

MARK WILMORTS ODHIAMBO

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NAIROBI

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BIODATA

NATIONALITY : KENYAN

LANGUAGES : ENGLISH, KISWAHILI, NATIVE

PERSONAL PROFILE

An adaptable, steadfast, committed, passionate and responsible administrator who conceives and deploys creative proposals, to overcome administrative challenges and advance organizational objectives. Intuitive and attentive listener, who readily exposes client need and provide viable and enticing product solutions.

ACADEMIC QUALIFICATIONS

Sep 2014 :- : **Egerton University**
Masters of Arts- Sociology (Com Dev't & Project Mng't)

October 2013 : **Nairobi Institute of Business Studies (NIBS)**
Statistical Package for Social Scientists (SPSS)

Sep 2009 - 2013 : **Kenyatta University**
Bachelor of Arts (Political Science- Sociology)
Second Class Honours Upper Division

Feb 2004 – Nov 2007 : **Maseno School**
Kenya Certificate of Secondary Education (K.C.S.E)

Jan 1996 – Nov 2003 : **Get Primary school**
Kenya Certificate of Primary Education (K.C.P.E)

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ADDITIONAL SKILLS

August 10th 2018

kenyatta University

Bioethics Training

A one day training on Ethical Issues in Research conducted by Professor Elizabeth Bukusi of KEMRI at Kenyatta University Conference Centre.

June 2018

Kenyatta University

Governance, Risk and Compliance Training

Implementors Workshop Training on Information Security Management Systems (ISMS) conducted by Margaret Mukira of Mileview College in Kenyatta University from 28th – 29th June, 2018 at Business Students Services Centre

Awareness Course

Risk Awareness Course Training on Information Security and requirements of ISO/IEC 27001:2013 coordinated by Mileview College in Kenyatta University from 18th – 22nd June, 2018 at Business Students Services Centre

May 2018

Kenyatta University

Enterprise Risk Management Course

Risk Management Workshop training on Risk Management process coordinated by Eddie de Vries of OneSource Africa and hosted by Kenyatta University from 8th to 11th May, 2018 at Kenyatta University Conference Centre (KUCC)

February 2018

Kenyatta University

Secretariat member of the BAL Workshop Steering Committee that coordinated the 'Being A Leader' International Workshop Training hosted by Kenyatta University from 18th to 25th February, 2018 at KUCC

Secretariat committee member that coordinated the 1st Regional Conference on Drug Demand Reduction and Supply Suppression, spearheaded by Department of Psychology, held between 21st and 23rd February, 2018 at BSSC

November 2017

Appointed as a member of a university staff establishment implementation committee

Roles:

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Deliberate and recommend the establishment of the academic staff in the University

Discuss and recommend on the required number of units a lecturer should teach in a semester

Evaluate the the reduction of student-lecturer ratio

Establish ways in which the University should do away with part-time lecturers to improve the quality of learning

To recommend the required number of tutorial fellows in each department

June 2017

YALINETWORK (Young African Leadership Initiative)Certificates on Understanding Elections & Civic Responsibility

Responsible Leadership on Transparency & Good Governance

April 2017

Salaries and Remuneration Commission (SRC)

Training on Job Evaluation for Public Officers at Kenyatta University

April 2017

Kenyatta University

Member of the Local Organizing Committee (LOC) that coordinated the administrative and logistical operations of the Inaugural CODESRIA, College of Academic mentors Institute workshop training from 10th -20th April 2017 at KUCC

Advanced Computer skills – (office applications including Microsoft Suite)

WORK EXPERIENCE

Jan 2017 :-

KENYATTA UNIVERSITY
Administrative Assistant
(School of Humanities and Social Sciences)

Oct 2016-Jan 2017

KENYATTA UNIVERSITY
Administrative Assistant
(Kenyatta University Ethics Review Committee)

Sep-Nov 2013

COSEKE-KENYA
Digitization Clerk (Data entry, Indexing, Analysis)

Dec 2011 – May 2013

DESIGNER TOURS & TRAVEL AFRICA
Distribution logistics officer(Transport and delivery of medical kits)

2010 - 2011:YOUTH ENTERPRISE SCHEME- RONGO

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Constituency representative(coordination, mobilization, registration and vetting of youth groups for the YES- fund, sensitizing and educating youths on the need to engage in income generating projects that can attract funding from the Yes- funding)

SKILLS AND COMPETENCIES ACQUIRED FROM WORK EXPERIENCE

- ❖ Communication skills
- ❖ Facilitation Skills
- ❖ Leadership skills
- ❖ Organizational skills
- ❖ Take Responsibility
- ❖ Teamwork

REFEREES

1. Prof. Henry Okello Ayot

Director,

Institute of Teacher Professional Development,

Kenyatta University,

P.O Box 43844-00100,

Nairobi.

Email: hoayotk@yahoo.com

Cell Phone: 0722 25 73 47

2. Prof. Chris Shisanya

Dean,

School of Humanities & Social Sciences,

Kenyatta University

P.o Box 43844-00100,

Nairobi.

Email:chris.shisanya@gmail.com

Cell Phone: 0722 31 27 67.

3. Mrs. Elizabeth Karanja

Legal Officer & Secretary to Ethics Review Committee,

Kenyatta University,

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