

OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS



Name of Staff: Francis Gachunji Wanjama

Designation/Rank: Deputy Registrar Academic Affairs

Department: Office of the Registrar Academic Affairs

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1. Educational Background/Qualification

1. Master of Business Administration (Human Resource Management), Egerton University, Kenya (2008)
2. Postgraduate Diploma in Education, Egerton University, Kenya (1998)
3. Bachelor of Arts in Sociology, Moi University, Kenya (1993)
4. KACE: Kaheti High School, Kenya (1988)
5. KCE: Nyagatugu High School, Kenya (1986)
6. CPE: Gikoe Primary School, Kenya (1982)

2. Brief Auto-biography

Francis is a focused and methodical person with over 21 years of experience of working in the University. He has a passion for working towards meeting customers' needs. He has worked diligently in both the academic and administration divisions of the university. For 8 of these years, he was stationed in the School of Education, processing and issuing students' transcripts, preparing teaching and examination timetables and coordinating printing and collection of semester examinations.

Francis has also passionately worked in the office of the Principal and the Vice Chancellor serving not only the office but also the University Management Board (UMB), the University Council and Council Committees for over 10 years. In all these years, Francis displayed himself as a team player in various teams and committees of the university. Francis also coordinated the establishment of the Laikipia University Alumni Association as well as the Laikipia University Staff Housing Cooperative Society.

3. Trainings /Seminars/ Conferences Attended

1. Mwongozo Training for Board and Committee Secretariat Staff
2. Role of the Audit, Risk and Governance Committee in Risk Management and Internal Audit
3. Strategic Leadership and Change Management Workshop by State Corporations Advisory Committee (SCAC) held at Kenya Institute of Administration (KIA), Nairobi.
4. Internal Quality Auditing Training Course by Kenya Bureau of Standards at Egerton University, Njoro.
5. Students' Academic Advising Training Course at Egerton University, Laikipia Campus.
6. ISO 9001 training Course at Egerton University, Njoro.
7. An advanced Students Data Processing and Management course at Egerton University, Njoro.
8. Students' Records Maintenance System (SRMS) training course at Egerton University- Njoro.
9. A training workshop on the use information technology at the workplace at Laikipia Campus.
10. Conduct of meetings and minutes writing course at Kenya Institute of Administration, Kabete.