impact on the lives of people.

## **Key Competencies**

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My key competencies include;

- ❖ 9 Years of experience in Human Resource Management including;
- ❖ Excellent understanding of Human Resource Management Policies and procedures especially in the Government and Private sectors;
- ❖ Experience in Performance Contracting process;
- ❖ Experience in proposal writing and Training Needs Assessment (TNA);
- ❖ Expansive knowledge of the Kenyan Labour Laws;
- ❖ Human Resource policy formulation and implementation;
- ❖ Recruitment and Selection, Appraising and disciplining staff;
- ❖ Good understanding of administration and organizational management;
- ❖ Team player with proven experience in supporting and enabling team achieve objectives;
- ❖ Articulate , Confident with experience in representing organization in high level meetings

## **Educational & Professional Background**

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Jan, 2013- Nov, 2013	Post graduate Higher Diploma in Human Resource Management at the Institute of Human Resource Management (IHRM)-Credit
Jan, 2013-Nov, 2013	Post graduate Diploma in Counselling-at the Institute of Human Resource Management (IHRM)
Sept, 2012	Ministry of Labour- Trained as a Committee member on Occupational Safety and Health at the workplace
May – June 2011	Public Service Commission – Training for Examiners
March - April 2011	Kenya Institute of Administration (Nairobi Kenya) - Critical Communication Skills Course
April, 2010	Eastern and Southern African Management Institute (ESAMI, Arusha) - Labour Relations
November, 2010	Ministry of Labour- Sensitization on Occupational Safety and Health
January-February, 2010	Kenya Institute of Administration (Nairobi Kenya) - Senior Management Course for 21 <sup>st</sup> Century managers- Credit
March, 2009	Kenya Utalii College- Performance Management by Public Sector Reforms & Performance Contracting
2007 – Present	Ongoing – Master’s in Business Administration (HRM) – University of Nairobi, Kenya
2000- 2004	University of Nairobi- Bachelor of Arts (Economics and Geography) - Second Class honors, Upper Division.
1995-1998	Bura Girls High School- Kenya Certificate of Secondary Education K.C.S.E Mean Grade B-(Minus)
1987-1994	Star of the Sea Primary- Kenya Certificate of Primary Education – K.C.P.E (525 Marks)

### Other Skills

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Acquired proficiency in Microsoft Office packages from Emanex Computer College which include;

- ❖ Ms Word, Ms Excel, Ms Windows, Ms Access, Ms Dos, Ms PowerPoint, Ms Desktop Publisher and Ms Internet Explorer.

### Work Experience

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<b>Organization:</b>	University of Nairobi (UoN)
<b>Position:</b>	<b>Senior Administrative Assistant</b>
<b>Duration:</b>	Feb, 2015- Present

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**Some of my responsibilities include;**

- ❖ Providing guidance and negotiating key performance targets with University departments and colleges;
- ❖ Advising on how to address challenges in the development and implementation of performance contracts;
- ❖ Tracking implementation and compliance with the key strategies & signed performance contract targets and producing monthly statistics for the management's consumption and action;
- ❖ Monitoring, evaluating and advising on the progressive implementation of key strategic elements from the University Strategic Plan, Service Delivery Charter and Kenya Vision 2030; Medium Term Plan II (MTP II);
- ❖ Compiling all monthly, quarterly and annual performance contracting returns and evidences of all departments and colleges and submitting the same to the university top management and government agencies; justify and provide evidence of the organizational performance during the evaluation;
- ❖ Preparing departmental procurement plan and liaising with the Budgeting Section on preparation and execution of the Unit's budget in line with the Procurement plan;
- ❖ Guiding management and employee actions by researching, developing, writing, and reviewing policies, procedures, methods, and guidelines; communicating and enforcing organization values;
- ❖ Supporting management by providing human resources advice, counsel, and decisions; analyzing information and applications;
- ❖ Updating job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

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<b>Organization:</b>	Ministry of Devolution and Planning
<b>Position:</b>	<b>Senior Human Resource Management Officer</b>
<b>Duration:</b>	January, 2013- January, 2015

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Responsible for implementing Human Resource Management Policies and Procedures, Preparation of Ministerial Advisory Committee (MAC) meetings and Ministerial Training Committee (MTC) meetings and implementation of deliberations from the meetings. Facilitate the implementation of Performance Contracting & Management/Appraisal System (PAS) in the Ministry.

**Achievements include;**

- ❖ Supporting management by providing human resources advice, counsel, and decisions; analyzing information and applications;
- ❖ Draft agenda, attend and write minutes of both Ministerial Advisory Committee and Ministerial Training Committee (MHRMAC) meetings which are held on a monthly basis
- ❖ Initiate implementation of the deliberations from the above meetings which include; Promotions, Discipline cases, individual trainings, Special Duty Allowances among others.
- ❖ Complying with Kenyan legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions
- ❖ Management of staff welfare through the Mipango Staff Welfare Association- A member of the secretariat

- ❖ Managing human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; resolving problems and implementing change
- ❖ Implementation of Public Service Commission of Kenya (PSC) and the Directorate of Public Service Management (DPSM) decisions.
- ❖ Designing training programs/plans/projection for staff at the Ministry
- ❖ A core member of the Ministry's Performance Contract Secretariat
- ❖ In-charge of the Ministry's Occupational Safety and Health issues
- ❖ Conducting Employee Satisfaction and Work Environment surveys
- ❖ Payroll and Salaries management
- ❖ Wealth declaration administration- Public Officer's Ethics Act conformity
- ❖ Active member of the Anti-Corruption Oversight and Integrity Assurance Committees.
- ❖ Experience gained in Performance Appraisal System in the Ministry as a PAS champion.

**Organization:** Former Ministry of Nairobi Metropolitan Development  
**Position:** **Human Resource Management Officer I**  
**Duration:** February, 2010- December, 2012

**Organization:** Former Ministry of Livestock and Fisheries Development  
**Position:** **Human Resource Management Officer II**  
**Duration:** September, 2006- January, 2010

#### **Achievements;**

- ❖ Experience gained in implementation of Human Resource Policies and Procedures
- ❖ Been involved in capacity building and over 60 staff have been trained from the administration and technical departments
- ❖ Have good training and workshop facilitation skills.
- ❖ Successfully implemented training and development programs for the Lower Cadre (43 staff) comprising of Clerical Officers II, Drivers II and Senior Support Staff. Another group of twenty (20) secretaries was also trained on performance efficiency and career advancement.
- ❖ Plan and attend MHRMAC meetings and make follow ups on issues discussed.
- ❖ Mobilized and trained Officers in different cadres on ways of preparing individual work plans and setting S.M.A.R.T targets while implementing the Performance Appraisal System in the Ministry.
- ❖ Ex-Committee member of the Ministerial Selection Committee involving selection of students and their academic welfare in the Animal Health and Industry Training Institutes (AHITT's) in the Ministry. This is an ongoing process.

**Organization:** Education Centre for Women in Democracy-ECWD (NGO)  
**Position:** **Intern/Programme Assistant**  
**Duration:** June, 2006- August, 2006

**Some of my achievements during the period include;**

- ❖ I organized an international workshop which brought participants from all the East African Countries where different issues were discussed concerning the Rights of Women and Children and the Conventions signed and laws protecting this group of people.
- ❖ Assisted in general running of the office work including reading and filling documents
- ❖ Was active in organizing workshops and writing reports for public consumption.

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**Organization:** Institute for Education in Democracy (I.E.D) (NGO)  
**Position:** Research Assistant  
**Duration:** July-August 2003, September-October 2004

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I worked at the Electoral process programme as a Research Assistant and also worked closely with the Civic/Voter education and Research and Dissemination Programmes.

**Some of my achievements during the period include:**

- ❖ Under the electoral process programme I participated in a research initiative undertaken by I.E.D covering six constituencies in Coast and Nairobi Provinces. I was specifically involved mobilizing participants for Focus Group Discussions and interviewing people in an exercise aimed at validating information in the voters' registers. This involved data entry, analyzing of data and compiling a report at the end of the exercise.
- ❖ I took part in the research work to gauge the success of Continuous Voter Registration exercise by the former Electoral Commission of Kenya.
- ❖ I participated as an observer in the Kaloleni By-election of 2006 to ensure that the election exercise was free and fair.

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**Organization:** Mwakazi Food Industry Ltd  
**Position:** Supervisor  
**Duration:** 1998 - 2005

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**Responsibilities included but not limited to;**

- ❖ Reconciliation of company's bank accounts and maintaining petty cash flows and account for the same
- ❖ Maintaining sales ledgers, marketing, sales and distribution of finished products
- ❖ Managing staff to ensure they adhere to good manufacturing practices, environmental, health and safety regulations
- ❖ Provide quality services to customers and representing the factory in meetings
- ❖ Answering routine correspondence

**Hobbies**

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- ❖ Reading
  - ❖ Traveling
  - ❖ Community Service
  - ❖ Camping

**Membership**

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- ❖ I am a Member of the Institute of Human Resource Management (IHRM)
  - ❖ A member of the Kenya Girl Guides Association –Kenya Chapter

## Referees

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1. Mr. Daniel O. Ogwayo  
Principal Human Resource Management Officer  
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2. Ms. Mary Kemunto Maranga  
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