

# CURRICULUM VITAE

## PERSONAL INFORMATION

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## SUMMARY OF QUALIFICATION AND EXPERIENCE

**Education** Currently I'm undertaking a PhD in Education management at Kenyatta University. I'm substantively registered for the PhD and preparing to collect data. I have Master of Education. Kenyatta University 2003

### Relevant experience

- **Teaching at University level;** At Kenyatta University I taught Education management as a tutorial fellow from Dec 2009-Feb 2013. I was also a student mentor.
- **Management and supervisory experience-**

While working as a county transition coordinator in Kajiado County i successfully supervision of audit of assets of the former local authorities in Kajiado. In addition I successfully implemented the Capacity assessment program that counted and rationalized all government officers in Kajiado County.

- **Quality assurance:** 1998-2009 I worked in the ministry of education as a senior quality assurance officer. I participated in inspection of secondary and primary schools. I also supervised schools with my jurisdiction. I was very successful and have commendation letters from the District Education Board and the District Education Officer.

### Research experience

I have participated in research as research assistant. I was a research assistant for the committee appointed to set up Daadab campus. We collected and analyzed findings for a research to determine feasibility of the campus. Secondly I was a research assistant for a research by IIEP on gender participation in leadership in the education sector in Kenya. The lead researchers were Dr Obura, Prof Grace Bunyi and Prof Fatuma Chege.

I have presented three research paper in education conferences. One in York university , and two at Kenyatta university , education management conference.

## **EDUCATIONAL BACKGROUND**

### **UNIVERSITY**

#### **Currently**

Kenyatta University. Taking a PHD course in Education Administration at Kenyatta University. My PhD is on 'influence of leadership styles of male and female public secondary school head teachers on school performance'

#### **April 2001- Oct 2003**

Kenyatta University -Masters of Education (education administration) Graduated in 2003

#### **Nov 1989- Dec 1993**

Kenyatta University – Bachelors of Education. Graduated in 1993 with a Bachelors of Education degree in Home Economics, Second Class Honours (Upper Division) - Bed (HE)

### **HIGH SCHOOL**

#### **A- Level**

Butere Girls High School  
Graduated in 1988 in KACE - Geography, Chemistry, Biology and General Paper. Attained 11 points (3 principals and one subsidiary)

#### **O- Level**

Kipsigis Girls High School – KCSE 2<sup>nd</sup> division  
23 points  
Graduated in 1985

### **PRIMARY SCHOOL**

Mama Ngina Primary School - CPE in 1981 with 29 points

## **WORKING EXPERIENCE**

### **September 2017 to date Kenyatta University**

Tutorial fellow at the department of education management planning and curriculum studies. I teach education administration. I'm a staff mentor and also the secretary of our departmental meetings.

### **March 2013-March 2016; Transition Authority; County transition**

coordinator in Kajiado county. **Achievements:** I chaired the subcommittee on assets where we successfully verified assets of the former local authority. I have successfully initiated the capacity assessment and rationalization of the public service. I also successfully organized for the launch of the TA annual report at Kajiado County. I was able to invite more than 500 people without announcing in the media. In addition, I organized for catering, tents and entertainment for the event. I also assisted the county to prepare County integrated development plan and county transition implementation.

### **Dec 2009 to Feb 2013: Kenyatta University**

Tutorial fellow at the department of education management planning and curriculum studies.  
. Taught Education administration to undergraduate's students. I was in the university student mentoring program. I mentor 13 students. I also assessed students during the teaching practice. I was in a committee appointed establishment of Dadaab campus called borderless for higher education for refugees. We successfully applied for grants from MasterCard foundation and CIDA. In addition I was a research assistant in a feasibility study conducted to establish the need for higher education at the refugee camp and surrounding community. I represented in drafting the curriculum for diploma in education.

**Sept. 2005 - 2009: Education Officer** in charge of Secondary school Administration and Finances in the District Education Office, Nyandarua  
Reporting to: District Education Officer

### **Responsibilities**

- In charge of nomination and inauguration of Board of Governors (BOG) for secondary schools. Also attended or delegated officers to attend BOG meetings.
- In charge of all school projects
- Was coordinator of Education III project concerned with distribution of funds from the Ministry for school infrastructure and Laboratories equipment.
- Was a trainer of trainers in the Kenya Education Sector Support Program and the coordinator for the District.
- Was in charge of Secondary schools' financial reports. Checked and forwarded them to the Permanent Secretary, Ministry of Education on behalf of the District Education Officer.

**Oct 2003 – Sept 2005**

**Area Education Officer - Olkalou Division and Zonal Quality Assurance and Standards Officer - Rurii Kaimbaga Zone**

Reporting to: District Education Officer

### **Responsibilities**

- In charge of all education programs and activities in the 74 public primary schools and 26 public Secondary schools.
- Programs included: inspection of schools appointment of school management committee. Attending parents meetings to advise and undertake conflict resolution.
- Attending Board of Governors meetings on delegation from the District Education Office.
- Attended all divisional meetings where education matters are discussed like constituency bursary meetings as a secretary.
- Briefed the District Education Officer of all matters concerning the Division and gave recommendations
- Handled transfer of teachers, promotion of deputies and head teachers.
- In charge of the other three zones, supervising the Zonal Quality Assurance Officers and Tac tutors.

### **Achievements**

- Was in charge of organizing a visit by Minister for Education, Prof. George Saitoti and Ministry of Education Officials to Nyandarua District, Olkalou Division in Sept 2003 for which I received a commendation by the District Education Board.
- In charge of catering on the Education Day held on 27/06/05 at Wanjohi Secondary School. The Permanent Secretary, Prof. Karega Mutahi was the chief guest. I was given a commendation for my work by the District Education Officer.
- Trained primary school head teachers in financial management in Nakuru District at Moi Forces Academy in August 2005
- In charge of running exams in the Division for three years. No anomalies were experienced during this time.

**Feb 1999 – Oct 2002**

### **Zonal Quality Assurance and Standards Officer**

Reporting to: Area Education Officer, Olkalou

- Was in-charge of Rurii Kaimbaga Zone.
- In charge of 22 public primary schools and private schools and 6 public schools.

### **Duties**

- Inspecting schools
- Responding to correspondence
- Attending parents meetings
- Conducting elections on behalf of Area Education Officer.
- Coordinating termly exams and national exams.

### **Achievements**

Was selected to lead a team of audit inspection exercise in Nyandarua District during which I was in charge of finances and allocation of duties to six other officers.

## **1993-1998**

**Graduate Teacher** - Njonjo Girls High School. Taught Home Science. Other duties were:

- Class Teacher
- Patron of the Home Science club
- Setting District Mock Exams
- Judging Science congress at district level

### **Achievement/Awards**

- 1996 my subject Home Science was the best in Laikipia District
- 1995 Home Science was number 3 in Laikipia District
- 1994 Home Science was number 2 in Laikipia District

## **COMMUNITY WORK**

I sponsor needy children by paying fees and meeting school related needs. One of the children I have assisted has recently graduated at Kenyatta University. I'm in the leadership of the mothers union in my church.