

Cyrus Gitonga Kamichi

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Bio Data

Gender: Male

Marital Status: Single

Date of Birth: 18th June 1979

Nationality: Kenyan

Personal Profile

A skilled professional with strong background in administration, customer service and office management. Possesses over 6 years of diverse experience in collaborative environments. Skilled in maintaining office schedules, supporting daily operations of organizations, coordinating the flow of information and assisting with processes as well as undertaking reporting tasks. Recognized for handling sensitive information with special focus on ensuring its confidentiality and integrity. Strong attention to detail with exceptional time management skills. Offers expertise in gathering and analyzing important information and converting it into managerial reports, in addition to performing functions to ensure smoothness of office processes.

Education

2011

Masters of Arts (Medical Sociology)

University of Nairobi:

Subjects included: Counseling, Health Planning and Administration, Advanced Medical Sociology, Advanced Sociological Theory, Gender Sexuality and Health, Statistics, Healthcare Systems in Developing Countries, Demography among others.

My Masters project was titled **“Adoption and Utilization of ICTs in the Provision of Medical Services; The Case of Embu Provincial General Hospital.** It required independent research skills

1999-2003

Bachelor of Arts(Social Work)

University of Nairobi- Second Class Honours, Upper Division

1994 - 1997

Kenya Certificate of Secondary Education

Nguviu Boys High School,Embu

Professional Qualifications

▪ **2003**

Computer Proficiency Course

Embu College of Professional Studies

Skills

- **Interpersonal Skills:** Ability to work in a team, demonstrated ability to build agreement and navigate complex and appropriate frameworks. Ability to develop effective working relationships with other program partners and counterparts.
- **Decision Making and Problem Solving Skills:** I am able to make timely, well considered and logical decisions on problem situations that may arise so as to find appropriate and workable solutions.
- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation.
- **Communication Skills:** Communicates very well both orally and in writing. Possess good presentation skills and people handling techniques.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Teamwork:** Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times.
- **Computer Skills:** Proficient in MS Word, MS Excel, MS PowerPoint, MS Access, MS Publisher, MS Outlook and Internet. Others are Website Updates, Editing and Content Development .

Work Experience

May 2013 to date

University of Nairobi (Deans Office, School of Education)

Position: Senior Administrative Assistant (Grade EF)

Responsibilities:

- Supervising non-teaching staff in the Department.
- Servicing all Departmental Committee meetings such as School Management Board, School Academic Board and School Postgraduate Board (taking appointment, Postgraduate Defense and Short listing as well as other related administrative minutes).
- Updating employee details in the University designed and implemented Human Resource Management Information System (HRMIS) as well as the Staff Movement Advice System.
- Managing the School Performance contracting process including entering and maintaining a Management Information System (PCMIS) designed to electronically retain and manage information related to performance contracting process.
- Carrying out performance Appraisal for members of staff through the Staff Performance Appraisal System (SPAS).
- Processing of Admissions for Postgraduate, Undergraduate and Diploma applicants.
- Processing of postgraduate, undergraduate and diploma graduands and allied processes.
- Approving leaves for members of staff through the online leave application system (OLAPIS).
- Carrying out Internal Quality Audit (ISO Audit) when scheduled by the University

Management Representative.

- Implementing Institutional and College Records Management Policies intended to standardize filing, protecting and retrieval of records, reports and other information.
- Maintaining all ISO related documentation in the College for continual improvement.
- Assisting in the administration and management of all activities in the Principal's office.
- Facilitating the development of filing system and maintaining these to meet administrative requirements.
- Devising and ensuring the implementation of records retention schedules.

March 2008- March 2013: University of Nairobi's Department of Extra Mural studies

Position: Diploma Supervision

Responsibilities:

Diploma projects supervision and part time examinations invigilator assisting the resident lecturer in examinations administration and general clerical work.

October 2010-February 2011:

International Center for Transitional Justice:

Position: Transcribing Consultant:

Responsibilities: Did transcription, data entry and editing for ICTJ Research, Data Collection and Analysis

Other Positions Held

April 2010-July 2010: Independent Electoral and Boundaries Commission Data Verification Clerk

- Voters Data Entry and Verification
- Development of New Electronic Voter Registration System.

January 2007-June 2007: Legal Resources Foundation Trust: Materials Development

Associate/Editorial Assistant

- Assisting in programme implementation in the production of materials, booklets, posters, radio and television programmes.
- Developing, follow-up and managing of working partnerships with various media practitioners, resource persons and publishing houses
- Implementation of Human Rights Education activities.
- Assisting in the preparation of narrative and statistical reports for materials project on monthly and quarterly basis.
- Review of programme procedures and revising them where necessary.
- Monitoring and Evaluation of Materials Development Project Activities.

November 2002-January 2003: Ministry of Home Affairs and National Heritage: District

Probation Office, Kibera Division On Attachment under Probation Officer's supervision.

Additional Information

Trainings

- Trained and Certified as an ISO Auditor by Kenya Bureau of Standards (KEBS) in 2015
- Trained in use of SciVal: an online research tool in February 2018(Organized by University of Nairobi)

PROFESSIONAL MEMBERSHIP

Associate Member, Kenya Institute of Management- A membership awarded to persons who are actively involved in industry, commerce or public organizations and have demonstrated clarity in understanding management practices.

PUBLICATIONS

2018

Lewis Ngesu, Cyrus Gitonga. October 2018: *Financing of Higher education in Kenya for Sustainable Development. Presented in the Research and Innovation in Education Conference, University of Nairobi, October 24-26,2018*

2016

Cyrus Gitonga, Alice Gichohi Lewis M. Ngesu, Esther Njoki Kaluku. 2016. *Integrating Students with Disabilities into Regular University Degree Programmes: The College of Education and External Studies of The University of Nairobi Experience.Presented in Pwani University.*

2014

Ndegwa, CGP, Cyrus Gitonga 2014. *Factors Influencing Tax Compliance among Small and Medium Enterprises in Nairobi's Industrial Area, Kenya(A Masters projectthat I successfully supervised)*

2011

Gitonga, Cyrus. 2011. *Adoption and Utilization of ICTs in the Provision of Medical Services: The Case of Embu General Hospital. Own Masters Project.*

Hobbies and Interests

- Literary Criticism, Writing and Motoring.

ADDITIONAL RESPONSIBILITIES

Member, College Debtors Collection Committee

- Enforcement of fees compliance in the School of Education.

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- Conducting regular updates and reports on fees compliance and billing of students.
 - Conducting and Monitoring Biometric registration.

July 2018: Rapid Outcome Innovation Trainer of Trainers

Duties and Responsibilities:

- Training new innovation champions
- Supporting the Innovation Project Owners in the implementation of Canvasses
- Monthly monitoring and Evaluation on the achievement of outcomes

April 2018-Returning Officer, Kenya Science Campus

- Officiated the nominations, elections and announcement of University of Nairobi Students Association (UNSA) 2018 Elections under the New UNSA Constitution.
- As Returning Officer, I was in charge of the Kenya Science Polling Station and allied electoral officers as well as processes.

Referees

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